

## HKKA Korean Language School Application Form

姓名 Name	English :	性別	<input type="checkbox"/> Female (女)
	中文 :		Gender
身份證號碼 ID Number		國籍 Nationality	
出生日期 Date of Birth	_____日(D) _____月(M) _____年(Y)		
住址 Home Address			
聯絡方法 Contact	電話 Contact No. :		
	電郵 Email :		
有否學習過韓語? Previous study of Korean?	<input type="checkbox"/> Yes	多久 How long	
		在哪裏 Where	
	<input type="checkbox"/> No	用的課本 Textbook	
報讀的課程 Application Type	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Level 6 <input type="checkbox"/> TOPIK <input type="checkbox"/> Private		
從哪裏得知我們 How did you find us?	<input type="checkbox"/> 網上 Google <input type="checkbox"/> 網上 Yahoo <input type="checkbox"/> 傳單 Leaflet <input type="checkbox"/> 海報 Banner <input type="checkbox"/> 朋友 Friends <input type="checkbox"/> 其他 Other		
備註 (校方專用) Remark (Office Use Only)	Class No.:  Date of Entry:  Other:		

Please Turn Over --->  
請翻至背頁

## HKKA Korean Language School Policies

1. **Tuition fees paid are non-refundable under any circumstances**, including when the student withdrawing from courses at any time and for any reason. However, if a new class is not commenced as scheduled and student demand for a refund, the school will give a full refund to student based on the school refund policy.

在任何情況下，學生如因事未能如期上課，所繳學費概不退還。然而，如因新辦課程人數不足而未能開班，在學生要求下可退回已繳學費。

2. For group class, **tuition fees should be continuously paid under any circumstances**, including when the student absent from courses at any time and for any reason.

在任何情況下，小組課程學生如因事未能如期上課，仍需繳付缺席課堂之學費。

3. For student absent from group classes, the school may provide a make-up class **only if one of our teachers is available**. HK\$200 will be charged for each make-up class, which is up to 1 hour. The school will not provide make-up class to student who fail to finish the payment of absent class(es).

小組課程學生如因事未能上課，在老師時間許可下將提供補課；惟本校不接受指定老師的要求。補課將在1小時內完成，費用為港幣\$200。另外，如學生未有繳付缺席課堂之學費，將不獲安排補課。

4. For group class, if there is any student withdrawing the class halfway, causing for insufficient number (less than 3) of students, the school may arrange student to another class or change the class time.

小組課堂如因其他學生中途停學引致人數不足3人，本校有權安排其餘學生轉到其他班上課或更改上課時間。

5. For private class, should student cannot attend any scheduled class, a minimum of 2 days' notice by phone or email is required. **Failure of noticing us in advance and 'no show' will lead to deduction of tuition fee without prior notice.**

私人、半私人班學生如因事未能於既訂時間上課，須於最少兩天前致電或發電郵通知本校。學生如未能提前通知本校或於上課時間未有出現，將會扣減學費，而不作另行通知。

6. Scheduled classes will be cancelled if Black Rainstorm Warning Signal or Tropical Cyclone Signal No.8 or above is hoisted 2 hours before, and the cancelled classes will be postponed to following week.

如八號或以上熱帶氣旋訊號或黑色暴雨警告訊號在上課前兩小時懸掛，所有課程將會取消，並順延至下一星期。

7. In case of any dispute, the decision of HKKA Korean Language School shall be final and binding.

如有任何爭議，本校保留最終決定權。

I accept and understand all the above terms and conditions.

本人明白及同意以上所有條款及細則。

Date 日期: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_