

## Terms and Conditions 條款及細則

### 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.

### 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, make-up lesson could be arranged.
- 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.

### 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 to the use of these materials, please inform us.

### Progress Report

- Students with 80% or above attendance rate for CreativeWawa, CreativeKiddies, Pre-school, Junior programs in the regular school year (Sep 2019 – Jun 2020) 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](mailto:marketing@creativekids.com.hk).

### A Warmest Reminder

- Classes for students of 7 years old or above may require the use of boxcutters, glue guns and other tools, with the use of protective gloves and under the supervision of instructors. Should you have any concerns, please feel free to call us.

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

### 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。

### 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，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元行政費用。

### 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，並不設補課或退款。我們將發出一張代用券，可用於報銷節日及暑期工作坊。

### 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，請通知我們。

### 表現評估

- 凡於學年內（2019年9月至2020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](mailto:marketing@creativekids.com.hk)通知我們。

### 溫馨提示

- 所有7歲或以上的立體創作課程，學生將在學習過程中，由導師督導下有機會使用美工刀及熱溶槍等工具，使用時亦需配戴手套，敬請家長留意，如對此安排有任何疑問，歡迎致電查詢。

\* 如有任何爭議，一概以奇極創作室的最終決定為準。

#### Headquarters - Sai Ying Pun

- UG Floor, Aspen Court, 46 High Street, Sai Ying Pun, Hong Kong
- Tel: 2530 4336 Fax: 2530 4707 ☎ 9172 8219

#### Branch - Taikoo Shing

- G412-413, G/F, Chai Kung Mansion, 2 Tai Yue Avenue, Taikoo Shing, Hong Kong
- Tel: 2560 1383 Fax: 2560 1032 ☎ 9385 0466



Find us on:



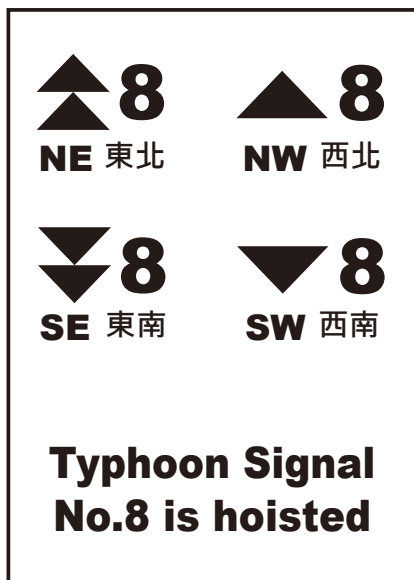
@CreativeKidsHK



## 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:

**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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