

## Summer Course Terms & Conditions

### Enrollment

- Enrollment in Imperial Academy may be subject to pre-course assessment to determine student's suitability to enrol in lessons.
- Imperial Academy reserves the right to refuse the admission of any student who, in its opinion, does not meet the minimum requirement for courses and/or may impact the learning of other students' at the centre.
- Requests to switch courses or skip course levels will be subject to Imperial Academy's assessment and course availability.

### Tuition

- Students must settle all course fees 2 weeks before course commencement (ie. For Summer Term that starts on 2 July, all course fees must be settled by 15 June). Imperial Academy reserves the right to withdraw or preclude the student from attending class if student had not settled the course fee.
- All tuition fees are calculated according to the published rates in the current brochure and website or the latest published amendment, if any.
- Courses encompass a package of a certain number of class/hours as indicated on the Summer brochure. Therefore, no pro rata payment will be accepted.

### Payment of fee(s)

- Successful enrolment into classes are on a first come first served basis with full payment.
- Payment can be settled by cash/cheque/bank transfer.

### Payment Methods

#### 1. By cash

- Please pay in cash at Imperial Academy Kowloon City Headquarter or West9 Branch reception.
- Please do not send cash by mail. Imperial Academy will not be responsible for loss of cash payment sent by mail.

#### 2. By cheque

- Please make crossed cheques payable to "Imperial Academy Limited". Post-dated cheques will not be accepted.

#### 3. By Bank Transfer

- Please deposit to Imperial Academy Limited at HSBC account no. 400-864062-001 with reference made with enrolled student's full name and parents' contact number. Bank-in slip must be sent through "Instant Message" in our school Application or sent by post to Shop IB, No.18 Fuk Lo Tsun Road, Kowloon City, Hong Kong or hand in to our reception in person.

### Refunding the fee(s)

- Our deposit and course fee(s) is non-refundable, non-transferable and non-exchangeable.

### Extreme Weather Arrangement

Refers to the cancellation of classes subject to weather conditions:

#### 1.1 Typhoons

- Class(es) will be cancelled at the hoisting of a Typhoon Signal Number 8 or higher.

#### 1.2 Thunderstorms and Rainstorms

- Classes will be cancelled at the announcement of a Black thunderstorm/rainstorm warnings or higher before 08:00 am for morning and between 10:30 am to 1:00 pm for the afternoon session. Classes will run as normal for the Amber and Red thunderstorm warnings.

- For classes cancelled due to the above conditions, Imperial Academy will try to accommodate with make-up lessons with no guarantee. Information regarding class arrangement will be posted on "Notice" of school Application and the company Facebook page.

### Make-up Classes

- Make-up class policy only apply to students who miss their classes due to their sickness.
- A maximum of 10% classes may be rescheduled once without charge during the summer term. Thereafter, a \$50 administrative fee will be charged.
- Leaves must be taken through the "Leave Application" function in the school Application in order to be eligible for scheduling make-up classes. Classes missed without proper notice will not be made-up later.
- Make-up classes must be taken within July and August and cannot be carried over to the next term, i.e. September.
- If our available dates for make-up lessons do not match your child's availability, we cannot guarantee a replacement class.
- We do not reschedule a missed or pre-arranged make-up class.

### Photography, audio and video capture

- Imperial Academy Limited reserves the right to use photos, videos, and/or sound recordings of children and parents/guardians participating in programme activities, for teacher training, curriculum and/or promotional purposes.

### Change of Information

- Please inform Imperial Academy on any changes of personal information.
- Imperial Academy reserves the right to change tutors or reschedule or cancel any classes as deemed necessary without prior notice.
- Imperial Academy reserves the right to change the above terms & conditions without prior notice.

Disclaimer: Imperial Academy Limited takes all reasonable steps to provide continuity of services. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If our services are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. We reserve the right to make the final decision in case of disputes and to make changes to policy.