

### A 報名須知 Application information

1. 名額有限，先到先得。額滿即止。
2. 課程滿3人即可開班。
3. 本中心未能接受電話或傳真預約。
4. 歡迎自組特別課程及上課時間，本中心將盡量與您配合。
5. 如須本中心代為接送您的子女，每次接送另收HK\$20.00，參加組合班者，每組合班另收HK\$300.00。(接送範圍限定於步行時間5-10分鐘內)
6. 已報名之項目，均不得轉讓他人或改報其他項目。
7. 新生報名費HK\$100.00。
8. 請保留收據，直至活動及課程完結，並請於活動當天或第一課堂時帶備收據。
9. 凡持續性之課程/活動，舊學員須於每月25日前，到本中心繳交下期學費，否則視作退出，其名額將給予後補學員或再作公開招生。
10. 有進階性的長期課程/活動的收生須按學員能力、程度及導師推薦而定。
  1. Places are offered on a "first come, first served" basis in person.
  2. Classes are formed when there are at least 3 students enrolled.
  3. We do not accept reservations by fax or by phone.
  4. We provide a tailor made curriculum to suit individual needs. Please contact us to request your own curriculum needs and timetable.
  5. If you would like us to escort your child to our centre, an additional HK\$20.00 will be charged for each lesson and HK\$300.00 will be charged for a 7-week programme. (The meeting location is restricted to Siu Sai Wan. The total walking time has to be under 10mins. Please contact us for details.)
  6. Once enrolled in a programme, transfers cannot be made.
  7. New students' registration fee: HK\$100.00
  8. Please keep your receipt until the end of the course or activity. Please also bring along your receipt on the first lesson or on the activity day.
  9. For regular courses, existing students should pay tuition fees before the 25th of each month. Otherwise, the places will be reserved for waiting students or opened for application.
  10. For regular courses with levels, they are enrolled according to students' abilities, level or teachers' recommendation.

### B 付款安排 Payment Arrangement

1. 請把報名表格連同學費交回本中心。學費請以現金或劃線支票繳付，抬頭請寫「Learning Garden Company Limited」或「陞鋒學之園有限公司」，並在支票背面寫上學生姓名及聯絡電話。
2. 學生必須在上課前繳付全數學費，學位方可作實。如以支票付款，則以支票過數作實。
3. 請避免以HK\$1000.00面額大鈔繳付。
  1. Please submit the enrollment form along with the appropriate fees (in cash or by cheque) to our centre in order to reserve a place. Cheques should be made payable to "Learning Garden Company Limited". Please write your child(ren)'s name and contact no. on the back of the cheque(s).
  2. Places are not valid until full payment has been settled in cash or, if by cheque, until it has cleared before the classes start.
  3. Please do not pay with HK1000.00 bank notes.

### C. 守則 Regulations

1. 「陞鋒學之園教育中心」、「陞鋒(藍灣)教育中心」將保留一切權利，並於必要時更調課程或導師。
2. 未經本教育中心同意，一律不可在校內拍照、錄音或錄影課堂內容。
3. 學生於疏忽、故意不守秩序或其他情況下造成之財物損失或身體損傷，「陞鋒(藍灣)教育中心」概不負責。
4. 學生如損壞本校任何物件或設備，學生家長須負責賠償、維修或更換有關設備之費用。
5. 陞鋒學之園教育中心或陞鋒(藍灣)教育中心在獲得家長/學生同意後，有權使用學生的作品、上課的照片及錄影片段作宣傳推廣用途(包括印刷小冊子)。
  1. "Learning Garden Education Centre" and "Learning Garden (Island Resort) Education Centre" reserve the right to change the programme(s) and/ or teacher(s) when necessary, such as sick leave.
  2. Without prior permission from the centre, no audio or video recording, and/or photo taking is allowed within the centre's premises.
  3. "Learning Garden Education Centre" and "Learning Garden (Island Resort) Education Centre" take no responsibility for any injuries or loss of personal property within the centre's premises.
  4. The parents of student(s) who cause damage to any Education Centre property or equipment will be responsible for their repair or replacement.
  5. Learning Garden Education Centre or Learning Garden (Island Resort) Education Centre, after obtaining permission from parents and students, reserve the right to use students' masterpieces, photos and videos for promotional purposes only (including programme guides). Learning Garden Education Centre or Learning Garden (Island Resort) Education Centre need not inform parents in advance.

