

# Policies & Regulations

## 周末活动规则

1. Course fees must be paid on time without any delay
2. Any course fees paid will not be reimbursed to students under any circumstances.
3. Withdrawal letters should be submitted to the teacher-in-charge one month before classes commence.
4. No make-up lessons will be provided for students who miss their lessons.
5. For lessons conducted during school holidays, fees are to be paid regardless of their attendance.
6. The alumni reserves the right to provide a qualified substitute teacher in the event the original teacher is unable to conduct a scheduled class.
7. Teachers-in-charge are authorized to suspend any student(s) who misbehave(s) from the class.
8. Students shall attend lessons in proper school uniform and shoes.
9. Should there be any change in your address or telephone number, please notify the teacher-in-charge or the Alumni as soon as possible.
10. We accept no responsibility for any mishap a student encounters after his/her lesson.

1. 学费须准时交，切勿拖延。
2. 学生无故缺课，请假或半途退出，学费概不折算或退还。
3. 如要退出，须在一个月前以书面通知老师。
4. 老师们不为缺席的学生补课。
5. 学校假期如所属课程照常上课，则学生出国旅行，列为请假，学费须照交。
6. 如遇教课老师因故请假。我会有权安排代课老师另行补课。
7. 我会有权开除不守纪律的学生。
8. 学生须穿整齐的校服与校鞋来上课。
9. 如地址，电话有更改，须立即通知老师或校友会。
10. 学生校内学习或玩耍，须自己照顾安全。下课后，家长必须马上带回家，否则任何事故发生，一概与校友会无关。

**Weekend Program Application Form (2014)**  
**周末活动报名表格 (2014)**

**Course title** : \_\_\_\_\_ **Level** : \_\_\_\_\_  
 (课程名称) (级别)

**PERSONAL DETAILS (个人资料)**

**Name of Student** : \_\_\_\_\_

**中文姓名** : \_\_\_\_\_ (if applicable)

**Class** : \_\_\_\_\_  
 (班级)

**Date of Birth** : \_\_\_\_\_ **Birth Cert Number** : \_\_\_\_\_  
 (出生日期) (出生证明号)

**Address** : \_\_\_\_\_  
 (住址)

**Parent's Name** : \_\_\_\_\_  
 (家长姓名)

**Contact** : \_\_\_\_\_  
 (联络号码)

**Parent's Signature** : \_\_\_\_\_  
 (家长签名)

*I have read and agreed to the policies and regulations stated. 我已阅读并接受南侨校友会周末活动的条例及规则。*

**PAYMENT (FOR OFFICIAL USE ONLY)**  
**付款 (南侨校友会使用)**

**Amount**   
 款项

**Cheque Number**   
 (支票)

**Cash**   
 (现款)

**Receipt**   
 (收据号码)

**Note:** Please state your child's name, class, course and contact number on the back of your cheque.

**备注:** 请在支票背后注上学生姓名、班级、课程及联络号码。