



# HONG KONG SPANISH INSTITUTE

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## TERMS AND CONDITIONS

### APPLICABLE TO ALL COURSES AND WORKSHOPS

- 1) When necessary, our staff may require the students to provide proof of identity for verification purpose.
  - 2) Only the person registered to the class is allowed to attend, no sit-in on class or substitute by another person is allowed.
  - 3) **Tuition fees are neither refundable nor transferable.**
  - 4) **For group classes, no refund or make-up class will be arranged due to absence for any reason of the student.**
  - 5) **Classification of classes:** Group classes consist of 5 to 6 students. Once the category of a class is decided prior to registration, it will not change during the term.
  - 6) **Adverse weather class arrangement:**
    - If typhoon signal no. 8 or higher is in force, classes will immediately be dismissed.
    - If typhoon signal no. 3 or lower is in force, all classes will be conducted as usual.
    - If typhoon signal no. 8 or higher is still in force 3 hours before class starts, that class will be cancelled.
    - If Black Rainstorm warning is in force, class that has already started will continue until the end.
    - If Black Rainstorm warning is still in force 3 hours before class starts, that class will be cancelled.
- Note:** There will be no make-up class or refund for classes that are cancelled due to the above-mentioned situations.
- 7) Courses will run subject to a minimum number of participants. HKSI reserves the right to cancel a class with fewer than this number.
  - 8) Please handle with care all the equipment, facilities and materials provided by HKSI, you are liable to pay for any damage or loss caused.
  - 9) Please keep your mobile phone silent during class, to return or answer phone call, please do so outside the classroom.
  - 10) Please look after your own belongings, HKSI will not be responsible for any loss or damage.
  - 11) Please mind your own safety when moving around within the premises of HKSI, HKSI cannot be held accountable for any accident due to your own negligence.
  - 12) No unauthorized recording: video recording or filming is forbidden under the regulation of the institute and may contravene relevant laws, unless such recording is for the purpose of teaching.