

# **Student Lesson and Payment Terms**

(Effective from March 2026)



## **Course and Attendance**

- Minimum monthly prepaid lessons: 4 lessons
  - Lesson frequency: One lesson per week
- 

## **Leave and Make-up Lessons**

- Planned leave: Must notify at least 2 days in advance so the time slot can be released for other students or studio rental.
  - Late notice (less than 24 hours): No make-up lesson will be arranged and one lesson will be deducted.
  - Sick leave: Must notify via WhatsApp at least 2 hours before the lesson.
  - Special cases (teacher's leave): Students may choose to make up the lesson or reschedule. Make-up is not mandatory.
- 

## **Make-up Lesson Options (Choose one)**

1. Arrange an in-person make-up lesson within 2 months from the original missed lesson.
2. Conduct the make-up lesson via Zoom (online).
3. Extend subsequent lessons to make up the missed time (within 2 months).

*\* Note: Any make-up lessons not completed within the deadline will not be refunded.*

## **Inclement Weather Arrangements**

- Typhoon Signal No. 1 or No. 3 / Amber Rainstorm Warning:  
Lessons will proceed as usual.
  - Red or Black Rainstorm Warning / Typhoon Signal No. 8 or above:
    - Lessons already in progress: Will continue until the end.
    - Lessons not yet started: Will be cancelled and rescheduled as make-up lessons.
  - If the Observatory announces the signal will be lowered to No. 3 or below, or all tropical cyclone warnings are cancelled within the next two hours: The studio will resume normal operations within two hours of the announcement.
  - Please follow the latest announcements from radio or television stations.
- 

## **Payment Policy**

- Billing: Monthly invoices will be sent via WhatsApp on the 25th of each month (for the following month's lessons).
- Payment period: From the 25th of the previous month to the 7th of the current month (effective from 25 February 2026).
- Late payment: An administrative fee of 1% of the monthly tuition will be charged for payments made after the deadline.
- Reminder: If tuition remains unpaid, a second reminder will be sent via WhatsApp on the 7th of each month.
- Any changes to the lesson schedule for the following month must be communicated before payment.
- All paid fees are non-refundable.