

ABC Pathways School Application Form – Terms and Conditions

1a) This application form is to be completed and returned together with a registration fee of HK\$180. Registration fee (and tuition fee) are both non-refundable.

1b) For any cash refunds requested on special or personal grounds, approval must be sought and a \$100 handling fee will be charged.

2) A requirement of studying a course at ABC Pathways School (except iLearn Kindergarten, and iLearn Primary) is that the student buys the designated textbook(s) for the class. Textbooks can be purchased from bookstores, or directly from our School – average cost per level is \$300-750 (requirements will differ depending on the course).

3) Parents shall pay the tuition fee prior to the commencement of the course. If the payment is less than one full month of tuition, parents shall pay for the tuition of the following month in addition. After the submission of a completed Credit Card Auto Pay Authorisation Form in the ABC App, tuition fees for the following months will be settled by Auto Pay on the 25th of each month to ensure a reserved seat. Late payment will be considered as a withdrawal from the course.

4a) Make-up classes are unlimited. Parents shall apply for a make-up class (for absence due to illness, *school suspension, school activity or personal need) via the ABC App. No other arrangement or refund will be made if a student withdraws from the course, or fails to take the make-up lessons arranged within 6 months and before graduation. Should parents wish to cancel a class due to illness or school activity, they must provide a valid letter from a doctor or school to ensure a free make-up lesson.

*If your child's school has any cases of Upper Respiratory Tract Infections (URTIs) / other diseases, and the Centre for Health Protection instructs a suspension of classes, the relevant students must also stop attending ABC classes until their school resumes.

4b) In case of adverse weather, and other special factors including flu outbreaks and other irregular circumstances that could negatively impact our learners, ABC Pathways School's first priority is the health and safety of our students:

i) ABC follows the Education Bureau's announcement regarding all on-campus class cancellations. ABC shall endeavour to arrange *online classes to continue to support uninterrupted student progress, whilst still ensuring learner safety.

ii) Based on other negative circumstances or health concerns, ABC may also decide to cancel some on-campus classes if, for example, any cases of illness occur amongst students, admin and teaching staff in any individual ABC campus, depending on the circumstances surrounding the case. In the event of these situations, ABC shall endeavour to arrange *online classes for all affected students.

***Note:**

- In any cases of students being unable to attend an online lesson, parents can submit a leave request

and apply for a make-up class through the ABC App.

- Black rain and T8+ are exempted. In these situations, lessons will be completely suspended and make-ups arranged for all affected students.

5) Students should meet the following criteria in order to qualify for a certificate:

i) Student must have been in attendance for at least half of the total class hours or above, and must have completed the current level of the course until graduation;

ii) Student has to have an attendance rate of 90% or above (make-up lessons are inclusive); and

iii) All the fees related to the course are paid.

For any students who previously applied for a temporary withdrawal from a course, he/she will not be entitled to a "Certificate of Completion" for that course.

6) I understand that if a student wishes to withdraw from school:

i) A withdrawal application must be submitted at least one month in advance, and it will only be considered valid after confirmation by the school, and all paid tuition fees will not be refunded.

ii) If an immediate withdrawal due to unforeseen circumstances (i.e., failure to provide one month's prior notice) is approved, the hours of absence, that have not been arranged for make-up lessons, will be automatically cancelled by the system.

7) ABC places emphasis on students' learning progress and safety. If a student repeatedly exhibits any of the following behaviours while attending an ABC campus, the School reserves the right to terminate the student's class immediately and will contact the parents as soon as possible*:

i) Disobeying the teacher's instructions and disrupting classroom discipline;

ii) Adopt an attitude of non-cooperation, disrespect, or confrontation with teachers or classmates;

iii) Self-injurious behaviour (such as: uncontrollable or dangerous movement);

iv) Possibly harmful behaviour towards others (e.g. difficulty controlling negative emotions, uninvited physical contact with others).

*Our school will contact parents as soon as possible for detailed communication and advice, and try our best to assist students to receive external professional counselling/treatment and follow-up.

8) ABC Pathways School and its appointed data companies may use the parents' personal information (including but not limited to the parents' name, phone number, and email address) to contact them via the ABC App, WhatsApp, SMS, email, direct phone calls, or other forms of communication to provide information related to students and courses.

9) Parents who wish to stop receiving direct marketing information or decline the above terms, they can send such requests to ABC Pathways School at no cost by emailing marketing@ABCpathways.com, including their account details, so that ABC Pathways School can process their instructions within 10 working days.

10) ABC is committed to referencing and complying with the principles and regulations of the Personal Data (Privacy) Ordinance to protect the privacy of parents, guardians, their families, and children's personal data. For details, please visit: <https://shorturl.at/gyiu3>

11) For further course guidelines, regulations for ABC students and parents, etc., please refer to the "ABC Student Handbook" carefully: <https://shorturl.at/0tGnp>

12) In the event of any disputes, ABC Pathways School reserves the final decision-making authority.