

一般及学费规则, 2018 年 1 月 1 日生效 - General and Tuition Policy, Effective January 1, 2018

A. 新生注册 New Student Registration

新生注册缴注册费\$30。Registration fee is \$30 for each newly enrolled student.

B. 学费规则 Tuition Rates and Policy for registered students

学费按季度算，一季度是三个月。帐单会在每一季度初发给注册的学生，在指定的日期内缴齐，以免被罚迟缴费。
Tuition is invoiced on a quarterly basis. The invoices with due date information will be distributed to students at the beginning of each quarter; please pay the tuition in time to avoid late fees.

Category	# of students	Hourly rate/student
团体班 (注册学生) General Group Class, for registered student	7 and up	\$18
团体班 (非注册学生) General Group Class, for non-registered student - "Drop-in" rate		\$25
特别班 Special Class	1	\$95
	2	\$50
	3	\$35
	4	\$31
	5	\$28
	6 and up	\$25

- 七人及七人以上的团体课，若有暂时少于七人的情况，由学院决定是按团体课还是按特别课计算学费。
If the enrollment of a general group class falls below 7 people, the school will determine whether it remains as a general group class or be converted to a special class category.
- 非注册学生，团体课学费一小时\$25.00, 请在上课当天缴齐。
The rate for General Group lesson for non-registered students is \$25/hour, due at the time of the class.
- 一星期注册一堂课的学生不享受提前扣除学费的待遇。
Students enrolling in one class per week cannot pre-deduct tuition on the invoice.
- 每星期注册两堂及以上的学生可在账单上注明缺课日期，享有预先扣除团体课学费的待遇。*这项规则不应用于特别班的学生。特别班缺课者一概不可任意扣除学费。更多说明请参照 C。
Students enrolling in two or more classes per week can deduct the General Group classes that you will miss in advance; please specify the dates of absence on the invoice. Note: tuition for Special classes cannot be deducted. Refer to section C for details on tuition discount policy.
- 本季度注册课程外，中途加上的课，请在上课当天缴齐学费。如加上的课是一次性的，学费按一般收费计算，没有优惠。如学生决定注册这堂课程，而且一次把剩余学费付清，可按照 C 欄，享受学费优惠。
 - If you are taking extra lessons beyond your regularly enrolled classes for the quarter, the fees for the additional classes are due at the time of class. Standard hourly rates apply and no discounts are given.
 - For students wishing to enroll in additional classes after the quarter starts, the student is eligible for tuition discounts according to section C if he/she pays the tuition for the remainder of the quarter at once.
- 若有已注册课需加课的班及个人，需先与学院联系，由学院统一安排教室、时间及老师。临时加已注册课的钟点学费，可依照学生已享有的优惠计算。学费请在加课当天缴齐。
If additional class times are required for a regularly enrolled class (example: extra practice time before the performance), please notify the school in advance for planning purposes. The fees for the additional lessons are due at the time of the class. Standard tuition rates and discount rates apply.
- 每次学院公演，表演者需缴表演费，其费用会加在表演季度的帐单上。
There is a performance fee for each student participating in the dance showcases. The performance fee will be included in the invoice when the dance performance will be held.

8. 学生自行退课

如果在缴完本季度学费后，学生决定退出已注册的课，院方将不与退费。其未上课的学费可用作上其他团体班，当作补课用，必须在本季度内用完。

If a student decides to drop a class after paying the tuition for the quarter, no refund will be given. The unused tuition can be used as make-up lessons in other group classes. The make-up lessons must be taken during the same quarter and cannot be carried over to the following quarter.

9. 课程取消

在本季度内，如果院方决定取消某堂课程，未上课的学费會退还给学生。

If the school decides to stop offering a particular course during a quarter, the unused tuition will be refunded to the students.

C. 学费优惠 Discounts on Tuition

学费的优惠适用于每周注册课程两堂或以上之学生及班妈 / 班长。

*注册的课是指学生通知院方其所选的课是定期上的课，注册课的学费会在帐单上显示。

*「堂」是课程的种类，如〈古典舞身韵訓練班〉，〈实习排练班〉，等。一个季度里平均有 12 或 13 节（次）课。

Discounts are given to students who enroll in two or more classes per quarter and to the class representative or class representative's child. Regularly enrolled classes will be billed on the tuition invoices.

1. 一星期注册两堂课的学员，可享有以下两种优惠

- a. 可享有 5% 的优惠，且
 - b. 一季度内可享有预先扣除两节团体课学费的待遇。
- *补充：如果季度内扣除多於两节课，则没有学费的优惠。

Students enrolling in 2 classes per quarter will receive the following benefits

- a. You can receive a 5% discount on tuition, and
 - b. You can pre-deduct up to 2 lessons from Group classes prior to statement due date
- *Exception: if more than 2 lessons are pre-deducted, then no discount will be given.

2. 一星期注册三堂课的学员，可享有以下两种优惠

- a. 可享有 10% 的优惠，且
 - b. 一季度内可享有预先扣除三节团体课学费的待遇。
- *补充：如果季度内扣除多於三节课，则只能享有 5% 的优惠。

Students enrolling in 3 classes per quarter will receive the following benefits

- a. You can receive a 10% discount on tuition, and
 - b. You can pre-deduct up to 3 lessons from Group classes prior to statement due date
- *Exception: within a quarter if more than 3 lessons are pre-deducted, then you will only receive 5% tuition discount.

