

中心規則 General Regulations	
1	學生須留意中心之通告、上課日期及時間，並依時上堂。 Students are responsible for reading all notices and be punctual for lesson.
2	請保持環境清潔，地毯範圍內不得飲食。 Please keep MusicRings clean and tidy. Eating and drinking are prohibited in area with carpet.
3	毀壞中心物品之人士，須照價賠償。 Damage of MusicRings' property should be compensated at original cost.
4	請小心保管個人財物，任何在本中心範圍內個人的財物被盜/遺失、受傷及患病，本中心概不負責。 Please take care of your personal belongings. Our company is not responsible for any theft/loss of your belongings, injuries or sickness during your stay in our Centre.
5	未經中心職員確認而與導師私下訂立之協議，中心概不負責。 Schedule arrangement between student and tutor without confirmation from the administration office is not allowed.
6	除公眾假期和特別通知外，本中心於學校假期仍照常授課。 Unless notified, MusicRings remains open during school holidays except public holidays.
7	除小組課程以外，學生上課時可進行錄音/錄影作個人學習用途，但不得擅自上載到任何社交網站，否則會追究侵權責任。 Videotaping or audio recording during individual lesson is allowed to foster learning. However, any uploading or posting of such content to any public network or communication systems (e.g. Facebook and YouTube) is strictly prohibited to prevent infringement of Intellectual Property Rights.
8	中心舉辦之活動均會上載於中心網頁 http://www.musicrings.com.hk 或 Facebook: MusicRings Ltd 歡迎家長及學生瀏覽。 Latest updates on MusicRings will be found on our website or Facebook: MusicRings Ltd. Parents and students are welcomed to visit http://www.musicrings.com.hk for more details.
9	颱風及暴雨之上課安排 Class Arrangement under Adverse Weather Conditions
9.1	1 號、3 號颱風訊號或黃色、紅色暴雨警告: 學生需照常上課 Typhoon Signal No. 1/ 3, or Amber/ Red Rainstorm Warning Signal: All classes will be conducted as usual.
9.2	8 號或以上颱風訊號或黑色暴雨警告: Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal: 在上課前 2 小時，開始或仍懸掛，該課堂將一律取消，中心將安排於 2 個月內補課。 In the case of Typhoon signal No.8 or above being hoisted 2 hours prior to the start of a class, all classes will be immediately suspended and a make-up lesson shall be arranged within 2 months. 在上課前 2 小時內，開始懸掛，該課堂將一律取消，並不作補課。 No make-up classes will be arranged for lessons starting within 2 hours of either Typhoon Signal No.8 or Black Rainstorm Warning Signal being hoisted. 如訊號在上課時間內開始懸掛，課堂將會繼續進行，不作補課。請家長盡快到中心接送子女離開。 Classes will be continued only when Typhoon Signal No. 8 or above/ Black Rainstorm Warning Signal is hoisted during a lesson. No make-up lesson will be arranged. However, we strongly advise parents/guardians to fetch their children as soon as possible for safety issues. 當訊號於上課前 2 小時除下或改為較低之訊號，學生需照常上課，不另行通知。 All classes will be resumed as normal, when the signal is lowered or cancelled 2 hours before the classes start. MusicRings will not issue further notice.

10	學費 Tuition Fee
10.1	<p>所有小組課程學費均按課程期數繳交，以四/八/十二堂為一期。 已繳付的學費均不得退還、轉送他人或改作其他用途。 Course fee should be paid every four/eight/twelve lessons. All fees are non-refundable and non-transferable. 學生須於每期最後一堂繳交下一期學費，否則當自動放棄學位，本中心不會另行通知。 如要重新續堂，必須繳交港幣\$200 作行政費用。 Course fee for next enrollment must be paid on the last lesson of the current enrollment, otherwise your seat will be released without further notice. Administration fee \$200 have to be paid to resume the course.</p>
10.2	<p>學費支付方式:</p> <ul style="list-style-type: none"> a) 親臨本中心以易辦事或是現金付款 b) 劃線支票: 支票抬頭請寫「聲環音樂有限公司」 c) 轉數快: 收款人電話- 54398292 收款銀行-恒生銀行 戶口 239-441223-883 或 d) 直接存入銀行戶口 (請將存款收據 whatsapp 至 54398292 以作記錄) 恒生銀行 (帳戶編號:239-441223-883) <p>Payment Methods:</p> <ul style="list-style-type: none"> a) EPS or Cash at MusicRings Ltd. counter b) Crossed cheque. Cheque should be made payable to “MusicRings Limited”, c) FPS: Mobile Number 54398292 with Hang Seng Bank Account no. 239-441223-883 or d) Direct Pay-in (Please whatsapp us the receipt to 54398292 for record) Hang Seng Bank (account No.: 239-441223-883)
11	請假及補課安排 Leave and make-up class arrangement
11.1	<p>所有有通知的事假(上課前兩個工作天或以上) 或病假，可於有效日期前安排補課。 Make-up class for notified personal leave (at least two working days before the lesson) or sick leave can be arranged on or before the expiry date. 每四堂的有效日期為最後課堂後的第七日。 For every four paid lessons, the expiry date will be 7 days after the last paid lesson. 每八堂的有效日期為最後課堂後的第十四日。 For every eight paid lessons, the expiry date will be 14 days after the last paid lesson. 每十二堂的有效日期為最後課堂後的第二十一日。 For every twelve paid lessons, the expiry date will be 21 days after the last paid lesson.</p>
11.2	<p>病假必須於上課前通知中心職員，並於下一堂遞交請假當日由註冊中醫或西醫簽發之病假紙。如未能提供有效之病假紙，將不予安排補課。 Sick leave application should be informed to administration office as soon as possible before class. Student must present a sick leave certificate for the particular sick day from a registered clinic. No make-up class will be arranged without significant supporting document.</p>
11.3	<p>所有有通知的事假或病假，將由中心職員替學生安排補課，必要時會安排代課老師，所有學費不得退還。一切有關安排補課或時間調動等事宜，須由職員安排。 Make-up class for notified personal leave or sick leave will be arranged by the administration office. Substitute tutor may also be arranged if necessary. All fees are non-refundable.</p>
11.4	<p>凡遲到、缺席或臨時申請事假(少於上課前兩個工作天)，將不獲安排補時或補課。 Make-up class will NOT be arranged to those who are late for, absent from or applying personal leave within two working days prior to the lesson.</p>
12.	<p>所有補課包括順延課堂或於其他時間補上。 Make-up class includes either postponing the lesson or attending the lesson on other schedule.</p>
13.	<p>本中心保留更改上述條款之權利而不作另行通知。 MusicRings reserves the right to make amendments on the above terms when necessary. 以上的中心規則由 2020 年 6 月 9 日開始生效。 The above regulations are effective from 9 June, 2020.</p>