

凱聲琴行 音樂教育中心 及 流行音樂教育中心 守則

- 1) 有關凱聲琴行音樂教育中心及流行音樂教育中心之活動及最新資料會張貼於中心內的告示板上，請各老師、學員及家長按時參閱。
- 2) 學員如與中心聯絡，請引用學員編號。為保持學員與中心之間的緊密聯繫，如更改辦公室、住宅地址或電話，請通知中心職員。
- 3) 學員於本中心內練習可享有優先租練琴室之服務，詳情請與凱聲琴行職員查詢。
- 4) 除特別通知外，中心於公眾及學校假期仍照常授課。
- 5) 有關颱風及暴雨之守則：如於當日下午三時或以後，天文台除下八號或以上熱帶氣旋警告、或/及黑色暴雨警告，所有課程將會延期。如學員之上課時間於天文台除下以上警告之後的兩小時內，課程亦會延期。如於當日下午三時前，天文台除下八號或以上熱帶氣旋警告、或/及黑色暴雨警告，學員則可於兩小時後致電 2381 2025 查詢。
- 6) 學員如有損壞中心內任何樂器或設備，需負責賠償。
- 7) 中心範圍內不准吸煙、飲食及高聲談笑；未經許可，不得錄音及攝影。
- 8) 學員或訪客在中心內蒙受任何財物損失，凱聲琴行及中心概不負責。
- 9) 未得本中心事前許可，學員不得私自轉換上課時間。
- 10) 繳交學費時，必須向中心職員引述學員編號，如用支票繳付學費，抬頭請寫「凱聲琴行」。
- 11) 有關個別或小組學員之學費守則：學員必須於上課前繳付四堂學費。如繼續修讀下期課程，則須於第四堂預繳下期學費，如學員逾期繳費，中心有權暫停學員上課。直至學員付清逾期或必須預繳的學費後，方可獲准繼續修讀該課程。若此項措施導致學員上課期間受到延誤或令學員未能繼續上課，中心概不負責。
- 12) 學員必須完成一期學費後，方可退課或轉換上課時間。
- 13) 有關班制學員之學費守則：學員必須於開課前繳交全期學費。如缺席五堂或以上，中心職員有權將學員轉入其他程度相近的班別。
- 14) 凡學員於指定上課時間缺席，則作自動放棄該課論。學員仍需繳付該課之學費。
- 15) 有關班制之學員人數如少於本中心規定之人數，中心有權保留合併或解散該班之權利並將學員轉入其他程度相若之班別。
- 16) 中心保留調動上課時間，更換課室及導師之權利。
- 17) 所有已繳付之費用恕不退回或轉讓他人。
- 18) 中心有權調整各課程之收費，恕不另行通知。
- 19) 如學員因病未能按照已安排的時間上課，請出示當日醫生之病假紙，待中心職員安排補課時間。
- 20) 凱聲琴行保留修訂及更改以上守則之權利。

為提供一個優質的學習環境及專業的服務水平，懇請大家遵守以上守則。多謝各位合作！
祝 各位老師及學員上課愉快！

2012 年 4 月開始生效。

Harmony Music Company Music Course General Rules

- 1) Tutors, students and parents are responsible to read all official notices on the Notice Board.
- 2) Students are required to state their student numbers in all correspondence with Harmony Music Company. Students should notify Harmony Music Company for changes that have occurred to their contact details and student profiles at the earliest convenience.
- 3) Students are welcomed to practice in our studios. Please contact Harmony Music Company staff for more information.
- 4) Unless otherwise notified, all scheduled lessons will be held as usual on all school holidays.
- 5) Typhoon, and Rainstorm Signals: When Typhoon No. 8 or Higher Signal and/or Black Rainstorm Signal is cancelled before 3PM: students can call 23812025 after 2 hours since cancellation for information; When Typhoon No. 8 or Higher Signal and/or Black Rainstorm Signal is cancelled after 3PM: All scheduled classes will be suspended; When Typhoon No. 8 or Higher Signal and/or Black Rainstorm Signal is cancelled within 2 hours of you scheduled class time, your class will also be suspended.
- 6) Students are responsible for any damage they do to classroom property, including but not limited to musical instruments, whiteboards, benches, chairs, carpet and audio equipment.
- 7) Smoking, eating, drinking, photography, and recording are prohibited in the classrooms.
- 8) Harmony Music Company is not liable for any students' or visitors' loss or stolen property.
- 9) Students are not allowed to transfer from one class to another without the approval and confirmation of the administration office.
- 10) Payments made by cheque should be crossed and made payable to "Harmony Music Company" with student name and code.
- 11) For individual or Group lessons: Unless otherwise notified, tuition fees must be paid for the whole session (4 lessons for each session) before the start of lessons. Tuition fees for the next session must be paid in advance on the forth lesson of the previous session. Harmony Music Company reserves the right to prevent a student from attending the lesson if the student fails to pay the fee in time. Students will not be allowed to attend any lessons within a session unless and until the tuition fees for that session have been paid for in advance and/or the overdue tuition fees for a particular session have been duly settled in full (as the case may be) and, on occurrence of any disallowance to attend classes on such ground, Harmony Music Company shall not in any manner be accountable or held responsible for either causing or delaying any student in attending any class or denying attendance by any student of any class as a consequence thereof.
- 12) Students can terminate or transfer classes only after they have finished one session of lessons.
- 13) For Large Classes: Tuition fees must be paid for the whole session before the start of classes. If the student stops for 5 or more classes and wishes to resume lessons, Harmony Music Company reserves the right to prevent students from attending the original class and transfer students to another class at a similar level.
- 14) Students not attending lessons at prescribed time are considered to have giving up those lessons and the fees for the unattended lesson(s) will still be charged.
- 15) Should the number of students in one large class be less than the required number determined by Harmony Music Company, Harmony Music Company reserves the right to dissolve or regroup students to another class at a similar level.
- 16) Harmony Music Company reserves the right to revise or change the lesson schedules, classrooms and tutor replacement.
- 17) All fees are non-refundable and non-transferable.
- 18) Fees are subject to revise without prior notice.
- 19) If a student is not able to attend scheduled lesson due to illness, please show the relevant doctor's note of that day. Our staff may arrange for a replacement class.
- 20) Harmony Music Company reserves the right to make amendment on the above said rules when necessary.

To provide a quality learning environment and professional level of service, and please comply with the rules above. Thank you for your consideration.