

## 中心守則

1. 有關中心之活動及最新資料會張貼於告示板上，請各學員及家長按時參閱。
2. 學員如與本中心聯絡，請引用學員編號。為保持學員與中心間之緊密聯繫，如更改辦公室/住宅地址或電話，請以書面通知本中心職員。
3. 本中心之學員可在中心內練習，詳情請參閱練習守則。
4. 除特別通知外，本中心於學校假期仍照常授課，有關本中心之假期，可參閱假期表。
5. 有關颱風及暴雨之事宜，可參閱颱風及暴雨警告守則。
6. 課室內不准吸煙、飲食、高聲談笑；未經許可，不得錄音及攝影。
7. 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 兒童音樂班及水彩(親子)課程之學員，只限由一名成人陪同上課；其他課程，除上課學員外，其他人士不得進入。
8. 本中心及通利琴行所出售之各類歌譜及琴書均受香港「版權條例」之保障；所有書籍，不得翻印。
9. 學員如有損壞中心任何樂器或設備，包括白板、椅、琴凳、地氈、音樂設備，需負責賠償。
10. 學員或訪客在本中心內蒙受任何財物損失，本中心概不負責。
11. 未得本中心事前許可，學員不得私自轉換上課時間。
12. 繳交學費時，必須向中心職員引述學員編號，如用支票繳付學費，抬頭請寫「通利音樂基金有限公司」。
13. 除特別註明外，學費必須四堂繳付一次，學員如繼續修讀下期課程，必須於上期的第四堂預繳學費，如學員逾期繳費，本中心有權阻止學員上課。直至學員付清逾期及/或須預繳之學費後，方可獲准繼續修讀課程。若此舉而導致學員上課時間受到延誤或令學員未能繼續上課，本中心一概不負責。
14. 學員必須完成一期學費後，方可退學或轉換上課時間。並須最少於兩星期前填妥退學/轉換時間申請表交回中心職員。
15. 若某班別之學員人數少於本中心規定之人數，本中心有權保留合併或解散該班之權利，並將學員轉入其他程度相若之班別。
16. 凡班制學員於指定上課時間缺席，作自動放棄該課論；學員仍需繳付該課之學費。如缺席五堂或以上，本中心職員有權將學員轉入其他程度相若之班別。
17. 個別課程之學員於連續八堂之內(以今期及上一期各四堂計算)，只可請假一次(無論任何原因包括生病或其他)，須於上課時間之前盡早通知本中心職員。若於連續八堂內，請假/缺席多於一次，作自動放棄該課而學員必須繳付請假/缺席堂課之學費。
18. 本中心保留調動上課時間，更換課室及導師之權利。
19. 所有已繳付之費用恕不退回或轉讓他人。
20. 本中心有權調整各課程之收費，恕不另行通知。
21. 報讀每項課程之登記費用為港幣五十元正。
22. 當完成一期學費後，若學生自行要求轉換上課地點，則須於新上課地點重新登記並繳付港幣五十元之課程登記費。
23. 本中心保留修訂及更改以上守則之權利。

## General Regulations

1. It is the responsibility of students/parents to read all official notices on the Notice Board.
2. Students are required to state their student codes in all correspondence with the academy. Students should notify the academy for changes that have occurred to their student profiles at the earliest convenience.
3. Students are welcome to practice in the Tom Lee Music Academy studios. Please refer to the Rules & Regulation for Practising for details.
4. Unless otherwise notified, all scheduled lessons will be held as usual on all school holidays. For further information, please refer to the Music Academy Holidays.
5. Students are required to follow the Regulations of Typhoon and Rainstorm Warning.
6. Smoking, eating, drinking, photography, and recording along with disturbances are prohibited in the classrooms.
7. Students who attend Tommy Bee Beebies Course, Tommy Bee InFun Course, Tommy Bee Toddies Course, Yamaha RAC Music Toddlers, Yamaha Music Wonderland Course, Yamaha Junior Music Course and Water Color Course (with parents) should be accompanied by only one parent/adult to enter the classroom. For other courses, only enrolled student who attends the particular course is entitle to enter the classroom.
8. 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.
9. 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.
10. The academy is not liable for any students' or visitors' loss or stolen property.
11. Students are not allowed to transfer from one class to another without the approval and confirmation of the administration office.
12. Payments made by cheque should be crossed and made payable to "Tom Lee Music Foundation Ltd." with student name and code.
13. Unless otherwise notified, tuition fees must be paid for the whole session (4 lessons for each session). Tuition fees for the next session must be paid in advance on the forth lesson of the previous session. The academy reserves the right to prevent a student from attending the lesson if the student fails to pay the fee in time.  
Students will not be allowed to attend any classes within a session unless and until the tuition fees for that session have been paid for in advance and/or the overdue tuition fees for a particular session have been duly settled in full (as the case may be) and, on occurrence of any disallowance to attend classes on such ground, Tom Lee Music Foundation shall not in any manner be accountable or held responsible for either causing or delaying any student in attending any class or denying attendance by any student of any class as a consequence thereof.
14. Students can terminate or transfer classes only after they have finished one 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.
15. Should the number of students in one 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.
16. 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.
17. For private lessons, only one 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 one absence) within the 8 lesson period will incur the regular tuition fee.
18. The academy reserves the right to revise or change the lesson schedules, classrooms and replacement.
19. All fees are non-refundable and non-transferable.
20. Fees are subject to revise without prior notice.
21. The registration fee for each course is HK\$50.
22. Students will be required to pay an another HK\$50 when students request to change the music academy location after they complete one session of lessons.
23. The academy reserves the right to make amendment on the above said regulations when necessary.