

Company Policies 公司政策

Payment of Fees

付款詳情

- Tuition fees are payable by cheques or cash only.
本中心只接受現金或支票作為繳交學費的方法。
- Please make cheques payable to **"Meadow English Learning Center Ltd"**.
如用支票繳交學費時，請付 **"Meadow English Learning Center Ltd"**.
- Tuition fees are charged on a monthly basis and are payable before the first day of each month.
本中心所列出的學費是以一個月為準則，而學費請於上一個月尾之前繳交。
- We regret that we cannot give refunds for classes already paid for except in case of closure and cessation of the course.
除了學校或課程停辦外，所有已付繳的學費將不會退還，敬請原諒。
- Two weeks advance notice must be give if students wish to stop taking any courses at our center or we shall reserve the right to charge tuition fees for the entire month.
如要退學，請於退學前兩個星期通知本校，否則本校有權追討該月之學費。

Holidays, Weather and Make-up classes

有關假期、天氣及補堂事宜

- We are closed on all public holidays.
本中心於所有公眾假期休息。
- When typhoon signal No. 3, amber or red rain warning signal is hoisted, classes will not be cancelled. However, parents should use their best judgment whether it is safe for their children to attend class.
當 3 號颱風或暴雨警告懸掛時，本中心會照常上課，但家長必須考慮當時的天氣情況，自行決定是否回校上課。
- Classes are cancelled when the black rain warning or when typhoon signal No. 8 is hoisted.
當黑色暴雨警告或 8 號颱風懸掛時，本中心所有堂課將會取消。
- We regret that we cannot arrange make-up class or give refunds for these occurrences.
所有因為以上情況而取消的堂課，是不會得到補堂或退還堂費。
- Students who miss class due to medical reasons can arrange to attend a make-up class, if it is feasible and the weekly scheduling permits. However we cannot guarantee a make-up class on the same course that your child is attending. Please inform us in advance in such cases so we may make the necessary arrangements.
學生如請病假，請盡快通知本中心和出示醫生證明，本中心會作出適當的時間補堂。

School Refund Policies and Procedures 學校退款政策及程序

Address 地址 : G/F, 72 High Street, Hong Kong.
Phone Number 電話 : 2186 7976

A. Refund Policies 退款政策

1. In case of school closure prior to the commencement of a course, our school will refund in full the course fees collected to pupils immediately.
本校如在課程開課前關閉，便會立即向學生全數退回課程費用。
2. If a course cannot be operated according to the arrangements specified in the school fees receipt and pupils decline the revised arrangements, our school will refund in full or on a pro-rata basis the course fees collected to pupils within one month after the pupils have requested for course fees refund.
倘若課程未能按照學費收據所載安排開辦，而學生又拒絕接受新安排，本校會在學生要求退回課程費用的一個月內，向學生全數或按比例退回所收取的課程費用。
3. If a course cannot be operated on the date or at the time specified in the course leaflet and pupils decline the revised arrangements, our school will refund in full or on a pro-rata basis the course fees collected to pupils within one month after the pupils have requested for course fees refund.
倘若課程未能按照課程單張所列日期或時間開辦，而學生又拒絕接受新安排，本校會在學生要求退回課程費用的一個月內，向學生全數或按比例退回所收取的課程費用。
4. In case of cessation of a course after its commencement, our school will refund pupils the course fees collected on a pro-rata basis within one month after the cessation of the course.
倘若課程在開課後停辦，本校會在課程停辦後的一個月內向學生按比例退回所收取的課程費用。

B. Refund Procedures 退款程序:

1. Our school will inform pupils of the refund arrangement either over the telephone or in writing. For pupils aged below 18, their parents or guardians can proceed with the refund procedures on pupils' behalf.
本校會主動致電或以書面通知學生有關退款安排。十八歲以下的學生可由家長或監護人代辦退款手續。
2. Our school will refund pupils in accordance with the policies stated above.
本校會按照上述政策向學生退款。
3. When processing the refund, our school will not take away the school fees receipt originals. Upon receipt of the refund, pupils or parents should sign to acknowledge the receipt.
處理退款時，本校不會取去學費收據的正本。學生或家長收到退款時，須要簽收確認。
4. The refund will be either in cash or in cheque.
退款可以現金或支票支付。