



## Student Regulations

### A. *Regular Class Policy*

- a. Full payment of tuition fees is due before the commencement of each term.
- b. There will be **NO REFUNDS** in any case of dropouts, extended leave or other forms of non-attendance. All payments are **NON-REFUNDABLE**.
- c. Neither make-up lessons, nor refunds will be available for students (s) who absent themselves from lessons.
- d. Classes will not be held on public or scheduled holidays.
- e. Classes will be cancelled when **Typhoon Signal No.8, or a Black Rainstorm Warning** is hoisted two hours before classes are due to start. **Neither make-up lessons, nor refund** will be provided. If the warning signals are not hoisted, classes will resume within 2 hours.
- f. **Minimum number** of students in each class is **3** students.
- g. In cases where there is an insufficient number of students in a class, the following arrangements may be made:

#### 1. One student in a class



- \* Daytime or evening class: 1 teaching hour of 50 mins  
( Teaching plus conversation ) + 1 listening hr extra.
- \* Crash course: 2 teaching hours ( 2 x 50 mins )  
( Teaching plus conversation ) + 1 listening hr extra.

#### 2. Two students in a class

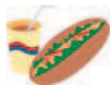


- \* Daytime or evening class: 1.5 teaching hour (50 mins + 30 mins)  
( Teaching plus conversation ) + 1 listening hr extra.
- \* Crash course: 3 teaching hours (3 x 50 mins)  
( Teaching plus conversation ) + 2 hrs listening extra.

\*\*\*HKLLC reserves the right to postpone or cancel the classes which are less than 3 students. If students choose to get refund, original prices (HK\$230/ per session) will be charged for the attended lessons. \*\*\*



## B. Breaks



There will be a break between each session at 50-minute intervals.

<b>Morning Sessions:</b>	A:	09:00 a.m. – 09:50 a.m.	CLASS
		<b>09:50 a.m. – 10:00 a.m.</b>	<b>break</b>
		10:00 a.m. – 10:50 a.m.	CLASS
	B:	11:00 a.m. – 11:50 a.m.	CLASS
		<b>11:50 a.m. – 12:00 p.m.</b>	<b>break</b>
		12:00 p.m. – 12:50 p.m.	CLASS
<b>Afternoon Sessions:</b>		2:00 p.m. – 2:50 p.m.	CLASS
		<b>2:50 p.m. – 3:00 p.m.</b>	<b>break</b>
		3:00 p.m. – 3:50 p.m.	CLASS
<b>Evening Sessions:</b>		7:00 p.m. – 7:50 p.m.	CLASS
		<b>7:50 p.m. – 8:00 p.m.</b>	<b>break</b>
		8:00 p.m. – 9:00 p.m.	CLASS

Students need only pay HK\$5- per visit to the coffee corner, where they can enjoy drinks and snacks.

## C. Personal Property

Students are responsible for the security of their personal property. The Centre does not accept any liability for any loss or damage caused to personal property on the premises. In case of loss or damage to personal property, the owner has the right to decide whether the matter should be reported to the police.

## D. Centre Property

The Centre reserves the right to take any necessary action – including expulsion and police involvement – against those who cause damage to our facilities, or those who engage in other undesirable activities.



### **E. *Class Transfer Application***

1. All payments are **non-refundable**.
2. All students who want to transfer to another class must fill in an application form with sufficient reason, and wait for approval.
3. Students cannot transfer to a non-existing class.
4. Students cannot transfer to a class that is already full.
5. Students cannot transfer to a class that has less than three students.
6. If there is no suitable class to transfer to, students must wait until a suitable class opens, or alternatively join any of our existing classes.
7. If there is any difference to be paid between the enrolled class and the transferred class, students must pay the balance.
8. Regular class students cannot transfer to private tuition.
9. The Centre reserves the rights not to accept a class transfer application.

### **F. *Language Laboratory***



1. Students are welcome to make full use of the laboratory through advance booking at any time, during course period.
2. Student should leave their student cards at the reception and get a special tape for language lab.
3. In order to maintain a clean environment and to prevent damage to the equipment, do not take any food or drink into language laboratories at any time.
4. No tape or cassette recorder belonging to the Language lab can be taken out of the HKLLC area. The Centre reserves the right to take any action necessary, including expulsion and police involvement, towards anyone in violation of this rule.

### **G. *Late for class***

We presume students who are **30 minutes** late for class, without prior notice, are going to be absent for all sessions on that day.

### **H. *Absence from class***

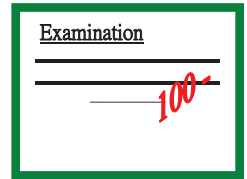
The Centre expects students who intend to be absent from their class to notify the Centre of their absence.

We presume students who remain absent from their class for **3 DAYS or more**, without prior notice, wish to discontinue their participation in that class.



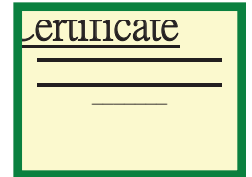
**I. *Test & Examination***

In order to maintain high standards and retain student's motivation, test in between and an end-of-term examination will be given to students.



**J.**

Students with an attendance record of over 75%, and pass the set examination, may receive a certificate issued by the Hong Kong Language Learning Centre upon request. Each certificate costs HK\$ 10, and takes around a week to issue. In order to obtain your certificate, please pay in advance, and write down your name, in block letters at reception.



**K. *No Smoking ! Sorry !***



The Centre maintains a smoke-free environment at all times.

The HKLLC attempts to ensure that information contained in the 4 pages is correct as at 1<sup>st</sup> Jan, 2003.

***ENJOY YOUR LESSONS AND WISH YOU MANY SUCCESS !!***