

中心守則及注意事項

1. 請帶備學生證於上課前拍卡，以確認出席。學生證如遺失或損壞，須繳付 HK\$80 行政費，更換新卡。
2. 除了中心假期表上的日子或特別通知外，本中心將照常上課。
3. 請參閱颱風及暴雨警告守則有關天氣惡劣時的上課安排。
4. 課室內不准吸煙、飲食或高聲談話。
5. 未經許可，課室內不得錄音、攝影或攝錄。
6. Tommy Bee BB 班、Tommy Bee 精「嬰」班、Tommy Bee 「優」兒班、Yamaha 精靈紅蘋果、Yamaha 音樂小天地、Yamaha 兒童音樂班的學員，需由一名成人陪同上課；其他課程，除學員以外，其他人士未經許可不能參與。若 6 歲或以下學童的家長欲陪同上課，需於上課前繳交陪同費，便可額外多 1 名年滿 18 歲的監護人陪同上課，請保持安靜，以免影響課堂進度。
7. 本中心及通利琴行所出售的各類歌譜及書籍均受香港「版權條例」之保障，不得翻印。
8. 學員如損毀中心任何樂器或設備，如椅子等，本中心保留向家長索償損失之權利。
9. 未得中心許可，學員不得私自更改上課時間。
10. 除特別註明外，所有學費以 4 堂為結算單位，學生須於第 4 堂繳付下期學費。逾期繳交者需繳付 HK\$50 行政費，本中心亦有權終止學員上課，直至欠交學費付清方可繼續修讀課程。
11. 學員須於 4 堂學費完結後才可以退學或轉換時間上課。此外，學員須於最少 1 星期前向中心職員提出退學/轉換時間。
12. 若班制課程人數不足，本中心有權合併或解散該班別。
13. 凡班制學生缺席，該堂學費將自動扣除。如缺席超過 5 堂或以上，中心職員有權將學員轉入其他程度相若之班別。
14. 個別課程的學員於連續 8 堂之內(以今期及上 1 期各 4 堂計算)只可以請假 1 次(包括生病或其他原因)，並需要在上課前通知中心職員。若於連續 8 堂之內請假/缺席多於 1 次，則當自動放棄權利，請假/缺席課堂之學費會被扣除。
15. 本中心有權調動上課時間、課室及導師。
16. 所有已繳付之費用，恕不退回或轉讓他人。
17. 本中心有權調整各課程之收費，於生效前 1 個月通知。
18. 報讀每項課程之登記費用為 HK\$80。
19. 若學生報讀本中心其他課程，或要求轉換上課地點，須重新於新上課地點繳交登記費用為 HK\$80。
20. 學員、老師及訪客需自行保管財物，本中心對一切失竊或損失概不負責。
21. 如有緊急通知或訊息，本中心將透過 SMS 發放，請各位家長/學員留意手提電話。
22. 本中心保留修訂及更改以上守則之權利。

General Regulations

1. Students must register their attendance by swiping their student card on the electronic card reader before lesson. If student card is lost or damaged, an administration fee of HK\$80 will be levied for card replacement.
2. All lessons will be held as usual on all school holidays except dates listed in our Music Academy Holiday Notice.
3. Students are required to follow the Regulation of Typhoon and Rainstorm Warning.
4. Smoking, Eating, Drinking, Talking Loudly are prohibited in the classroom.
5. Recording without prior permission is prohibited in the classroom.
6. Students who attend Tommy Bee Beebies, Tommy Bee InFun, Tommy Bee Toddies, Yamaha Red Apple, Yamaha Music Wonderland & Yamaha Junior Music Creativity Course, should be accompanied by only 1 parent/ guardian to enter the classroom. For other courses, only enrolled student who attends the particular course is entitled to enter the classroom. For students who are or below 6 years old can be accompanied by 1 parent/ guardian with an additional fee of HK\$30/ 30min and should keep quiet throughout the lesson to ensure the lesson is in progress.
7. Due to the Copyright Ordinance, duplication of all materials such as music scores, textbooks, and including those that are sold in Tom Lee Music Academy and Tom Lee Music Co. Ltd. Locations are prohibited.
8. Students are responsible for any damage they do to classroom equipments, including but not limited to musical instruments, white boards, benches, chairs, carpet and audio equipments. The academy reserves the right to claim for the damage.
9. Students are not allowed to transfer from 1 class to another without the approval and confirmation of the administration office.
10. Tuition fee is calculated on the basis of 4 lessons. Tuition fee for the next session must be paid in advance on the fourth lesson of the previous session. An administration charge of HK\$50 will be applied on the day after the payment due date. The Academy reserves the right to terminate the student's right to attend the lesson until all tuition fees have been fully settled.
11. Students can terminate or transfer classes only after they have finished 1 session of lessons. Students are required to give a minimum of 2 weeks advance written notice (i.e. the Termination/ Transfer Form) to the academy.
12. Should the number of students in 1 class be less than the required number determined by the academy, the academy reserves the right to dissolve or re-group students to another class at a similar level.
13. For group lessons, students not attending classes at prescribed time are considered to have giving up those lessons and the fees for the unattended lesson(s) will still be charged. If the student stops for 5 or more classes and wishes to resume lessons, the academy reserves the right to prevent students from attending the original class and transfer students to another class of a similar standard.
14. For private lessons, only 1 absence (for any personal reasons, including but not limited to sickness, that lead to lesson cancellation) is permitted in every 8 successive lessons (the current 4 lessons and the previous 4 lessons). Notice of absence should be given prior to the scheduled lesson. Any extra cancellations (more than 1 absence) within the 8 lesson period will incur the regular tuition fee.
15. The academy reserves the right to revise or change the lesson schedules, classrooms and replacement.
16. All fees are non-refundable and non-transferable.
17. Fees are subject to revise with 1 month notice.
18. The registration fee for each course is HK\$80.
19. Students will be required to pay another HK\$80 when students request to change the music academy location after they complete 1 session of lessons.
20. The academy is not liable for any students' or visitors' loss or stolen property.
21. The academy will send out SMS for any urgent matters, please kindly keep check with your mobile.
22. The academy reserves the right to make amendment on the above said regulations when necessary.