



Refund Policy 退款政策

The Refund Policy is found under Clause 2 of the Student's Contract. It is also available on the School's website. 学生可在学生合同的第二条款下及本校网页上查询退款政策。

Abbreviations 简称:

PEI	Private Education Institution 私立学校
CPE	Council for Private Education 私立教育理事会
ICA	Immigration and Checkpoints Authority 移民与关卡局

Refund for Withdrawal Due to Non-Delivery of Course:

2.1 因课程无法进行而退学的退款

The PEI will notify the Student within three (3) working days upon knowledge of any of the following 若出现以下情形, PEI 将在得知后的三(3)个工作日内通知学生:

- (i) It does not commence the Course on the Course Commencement Date
PEI无法在开课日期开课;
- (ii) It terminates the Course before the Course Commencement Date
PEI在开课日期之前终止课程;
- (iii) It does not complete the Course by the Course Completion Date
PEI无法在结业日期完成课程;
- (iv) It terminates the Course before the Course Completion Date
PEI在结业日期之前终止课程;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A of the Standard PEI-Student Contract within any stipulated timeline set by CPE
PEI没有在CPE所定的期限内确保所招收的学生达到由学院设定的入学资格 (标准PEI-学生合同的参照表甲有注明); or或
- (vi) The Student's Pass application is rejected by ICA
学生准证申请被ICA拒绝.

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees¹ and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

若学生选择退学, PEI 应以书面形式通知学生有关替代性课程安排的信息 (如有), 并在收到通知的七 (7) 个工作日内将全额学费及杂费退还给学生。

¹ Application fees are non-refundable 报名费无退还。



Refund for Withdrawal Due to Other Reasons 因其他理由而退学的退款:

- 2.2** If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, within seven (7) working days of receiving the Student’s written notice of withdrawal, refund to the Student an amount based on the table below
若学生申请退学的理由不属第 2.1 条所述的原因， PEI 应在收到学生书面的退学通知后的七 (7) 个工作日内向学生退还如下费用:

% of [the amount of fees paid under Schedules B and C of the Standard PEI-Student Contract (Version 3.0)] 百分比所占率【按照标准 PEI-学生合同（版本 3.0）内参照表丙与丁所述的已缴费用】	If Student’s written notice of withdrawal is received 若已收到学生书面的退学通知:
[100]	more than [28] days before the Course Commencement Date 早于开课日期 28 日以上
[50]	before, but not more than [28] days before the Course Commencement Date 早于开课日期 28 日以下
[0]	after, but not more than [28] days after the Course Commencement Date 晚于开课日期 28 日以下
[0]	more than [28] days after the Course Commencement Date 晚于开课日期 28 日以上

Refund During Cooling-Off Period 冷静期间的退款:

- 2.3** The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.
在双方签署合同后， PEI 应为学生提供七 (7) 个工作日的冷静期。
The Student will be refunded the highest percentage (stated in the table above) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.
若学生在冷静期内向 PEI 提出书面的退学申请，无论在学生开课或后，学生应收到 PEI 所提供的最高退费金额 (依照以上参照表)。