3. 一星期注册四堂课或以上的学员，可享有以下两种优惠

- a. 可享有 10% 的优惠，且
 - b. 一季度内可享有预先扣除团体课学费的待遇。
- *补充：如果季度内扣除的次数很多，总上课的次数已成为选三堂课或两堂的节数，学费优惠则依 C.2 或 C.1 计算。

Students enrolling in 4 or more classes per quarter will receive the following benefits

- a. You can receive a 10% discount on tuition, and
 - b. You can pre-deduct lessons from Group classes prior to statement due date
- *Exception: within a quarter if too many lessons are pre-deducted resulting in the total number of lessons that you are taking is equivalent to 3 or 2 registered classes/week, tuition policy in C.2 and C.1 will apply.

4. 每位班长,班妈,享有 10% 的优惠。

A 10% discount is given to class representatives or class representative's child.

5. 每位学生(包括班长,班妈)最高享有 10% 优惠。

The tuition discount given to a student (including class representative and class representative's child) is capped at 10%.

D. 补课规则 Make-Up Lesson Policy

1. 若有缺课，请务必在本季度内补课。过期未补的课将自行作废。如有特殊情况(临时出差或者有什么急事或是生病，正好赶上季度的最后一个月，请和学院商量特别解决。
Missed lessons must be made up during the current quarter unless authorized by the school. Exceptions (such as illness towards the end of the quarter, unexpected business trips, etc.) are handled on a case-by-case basis; please contact the school to work out any special arrangements.
2. 特别班缺课者，如在 24 小时前通知学院取消，学院会与执教老师商量补课时间。24 小时内请假者，只可去团体班补课。
If the Special lesson is cancelled by the student(s) before 24 hours, the special lesson can be arranged with the teacher to make up the time with the school's approval. However, if the Special lesson is cancelled by the students within 24 hours, the student(s) can only make up the time in General Group lessons.
3. 补课是以缺课时数为准。所缺课之时数（无论特别班或团体班）只可以从非注册的团体班上补。
*补充：所有的排练课不能用来补课。
Students can make up the lessons that they missed in General Group lessons, hour for hour. The make-up lessons can only be taken from Group lessons that the student is not enrolled in. Note: Performance classes cannot be used for make-up lessons.

E. 迟交学费

迟交学费的学生要多付 5% 或最高至 \$50 的拖欠费用。A 5% late fee, up to \$50, will be charged for overdue tuition.

F. 支票退回 Returned Checks

支票退回的学生要付\$30.00 罚金。There will be a \$30 charge for any returned checks.

G. 一般表演规则 Policy for Performers

1. 参加表演的学生必须至少参加一支九人以上的团体舞。Students participating in the dance showcases must participate in at least one group dance consisting of 9 or more dancers.
2. 表演的服装费由学生自行负责。Costs of the costumes are the responsibilities of the students.

H. 学费规则,补课问答 FAQ's on Tuition and Make-Up Class Policy

1. Q: 学生注册某些课和不注册课有何区别? What is the difference between being enrolled in a class and not?
A: 注册的课才有可能享有学费优惠，没有注册的课不能享有学费优惠。也就是如果你是注册的学生，临时上一堂非注册课，你需缴全额学费，没有优惠。请参照 **B.5** 和 **C**。Tuition discounts are based on the number of classes that you enroll in within the quarter. If you attend classes that you are not enrolled in, you are considered a “drop-in” student for that class; therefore, discounts for tuition are not applicable. Please refer to general notes in sections **B5** and **C**.
2. Q: 本季度我缺三堂课，没法在规定时间内补完，可否在下一季度的帐单上扣除所未补的课? If I miss three lessons in the current quarter, can I use that as a credit and deduct tuition for those three lessons in the following quarter?
A: 不能，请参照 **D.1**。No, you can only pre-deduct tuition for the future classes that you will be absent, but cannot deduct tuition retrospectively. Please refer to Section **D.1**.
3. Q: 如果我缺了四堂一个半小时的课，如何补课? If I miss four 1.5-hour lessons, what are my options to make up the time?
A: 你可以选择任何课的组合，把六个小时补上。如:四个一小时半的课，两个一小时半的课加三个一小时的课，六个一小时的课，以此类推。请参照 **D.3**。You can use any combination of classes to make up the six hours of missed lessons. Please refer to Section **D.3**. Such combination can be (1) four 1.5-hour classes, or (2) two 1.5-hour classes plus three 1-hour classes, or (3) six 1-hour classes, etc.
4. Q: 本季度我注册 3 堂团体课，我要事先请假，要扣除 5 节课，我的学费如何计算? I am registered in 3 group classes this quarter and I need to deduct 6 lessons due to vacation; what will be my tuition discount?
A: 注册 3 堂团体课，要事先要扣除 5 节课，学费的优惠是 5%。请参照 **C.2**。If you are registered in 3 classes this quarter and you want to pre-deduct 5 lessons due to vacation, your tuition discount will be 5%. Please refer to section **C.2**.