



## **Leaps and Bounds Student Enrolment Information and Policies**

### **Enrolment**

1. New students should complete the Enrolment Form and mail or submit in person to Leaps and Bounds, with tuition fee and deposit.
2. Upon confirmation of enrolment, Leaps and Bounds will issue an official receipt.
3. Priority for class attendance is based on date of enrolment completion.
4. Students currently attending our regular classes have priority for continuation of the same time slot class for the next term. They must pay the tuition fee on or before the due date to reserve the space in that class.

### **Deposit and Payment**

1. All new students will pay a \$500 deposit. Should a student intend to discontinue the class, they must submit their notification in writing or by email one month before the last lesson, in order to receive the refund of the deposit. Verbal notification is not acceptable. Upon receipt of the written notification, our staff will immediately issue an acknowledgment for confirmation (not applicable to short-term and one-time courses).
2. Tuition fees are payable every 2 months (for each term). Once a student is enrolled in a class, the tuition cannot be transferred to another student nor refunded. All classes will be held as scheduled unless student number does not reach the minimum requirement (not applicable to short-term and one-time courses).
3. For new students, if the enrolment month consists of 2 lessons or fewer, you are required to pay that month together with the next term (one term equals 2 months) (not applicable to short-term and one-time courses).
4. If students want to add classes in addition to their scheduled ones, they will pay extra tuition.
5. We accept payment in cash, cheque or bank transfer. Cheques should be payable to "Leaps and Bounds". For bank transfer, please transfer payment to HSBC account 083-511733-838 savings account, write the student number and name on the receipt and send or Whatsapp to us at 6924 3001.

### **Classes Waiting List**

1. Current students have priority to continue to enroll in the same time slot class.
2. If the student wants to continue for another term, they must pay the tuition on or before the payment due date. If we do not receive the payment, Leaps and Bounds may release the class space to other students. And if you still want that lesson time slot, and that the class is full, your name will be put in the waiting list.
3. Students' siblings also have priority for waiting lists.
4. If your desired class time slot is full, you can request the student to be put on our waiting list.

### **Hours and Public Holidays**

1. The Centre will be closed on Sundays and public holidays unless noted otherwise
2. Opening Hours: Mon to Sat : 9:00 – 19:00

### **Make-up Classes**

1. For each term (2 months), we allow a maximum of two make-up classes (not applicable to short-term and one-time courses).
2. If the student cannot attend class (due to school events or other matters), please provide at least 24-hour notice. If the student is absent due to sickness, please contact the Centre as early as possible. If not, no further make-up classes can be arranged.
3. It is the parent's responsibility to contact the Centre to arrange the make-up classes. The classes should be completed within 2 months after the last lesson of the term, or else forfeited. No refund will be given nor can the make-up classes be transferred to further classes or to other students.
4. If the student is not available during the make-up class period that we offer, we regret that we will not be able to provide other times.
5. If the student is absent from the arranged make-up class, we regret that we cannot provide any further make-up classes.

6. There will not be make-up classes or refund for all workshops and special-themed classes.

## **Photography and Recording**

1. Photography, video, audio and any kind of recording activities are not permitted on premises except when prior permission is granted.
2. Leaps and Bounds retains the right to use photographs and video materials for our promotion or training purposes. Please notify us in writing if you do not agree to this.

## **Typhoon and Rainstorm**

1. When the Yellow or Red Rainstorm Signal, Typhoon Signal No. 1 or No.3 is hoisted, all classes will continue as usual.
2. When Typhoon Signal No. 8 or Black Rainstorm is hoisted, all classes will be cancelled. All classes will resume 2 hours after the Signal is lowered. However, if the Signal is lowered after 3:00pm, the classes will not be held.
3. Should you want to arrange make-up classes due to the bad weather, please contact us to arrange a make-up class within one week from the date of the missed class, or else the class will be forfeited.

## **General**

1. The student will not be allowed to attend class if tuition fee has not been paid. Loss or delay of class time will not be compensated for.
2. Students must be punctual for class. If they are late, there will not be additional make-up time.
3. The lesson time cannot be changed without prior permission from the Centre
4. If the teacher is sick, and we cannot arrange for a substitute, we will notify you of any other special arrangement.
5. To ensure that the Centre's environment is quiet, we recommend students to arrive and leave within 10 minutes of their class time.
6. When the student is in the waiting area before or after class, parents or caretakers are responsible for their child's safety.
7. Please keep the noise down when classes are in session. Mobile phones should be set to silent mode, and please use phones in the lobby outside the entrance.
8. Parents or caretakers are not allowed to accompany their child into the classroom, or observe the class session except for parent and child classes or by special arrangement.
9. If the student is not well, body temperature exceeds 99.6°F (or 37.5°C), we may not allow the student to attend class. We may also request that the student to wear a mask.
10. Please provide the student's name and student number during phone calls and other correspondence with our Centre.
11. No eating or drinking is allowed inside Leaps and Bounds, except for our Little Chef workshop sessions.
12. Please keep our premises clean and hygienic. Please do not remove shoes or socks, and step on the stools (excluding early childhood courses).
13. The seats in the Reception area are for our students' use. Please always give the seats to children, senior and people in need.
14. No pets are allowed on premises.
15. Students and visitors are liable for any damages to our equipment or property.
16. Please take care of all personal belongings. Leaps and Bounds will not be liable for any loss or damage of belongings.
17. Leaps and Bounds reserves the right to change class times, classrooms, teachers and program content.
18. Leaps and Bounds reserves the right to adjust our program fees.
19. Leaps and Bounds reserves the right to revise the above terms and policies.

## **For Art Students**

1. Art students should complete their painting/ artwork based on the teacher's assignment. Should a student want to prepare special themed artwork for competitions, gifts or other purposes, please make application with our scheduling staff. Our teacher and staff will make their recommendation accordingly, and it may require scheduling for private class.
2. Leaps and Bounds may retain some students' painting / artwork for competition and other purposes.
3. We will keep the students' work for one month for evaluation purpose. During the first week of each month, the paintings for the last month will be returned.
4. Some colours and art materials may stain clothes and may not be removable, so please select appropriate clothing for class.

5. We recommend that all students should wear aprons during art class. Based on hygienic reasons, we will not lend aprons to students, please bring your own aprons (aprons with other art centre logos are not allowed).