

## Terms & Conditions

### Enrollment Confirmation & Payment of Fees Policy

- Imperial Academy's enrollment is on a "First-Come-First-Serve" basis and registration confirmation is upon completing the payment policy.
- Course fee must be settled 7 days before the start date to confirm enrollment and schedule for all enrolled lessons.
- Payment is based on four, eight or twelve classes per month.
- Imperial Academy reserved the right to change tutors or cancel any class(es) as deemed necessary without prior notice.

### Cancellation Policy

- All fees are non-refundable, non-exchangeable and non-transferable.
- If a class is missed due to sickness, a medical certificate must be provided via 'Leave Record' on the School App within 1 day, or the missed lesson will be charged as per the fee schedule.

### Make-up Class Policy

- Make-up class arrangements will be provided when a regular class is missed due to sickness or travel reasons overseas. Other reasons will not be considered.
- Leave application must be submitted via the 'Imperial Academy' School App at least 1 day in advance for travel reasons and 3 hours in advance for sick leave to be eligible for make-up class arrangements and for Imperial Academy to inform our teachers in advance. Classes missed without proper notice will not be eligible for make-up class arrangements.
- A maximum of 25% of the lessons may be rearranged per month, regardless of the reason for the rearrangements.
- Imperial Academy will contact parents/students in due course to provide make-up class options via 'Instant Message' on the School App and make-up classes must be taken within the month and cannot be carried over to the next month.
- We cannot guarantee a replacement class if the dates and times provided do not match your child's availability. Space availability is on a first-come-first-serve basis.
- Rescheduling a missed or pre-arranged make-up class is not considered
- Make-up classes cannot be accumulated to offset the tuition fees for the following month.

### Photos and Other Media

- Due to the proprietary nature of our courses, photo and videos may only be taken with the written permission of Imperial Academy
- We reserve the right to use photos, videos, and/or sound recordings of children and their work for teacher training, curriculum, and/or promotional purposes unless otherwise informed by you in writing.

### Withdrawal from Imperial Academy / Cancelling Class

- Our curriculum design is to support students' ongoing learning throughout each academic year, and we assume that your child will continue with us throughout the month unless an intention of withdrawal is provided to us in writing.
- A 20-day written prior notice from the withdrawal date is required, else course fees and any deposit that has been charged upon enrollment will not be refunded.

### Disclaimer

- We reserve the right to amend the terms and conditions at any time without prior notice.

## 條款及條件

### 確認報名及繳交學費

- 本中心課堂名額以先到先得形式報名，並須繳交報名費及全期學費方屬確認。
- 所有費用須於課堂開始七日前繳清，才可確認學位及課堂的時間及日期。
- 課堂學費按每月四堂、八堂或十二堂收取。
- 本中心保留權利可按需要更改課堂導師及取消課堂而無需事先給予通知。

### 取消課堂規則

- 所有費用恕不退還及不設轉讓。
- 如因病請假，必須於一天內出示醫生紙，否則本中心會如常收取學費。

### 補堂

- 補堂安排只限因病或外遊而未能上課的學生，其他原因概不接納。
- 請假通知須在學校軟件“Imperial Academy”上申請，以便通知導師和安排補堂。事假通知須於最少在課堂一日前申請，病假申請須在課堂前最少三小時前申請。錯過課堂而沒有正式給予請假通知將不獲補堂安排。
- 補堂上限不論原因每月最多為百分之二十五，並須於即月安排，逾期不作安排。補堂選項會在“即時通訊”中提供，所有補堂須在當月內完成，不能在下個月完成。
- 由於補堂以先到先得原則處理，本中心會盡量安排學生補堂，如所安排補堂時間不合，恕不另行安排。
- 補堂學生如再度缺課，恕不另行安排補堂。
- 補堂屬補回所缺課堂性質，因此不得作累計扣減下月學費之用。

### 相片及其他媒體

- 因版權問題，學生必須獲得本中心書面批准方可取用本中心的相片及錄像。
- 除非家長以書面通知不得使用，否則本中心保留權利使用學生的相片、錄像及/或錄音和作業，作為教師培訓、課程設計及/或推廣等用途。

### 退學/取消課堂

- 除非家長以書面通知，否則學生會當作繼續按月上課論。
- 學生退學須於退學日期當日起計 20 日前給予書面通知，否則會如常收取學費及按金。

### 免責聲明

- 本中心有權隨時修改上述條款及條件，無須事先通知。

(本譯文只供參考，內容如有爭議，概以原文英文本為準)