

## 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's must-attend 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 cancelled once the Typhoon Signal No. 8 or Black Rainstorm Signal is hoisted. Make-up lessons could be arranged for regular class students within paid months, one year from the cancelled class. For workshop classes, courtesy coupons with the same value as the cancelled class will be issued for future enrollment within one year.

## 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. 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](mailto: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 - Jun) will receive a progress report, while Intermediate and Senior program students are entitled to a "Certificate of Attendance" upon request at no extra cost.
- Reference letters are available at a fee of \$100 (standard version), or \$300 (with instructor's comments).

## Artwork Collection

- Student artwork not collected within one month 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).

\* 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。

## 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、學校必須出席之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

- 若八號颱風信號或黑色暴雨訊號懸掛，所有課堂將會取消。恆常課堂可在已付學費的月份內安排補堂，並由受影響日起一年內有效。關於工作坊課程，課堂將會取消並發放同等價值的代用券，以供日後一年內報名使用。

## 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。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](mailto:marketing@creativekids.com.hk)。

## 表現評估

- 凡於學年內(9月至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)。
- 我們可為學生提供推薦信，收費如下：標準版\$100，附有老師評語版\$300。

## 作品領取

- 請於一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。

## 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。

