

Refund

- **NO** refund for whatever reasons once enrollment is confirmed and fees are paid. Fees paid cannot be transferred to another student or a later date. Any exceptions need to be approved by CreativeKids, and will incur a handling fee (20% of the tuition fee to be refunded, up to \$300).

Absences & Make-up Lessons

- **Only ONE make-up lesson** could be arranged even if the student takes leave for more than one day in the same calendar month. Each make-up lesson may only be **rescheduled ONCE**.
- In case of sickness, school events or other special circumstances, a make-up lesson could be arranged if a proof document is presented.
- Please **inform us before the beginning of the lesson**, in order to be eligible for a make-up lesson.
- All make-up lessons must be taken **within TWO MONTHS from the date(s) of absence, and within the paid months**.

Rescheduling Lessons

- An Administrative Fee of HKD100 shall be charged for any change of class date or time.

Typhoon & Rainstorm

- Classes will be canceled once the Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted. These classes will not be rescheduled or refunded. A courtesy coupon for enrollment in a seasonal or summer workshop will be issued.

Special Circumstances

- If it becomes impossible to conduct classes at the original location due to various external factors e.g. social or public health situations, the studio will change the affected classes to online classes. Paid tuition can be transferred immediately or reserved for usage before an expiry date. **Any difference in tuition will not be refunded.**

Photos and other media

- Photographs and videos taken by us during classes, workshops and events, showing your child and yourself, may be used for teacher training and promotional purposes. If you do not consent, please let us know at the point of enrollment, or email us at marketing@creativekids.com.hk.

Progress Report

- Students with 80% or above attendance rate for CreativeWawa, CreativeKiddies, Pre-school, Junior programs in the regular school year (Sep 2020 - Jun 2021) will receive a progress report, while Intermediate and Senior program students are entitled to a "Certificate of Attendance" upon request at no extra cost.

Artwork Collection

- Student artwork not collected within two months from date of completion will no longer be available for collection.

Personal Data

- We collect, store and use your personal data in compliance with the Personal Data (Privacy) Ordinance of Hong Kong. We will deliver promotional information to you through various communications channels. Should you prefer not to receive such information, please send your request by email to marketing@creativekids.com.hk.

退款

- 報名確認後，已繳交的費用於任何情況下恕不退回。所繳之學費不可轉讓給其他學生或作往後課堂之費用。任何特殊安排須經本創作室同意，並須繳付手續費(所退回學費的20%，上限為\$300)。

缺席及補堂安排

- 學生若在同一曆月請假多於一天，亦只可獲安排一節補堂，而每節補堂只可改期一次。
- 學生若因生病、學校活動或特殊情況而須請假，如能出示證明文件，可安排補堂。
- 請於課堂開始前通知我們，方可獲安排補堂。
- 所有補堂必須在缺席課堂後兩個月內及已繳學費所指定之月份內進行。

改堂安排

- 任何課堂日期或時間改動，我們將收取\$100行政費用。

惡劣天氣

- 若八號颱風訊號或黑色暴雨警告訊號懸掛，所有課堂將會取消，並不設補堂或退款。我們將發出一張代用券，可用於報讀節日及暑期工作坊。

特殊情況

- 如果因社會環境、公共衛生等外在因素而無法在原定地點進行課堂，本創作室將會受影響課堂轉為網上課堂。所繳學費可選擇即時轉班或預留在限期內使用，而任何學費差額均不會退回。

相片及其他媒體

- 我們會於課堂、工作坊及活動上拍攝照片及影片，並用作教師培訓及宣傳。如家長不同意，請於報名時通知我們，或電郵至 marketing@creativekids.com.hk。

表現評估

- 凡於學年內(2020年9月至2021年6月)出席率達八成的CreativeWawa, CreativeKiddies, Pre-school及Junior學生可獲發年度評估報告; Intermediate及Senior學生可獲發出席證書(需提早申請,費用全免)。

作品領取

- 請於兩個月內領取已完成的作品，否則我們將自行處理，不作另行通知，而學生將不能取回該作品。

個人資料

- 我們將根據香港的《個人資料(私隱)條例》收集、保存及使用您的個人資料，並以不同的聯絡方式傳送推廣資訊給您。如閣下不希望接收有關資訊，請電郵至 marketing@creativekids.com.hk 通知我們。

* CreativeKids reserves the right to make the final decision in the event of any dispute.

