

TERMS & CONDITIONS

Effective Sep 2012

PAYMENT OF FEES	<ul style="list-style-type: none"> • Payments are to be made for the whole course unless otherwise specified. • Payments are due in full 1 week prior to the commencement of the course.
DEPOSITS	<ul style="list-style-type: none"> • Non-refundable deposit is required for the Kindermusik® home materials
CANCELLATIONS / REFUNDS	<ul style="list-style-type: none"> • We regret that we cannot, under any circumstances, give refunds for classes already paid for. • Should you wish to withdraw your child from the program, please provide 14 days written notice and the remaining tuition fees will be credited to your account for use at a later time. You may choose to use the credit towards other programs or you may use the credit towards retail products sold at the studio. • Course materials for the Kindermusik® programs are non-refundable.
ENROLMENT	<ul style="list-style-type: none"> • Parents should complete and sign the enrolment form and mail it to us with the deposit payment enclosed applicable to Kindermusik® programs. • There will be no make-up classes for all courses except Kindermusik.
WAITLIST	<ul style="list-style-type: none"> • When a requested class is full we can waitlist your child. Priority is given to existing students and their siblings
MAKE-UP CLASSES (For Kindermusik only)	<ul style="list-style-type: none"> • For students who enroll partway through the course term, parents may pay pro rata for the remaining classes, except home materials. • Make-up classes for Kindermusik course must be taken within the course term and a maximum of 2 classes (for 15-lesson course) or 1 lesson (for 8-lesson course) may be carried forward to next semester on discretion. • If available dates for make-up lessons do not match your child's availability, you may make up in the other programs offered at Tiny Seed Kinder Studio.
PUBLIC HOLIDAYS	<ul style="list-style-type: none"> • Tiny Seed Kinder Studio is closed on all public holidays, Sunday and Monday
ENFORCED CLOSURES	<ul style="list-style-type: none"> • We do not hold classes under adverse weather conditions. For detail, please refer to the attached <i>Adverse Weather Arrangements</i> notice.
ACCOMPANYING YOUR CHILD	<ul style="list-style-type: none"> • In line with Social Welfare Department policy, we require all caregivers of children under 3 years to remain on the premises while their children are in class.
FOOD AND BEVERAGES	<ul style="list-style-type: none"> • Children are not permitted to eat or drink in classes, as food provides a distraction to others and may be dangerous if certain children are allergic to food being consumed. Please advise us of any food or other allergies.
DISCLAIMER	<ul style="list-style-type: none"> • All participants enrolled in activities at Tiny Seed Kinder Studio do so at their own risk and the company is not responsible for any loss, damage or injury to students or their guests as a result of participating in these activities.

條款

付款方式	<ul style="list-style-type: none"> • 請於開課前支付整個課程的費用。 • 款項需於開課日前一星期繳交。
留位費	<ul style="list-style-type: none"> • 用以支付 Kindermusik® 家用教材之留位費用概不發還。
課程取消/退款	<ul style="list-style-type: none"> • 已繳交的課程費用一律不設退款。 • 如欲退出已參加之課程，請於十四日前以書面方式通知本公司。閣下可選擇報讀本公司的另一課程，或購買本公司其他商品以抵消已支付課程費用的餘額。 • 購買 Kindermusik® 家用教材之款項恕不設退還。
報名	<ul style="list-style-type: none"> • 家長需填寫及簽署報名表格，連同留位費用(適用於報讀 Kindermusik® 課程)，一併交回本的公司辦理報名手續。 • 所有課程(除 Kindermusik 外) 均不設補課安排。
輪候名單	<ul style="list-style-type: none"> • 如欲報讀之課程額滿，學童需要輪候。凡已入讀的學童及其家屬均可獲得優先處理。
補課事項 (只適用於 Kindermusik)	<ul style="list-style-type: none"> • 如報讀已開課的課程，家長可按課程餘下之堂數繳付課程費用(家用教材除外)。 • 補課需於同一學期內進行。如未能補課，本坊將根據本學期之堂數，最多只能帶 2 堂(15 堂之課程) 或 1 堂(8 堂之課程) 至下一學期。 • 如因時間不配合而未能安排補課者，可以選擇另一課程的課堂以作補償。
公眾假期	<ul style="list-style-type: none"> • 本公司於星期日、星期一及公眾假期休息。
天氣惡劣之停課安排	<ul style="list-style-type: none"> • 本公司在惡劣天氣下將會停課。詳情請參考附件”突發性停課安排”。
陪伴年幼學童	<ul style="list-style-type: none"> • 本公司參考社會福利處的政策，要求三歲或以下學童之監護人需於課堂進行期間在本公司提供的等候區等候，以便照顧學童。
有關飲食之事項	<ul style="list-style-type: none"> • 為避免因食物敏感而引致危險，以及引起其他學童分心，請勿於課堂飲食。如學童對某種食物敏感，請知會本公司。
責任聲明	<ul style="list-style-type: none"> • 請自行評估活動的風險。對於參加活動而引致的各項損失、毀壞、或受傷，本公司恕不負責。

Adverse Weather Arrangements (突發性停課安排)

Weather Condition 天氣警告	Time Started 訊號發出時間	Class Arrangement 課堂安排	
		Kindermusik, Putonghua 普通話課程 (K1-K3)	Other Courses 其他課程
	During class 上課時間內懸掛	Classes will continue as usual but parents could arrange kids to leave early 同學應繼續上課，並按照正常時間下課。家長可提早或在安全情況下接回其子女。	Classes will remain unchanged, however parents could decide whether their children will attend the classes or not. 所有班別均照常，惟家長可自行決定是否讓同學上課。
	Signal is up before 12:00pm 中午 12:00 前仍然懸掛	Classes start before 2:00pm will be cancelled 下午兩時前開始之班別停課	
	Signal down before 12:00pm 中午 12:00 前除下	Classes start after 2:00pm will be as usual 下午兩時及以後開始之班別照常上課	
	Signal is still up after 12:00pm 中午 12:00 後仍然懸掛	No class 全日所有班別停課	
	Any time 任何時間	Classes will remain unchanged, however parents could decide whether their children will attend the classes or not. 所有班別均照常。 家長可自行決定是否讓同學上課。	
	During class 上課時間內懸掛	Classes will continue as usual but parents could arrange kids to leave early 同學應繼續上課，並按照正常時間下課。 家長可提早或在安全情況下接回其子女。	
	Signal is up before 12:00pm 中午 12:00 前仍然懸掛	Classes start before 2:00pm will be cancelled 下午兩時前開始之班別停課。	
	Signal down before 12:00pm 中午 12:00 前除下	Classes start after 2:00pm will be as usual 下午兩時及以後開始之班別照常上課。	
	Signal is still up after 12:00pm 中午 12:00 後仍然懸掛	No class 全日所有班別停課。	

Notes 附註

- Whenever the Education Bureau announces the suspension of primary and secondary classes, there will be no class in our studio as well.
在任何情況下，若教統局宣佈小學及中學停課，本成長坊之所有班別亦同時停課。
- There will be no refund and no additional class should a class be cancelled due to any of the above conditions.
所有突發性停課均不設補課或退款。