### D. 取消/退出及退款安排 Cancellation / Withdrawal Policy and Refund arrangement

1. 所有已繳學費在任何情況下(學生人數不足及待定之活動除外)均不獲退回、轉讓或作其他用途。
2. 報名者須在付款前自行覆核所報之活動及課程日期是否與其他活動有所抵觸，若在報名後才發現課程重複之情況，本中心一概不負責，而已繳之款項亦不獲退還。
3. 在任何情況下，學生均不獲補課或退款，如患病、三號強風信號、八號烈風信號、紅色或黑色暴雨警告或任何私人理由等。
4. 如要參加待定之戶外活動，請先填妥報名表格並繳交費用。如活動因有關單位未能接受申請而取消，本中心將會在一個月內安排退款事宜，敬請保留收據。
5. 如因人數不足而取消有關活動或課程，本中心將會於活動及課程舉行前通知參加者以辦理退款手續。並於一個月內安排退款事宜，敬請保留收據。
  1. All fees paid are non-refundable and non-transferable under any circumstances (except by the centre for low enrollment or course cancellation). Please check the schedule carefully before enrolling in any classes.
  2. Please check carefully before you submit the application form. If an overlap is found, fees are not refundable or transferable.
  3. No make-up classes will be arranged under any circumstances. This includes sickness, typhoon signals no. 3, 8 or above, red / black rainstorm warning or other personal reasons.
  4. "Learning Garden Education Centre" reserves the right to cancel any programme in the case of low enrollment. If cancelled, we will notify you prior to the beginning of the course. All fees paid will subsequently be refunded by cheque within one month. Please keep your receipt.
  5. For unconfirmed outdoor activities, please submit the application form and fee first. If the visit is cancelled, all fees paid will subsequently be refunded by cheque within one month. Please keep your receipt.

### E. 戶外活動 Outdoor Activities

1. 所有戶外活動，在舉行日期前三天內，由本中心職員以電話提示。
  1. For any outdoor activities, we will notify you 3 days prior to the day of the activity.

### F. 私隱 Privacy

個人資料只用於本教育中心校內行政工作。

Personal data collected will be used for administrative purposes only.

學生/考生的個人資料因應學生的需求而作為辦理考試/比賽程序所使用。學生可自行決定是否提供這些資料。倘提供了不準確或不完整的資料，考評機構或比賽主辦機構，可因而拒絕接受有關申請。已提交的個人資料，亦可能作以下用途：

- (甲) 協助高等院校、政府或公營機構處理錄取申請；
- (乙) 回應合法要求，證明考生的成績；
- (丙) 協助高等院校、政府或公營機構處理有關獎學金、補貼或其他資助的申請；
- (丁) 以不記名及在不披露考生身份的方式，進行教育研究及分析；
- (戊) 向學生考生、家長及考試報名人提供與考試相關的資料。

Personal data of students or candidates may be needed for delivery of examination services or competition application purposes. The provision of the requested personal data is voluntary. If any of the data is inaccurate or incomplete, the examination organization or competition organization may not be able to accept the entry. The personal data submitted may also be used for:

- (a) assisting tertiary institutions and other government/public organisations in their processes for admission purposes;
  - (b) certifying candidates' examination results in response to legitimate requests;
  - (c) assisting tertiary institutions and other government/public organisations in respect of their requests for information in granting scholarships/financial assistance or other forms of subsidization;
  - (d) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable;
  - (e) providing information related to the examination or education concerned to the candidates, parents or applicants.
- 根據個人資料(私隱)條例，任何人士若能向考試機構/陞鋒(藍灣)教育中心證實其資料當事人之身份，可在繳交手續費後查閱個人資料，或考試機構向陞鋒(藍灣)教育中心或陞鋒學之園有限公司索取考生資料。有關資料，包括學生/考生個人資料、信件及其他資料，可能會被送交相關考試機構。一般而言，該等資料在考試後由考試機構決定處理方法。

In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of a fee, to anyone who can establish his/her right to be informed of such data as are retained by the Learning Garden (Island Resort) Education Centre or Learning Garden Company Limited. Please also note that candidates' personal data/correspondence/other information received by Learning Garden (Island Resort) Education Centre and Learning Garden Company Limited may be referred to the Examination Board concerned. In general, upon completion of an examination, all such data should be at the disposal of the Examination Board of the related organization.