如有任何爭議，一概以奇極創作室的最終決定為準。

Enrollment Reminder 報名須知

- Enrollment will be processed on a first come, first served basis and confirmed with payment in full.
- Fees must be paid in full to confirm your timeslot before the first class of each month. We reserve the right to transfer any unconfirmed timeslots to other students in that month.
- Each class will be opened with a minimum of 3 students. If the number of students continues to be less than 3 within two months, the class will be cancelled and students will be offered other alternative time slots.

- 報名以先到先得方式處理，並已收妥全額課程費用為準。
- 學生請於每月課程的第一堂上課前繳付全額學費，未能於限期前繳交學費者，本創作室有權將學生之學位轉讓予插班新生。
- 每班最少成班學生人數為3名。如在兩個月內人數持續少於3名，該班將取消，學生將安排至其他時段上課。

Headquarters - Sai Ying Pun

- Shop C&D, G/F, King's Hill, 38 Western Street Sai Ying Pun, Hong Kong
- Tel: 2530 4336 Fax: 2530 4707 ☎ 9172 8219

Branch - Taikoo Shing

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Portfolio Building Studio - Central

- 1D Avon Court, 21-23 Caine Road, Hong Kong
- Website: www.creativekids.com.hk
- Email: info@creativekids.com.hk

Find us on:



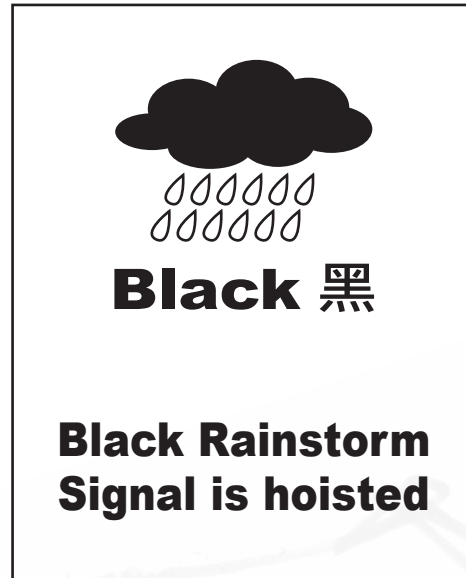
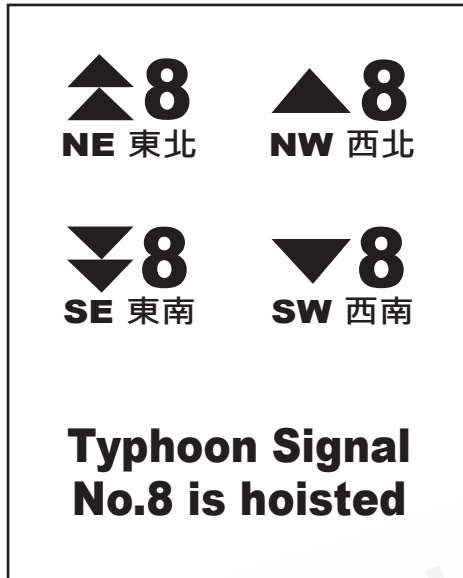
@CreativeKidsHK



Guidelines on Typhoon & Rainstorm 惡劣天氣指引

All Classes will be cancelled when:

所有課堂將於以下情況取消：



Important guidelines:

1. Classes will be canceled once the Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted. These classes will not be rescheduled or refunded. A courtesy coupon for enrollment in a seasonal workshop will be issued.
2. Please note that it is up to parents' discretion in sending their children during adverse weather situation. CreativeKids is NOT responsible for any inconvenience or mishaps under such circumstances.
3. All classes at CreativeKids will resume if Typhoon Signal No.8 and / or Black Rainstorm signal are lowered TWO AND A HALF HOURS before classes begin, for example:

重要指引：

1. 若八號颱風訊號或黑色暴雨警告訊號懸掛，所有課堂將會取消，並不設補課或退款。我們將發出一張代用券，可用於報讀假期特別工作坊。
2. 請注意，由於個別地區的天氣或交通情況有異，家長請評估是否安排子女依照上述指引上課，本畫室不會負責承擔其決定所帶來之影響。
3. 如上課前兩個半小時除下八號颱風訊號或黑色暴雨警告，所有課堂將會復課，請參考以下例子：

If signals are lowered at:
例如以下時間改掛較低訊號

6:30 am
11:45 am

Classes will resume at:
我們以下班別將會復課

9:00 am
2:15 pm

Remark: Please visit our Facebook Page for the latest updates on class arrangement during adverse weather.

備註：請瀏覽我們的Facebook專頁了解惡劣天氣期間課堂安排的最新消息。

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