



**Jan Term Enrolment - miniPHONICS and miniENGLISH (Starting January 6<sup>th</sup>, 2025)**

Below is the miniPHONICS and miniENGLISH class schedule for our new term starting week of January 6<sup>th</sup>, 2025, (min age: 3 years old). Spots will be allocated on a first-come-first-serve basis. We will confirm registration as soon as possible and no later than December 31<sup>st</sup>, 2024. The enrolment form has to be received along with cheque in person or by mail. If you are interested to register for both miniPHONICS and miniENGLISH, please kindly submit separate forms and cheques. For other courses, you may call 2808-1282 for further assistance.

Phonics 1	<del>Mon 3:15 (Full) / Wed 4:15 (Full) / Wed 5:15 / Fri 10:00 / Sat 10:30 (Full)</del>
Phonics 1b	Mon 4:15 / Tues 3:15 / Tue 5:15 / Thurs 5:15 / Fri 10:00 / Fri 5:30
Phonics 2	Tue 3:15 / Thurs 10:00 / <del>Fri 3:00 (Full) / Sat 4:00 (Full)</del>
miniEnglish (K1 & K2)	<del>Mon 4:15 (Full) / Tue 4:15 / Wed 5:15 / Thurs 5:15 (Full) / Sat 9:00</del>
miniEnglish (K2 & K3)	Tue 3:15 / Tue 4:15 / Fri 11:00 / Fri 2:30

Student's Name: New / Rejoining / Existing (Please circle)	School Attending:	Date of Birth (dd/mm/yyyy):
Address: (If submitted before, no need to fill in):	Completed an assessment: Yes / No	Allergies: _____(specify) Medicine/EPI pen carried: <input type="checkbox"/> Y <input type="checkbox"/> N
Sibling(s) at miniMinds:	Sex: (M / F)      Age:	Grade <b>in Sept 2024-25:</b>
Parent's name:	Email:	Tel:
Name of emergency contact:	Relationship:	Tel:

**Course:** \_\_\_\_\_ **Time Preference: 1<sup>st</sup> choice:** \_\_\_\_\_ **2<sup>nd</sup> choice:** \_\_\_\_\_

Please follow up with cheque payment to "miniMinds Ltd" (4/F One Hysan Avenue, Causeway Bay). A full payment will be returned if the class is full or cancelled.

**January Tuition (4 lessons) (\$520/lesson, 60 min, Max: 5 students):**

miniPhonics: \$2,080 + \$250 Phonics kit = \$2,330 + \$400 one-time registration fee for new students = Total: \$2,730  
 miniEnglish: \$2,080 + \$250 materials = \$2,330 + \$400 one-time registration fee for new students = Total: \$2,730

**\*Extra credit / outstanding lesson will be applied in the following month**

**Please kindly note the following:**

- Enrolment is first-come-first-served. Hence, registration is only confirmed after we have processed your information and sent you a confirmation. If we are not able to confirm a spot, a full payment will be returned.
- A min of 3 students is required to open a class.
- During the regular term, each child can arrange a maximum of 2 make-ups each term for casual leave (Sept 1-Dec 31; Jan 1-Mar 31, Apr 1 to end of regular term). All absences need to be notified at least 1 working day before class (not including Sunday or public holidays) to be entitled for make-up. Make-ups for sick leave can only be arranged with a valid sick leave certificate specifying the date of the class being missed which has to be presented before making any make-up arrangements and informed before the class of absence.
- When black rainstorm/ typhoon 8 or above/ "extreme conditions" warning is issued, classes will be cancelled. Classes will resume 2 hours after being removed if before cut-off time.
- Signing this form acknowledges that I have read & agreed to miniMinds' latest terms and conditions (downloadable at <https://www.miniminds.com.hk/policy-statement/>)

\_\_\_\_\_  
Parent's Signature and Date



## **Policy Statement**

### **Enrolment and Tuition Payment Policy**

- Tuition fees are charged on a monthly basis and **due by the 8<sup>th</sup> of each month**. Payments received after due date will be subject to a \$150 late fee.
- For all holiday programmes separated from regular terms (e.g. Christmas/Easter workshops and summer programmes), tuition payment is due upon registration.
- A \$50 fee will be applied for returning any over payment and any bounced back cheques by the bank.
- For administrative purposes, a \$400 one-time registration fee is charged for all new students.
- If tuition has not been received by the due date, miniMinds reserves the right to release your child's place without further notice.
- Material fees are charged when students join regular term/ summer programmes, when course level changes using new materials, and when materials need to be replenished.
- Class times can be changed once during each term without charge. Thereafter, a \$50 fee will be charged.
- Summer term enrolment is on a first come first served basis with priority given to students who can join full programme.
- All classes, terms, make-ups and programmes are non-transferable and non-refundable.

