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.