

SCHOOL POLICY (PLEASE INITIAL AFTER X's):

1. **Withdrawal for Full-Year Registered Clients (Including Pre-Authorized and Post-Dated Check Clients):** all missed classes cannot be refunded or carried over to the next school year. Make-up lessons may be scheduled (Please see No. 4 and 5 below for make-up lesson policy). Registration fee cannot be refunded. Unused fee from classes scheduled after the withdrawal date will be refunded.
全年付費客戶: 註冊費和就學期間曠課的學費恕不退還。可安排補課 (請參考下列第四和第五項補課規定)。退學通知告知之後日期的未用學費可退還。X_____
2. **Withdrawal for Monthly Clients:** all missed classes cannot be refunded or carried over to the next school year. Make-up lessons may be scheduled (Please see No. 4 and 5 below for make-up lesson policy). Unused fee from classes scheduled after the withdrawal date will be refunded.
按月付費客戶: 就學期間曠課的學費恕不退還。可安排補課 (請參考下列第四和第五項補課規定)。退學通知告知之後日期的未用學費可退還。X_____
3. **Drop-In Clients:** must provide Bravo Music with credit card information to keep on file. Credit cards will be processed on the 1st of each month in the invoiced amount when in-person payment has not been made by the last day of the previous month. 按期到校付費客戶: 請留下信用卡資料。客戶可以在每個月最後一天前到校繳付下個月的學費, 否則本校將在下個月一日由課戶提供的信用卡資料收取學費。
4. **Absence:** notice by 6pm via e-mail or voicemail the previous day at the latest is required to schedule make up lessons. Qualified missed lessons should be made up to the best of the teacher's availability. For monthly payment clients: make up lessons must be scheduled in addition to regular weekly lessons, and cannot be credited toward the following month's tuition fee. No make-up lessons for missed make-up lessons.
請假: 請在前一天晚上六點之前給予電郵或語音留言通知, 否則恕無無法補課。按期到校付費客戶: 恕不能以補課替代下個月的學費 (學費不得"往後推")。X_____
5. **Make-Up Lessons:** must be scheduled on or before August 31st, 2019, and cannot be extended into the following school year. Please talk to your teacher to schedule make-up lessons. 補課必須在 2019 年 8 月 31 日前完成, 不能延長到下一學年。請和老師一起安排補課月日期和時間。X_____
6. **NSF Cheques:** \$10 will be charged for each NSF cheque. 跳票: 額外收費 \$10. X_____
7. **Scheduling Changes:** students may be asked to adjust lesson time or date during the school year due to teachers' schedule modifications. 學生上課時間可能在學期中因為老師個人的授課時間變化而需要調整。X_____
8. **Media:** Bravo Music reserves the right to use photos and videos of lessons and recitals for promotional and advertising purposes. Bravo Music 保留以使用本校學生在課堂和音樂會的照片和影片進行宣传和廣告的權利。
X_____
9. **Safety:** For safety purposes, please drop off and pick up your child on time. We may close the store early: store hours are subject to change without notice, we will close when the last lesson is finished. 我們可能會隨時提前結束當日營業時間。基於安全起見, 請準時接送您的孩子。X_____
10. **No "Lesson Splitting":** we do not allow more than one student to participate in any of our private lessons at a time. 個別課只限一個學生上課。X_____
11. **Exam/Festival Registration:** Students are solely responsible for examination, competition, and audition registrations. Bravo Music does offer registration service for \$20 per event. 學生和家長必須自行註冊所有考試, 比賽, 和甄試, 並注意報名截止日期。Bravo Music 可提供代客報名服務--每次報名請付 \$20 元手續費 (請至校方查詢)。
X_____

PLEASE SIGN HERE:

I have read the terms and conditions set forth in this school policy. I understand the content of this policy and agree to follow all the aforementioned rules. 我已閱讀 Bravo Music 學校政策的條款和條件。我理解政策的內容, 並同意遵守所有上述規則。

Student Name: _____

Parent Signature/adult student signature: _____ Date: _____