### **Make-ups (Online & Physical Classes)**

- During the regular term, each child can arrange a maximum of 2 make-ups each term for casual leave (Sept 1- Dec 31; Jan 1-Mar 31, Apr 1 to end of regular term).
- All absences need to be notified at least 1 working day before class (not including Sunday or public holidays) to be entitled for make-up.
- Make-ups for sick leave can only be arranged with a valid sick leave certificate specifying the date of the class being missed which has to be presented before making any make-up arrangements and informed before the class of absence.
- No make-ups are allowed for holiday programmes. If your child is sick with a valid sick leave certificate, we will try our best to accommodate with alternative arrangement.
- The make-up class cannot be rescheduled in the case of no-show (without prior notice)
- Make-ups are non-transferable, non-refundable and can only be rearranged twice.
- For online classes, make-ups may be substituted as physical make up
- Make-ups must be used within a month since the date of absence and before the last day of any regular term, holiday programmes, or withdrawal.
- miniMinds cannot guarantee that our make-up classes will fit your child's schedule, cover the exact materials/lessons missed, and may arrange make up in another course level that we deem suitable. Any unused make-ups will be invalid after the one-month expiration date.

### **Withdrawal and Class Cancellation/Changes (Online & Physical Classes)**

- To withdraw, a minimum of one month (4 lessons) written notice/ withdrawal form is appreciated.
- Minimum 3 students are required to open a class. miniMinds reserves the right to cancel class if the minimum is not met.
- If a teacher is absent or unavailable due to any reason, a substitute teacher will be arranged for the class without prior notice, or students may be asked to rearrange class times.

### **Public Health & Safety**

- For safety and to minimize disruption to your child's learning, if required by EDB or if miniMinds deems it safer to switch classes online due to COVID, any serious contagious disease and/or other safety-related issues, classes will be conducted online at the same class time (unless miniMinds' staff informs you of any alternative arrangement).

### **Integrity and Intellectual Property**

- Unless with the written consent of miniMinds, private tutorial arrangements with miniMinds teachers (paid or not paid) outside of miniMinds' classes or events, are prohibited.
- All miniMinds materials are strictly limited to current students only. Reproduction of materials in any form is prohibited.
- miniMinds reserves all rights and interests in any intellectual property related to any lessons, curriculum and training provided.
- Any parent or guardian in violation of the above terms will indemnify miniMinds of its losses and charges.

### **Public Holidays and Closures (same for both physical and online classes)**

- miniMinds are closed on public holidays and Sundays.
- When black rainstorm or T8 or above is hoisted or when government issues "Extreme conditions" warning, miniMinds will be closed 1 hour before hoist time/announcement. Classes with at least an hour of class time remaining will continue till the close time.
- If signal is lowered or "extreme conditions" is withdrawn before "cut-off time" (Summer program: 3:00pm; Regular term: 3:15pm - Mon to Thur; 3:30pm on Fri; and 2:00pm on Sat), classes will resume 2 hours after announcement, given there is at least one hour of remaining class time.
- If the signal is not lowered or "extreme conditions" warning is not withdrawn by the cut-off time, all classes including make-up will be cancelled.
- Leave of absence can only be applied before the hoisting time or "extreme conditions" is announced.
- All classes including make-up that are cancelled or disrupted due to weather conditions or extreme conditions announced by the HK government will not be refunded or rescheduled.

### **Photos and Other Media**

- Photos and videos may be taken only with the written permission of miniMinds.
- miniMinds reserves the right to use any photos, videos, sound recordings of children and their work for teaching, training, curriculum and promotional purposes (other purposes will be informed to parents and guardians through a written notice).

### **Disclaimer**

- miniMinds' staff are authorised to handle any emergency or non-emergency medical situations as they see fit.
- In the event of any situations deemed unsuitable by miniMinds which includes but are not limited to reasons such as classes being unsuitable for student's or others' learning, tuition non-payment/adjustment, non-observance or disagreement of policy, individuals displaying disruptive behaviours or using foul language towards any staff, student or parent, miniMinds reserves the right, at our sole discretion, to not accept, discontinue, or suspend a student's enrolment at any time without prior notice.
- All participants (including but not limited to students, parents, guardians, helpers, visitors) at miniMinds will assume their own responsibility and agree not to hold miniMinds or any staff responsible or liable for any loss, damage or injury to any participants as a result of being on premise at miniMinds. In particular, any parent, guardian, and students shall not make any claims of whatsoever nature against miniMinds for whatever reason, miniMinds reserves the right to make the final decision and alteration in case of disputes.
- miniMinds reserves the right to modify, change, add or remove any terms and conditions of each of the Terms at any time at our sole discretion. The latest version of the policy statement will be the one available at <https://www.miniminds.com.hk/policy-statement/>. Such modification, change, addition and removal will be effective when it is posted on the website or sent to you.
- Your child's continued enrolment with us after any changes to these terms sent or posted will be deemed acceptance of those changes.