

AOMA POLICIES 奥玛条例

1. WITHDRAWALS AND TRANSFERS 退学和转课

Please submit withdrawal and transfer requests in writing. Non-attendance or non-payment of outstanding fees does not constitute a formal withdrawal. Requests may be dropped off or emailed to info@aoma.ca.

请以书面形式递交退学或转课申请。不出席或不支付学费都不构成正式退出。书面申请可以直接交给 AOMA 的行政人员或 Email 至 info@aoma.ca

<ul style="list-style-type: none">• 2 weeks before start of program – full refund excluding \$25 administrative fee• Once the program has begun, 48 hours after the 1st class – AOMA retains one class tuition and \$25 administrative fee• Within one month after the 1st class – AOMA retains 30% if the program is 15 weeks or longer• Within one month after the 1st class – AOMA retains 45% if the program is between 10 to 15 weeks• Within one month after the 1st class – AOMA retains 100% if the program is less than 10 weeks• After one month after the 1st class – AOMA retains 100%• Transfers: No fee	<ul style="list-style-type: none">• 在课程开始 2 周前申请，AOMA 保留 \$25CAD 行政费• 第一节课后 48 小时内申请，AOMA 保留 \$25CAD 行政费及第一节课的学费• 第一节课开始后的一个月申请，<ul style="list-style-type: none">◦ 15 周或更长课程，AOMA 保留 30% 学费◦ 10 周至 15 周课程，AOMA 保留 45% 学费◦ 少于 10 周课程，AOMA 保留 100% 学费• 第一节课开始一个月以后申请，AOMA 保留 100% 学费• 转课：免费
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2. PROGRAM CHANGES 课程变动

Instructors or program content may change at AOMA's discretion, without notice. Please contact AOMA student service for details.

课程老师及内容 AOMA 有权自行更改，不额外通知。课程详情请与 AOMA 学生服务人员联系。

3. FEES 费用

学费在课程注册是需全额支付。AOMA 接受以下付款方式：支票、现金、电子转账或 VISA 卡。

4. CLASS CANCELLATION POLICY 课程取消

AOMA may cancel or postpone any promoted class due to unforeseen circumstances or lack of student enrolment. If such cancellation happens, the rest of tuition will be returned or credited to later enrollment of the same or a different class. The credits will expire within 12 months.

因不可预见或招生不足等原因，AOMA 可能取消或推迟任何推广课程。已注册学生剩下的学费将全额给予退还或抵入其它任何 AOMA 课程学费。抵入费用需在 12 个月后过期。

5. REQUEST FOR ABSENCE 请假

If the request for absence is made at least 24 hours before the start of the class, AOMA will give credit that may be used for another class within 12 months. The number of absence requests is maximum 2, except with a valid doctor's note.

如提前 24 小时请假 AOMA 既定课程，可将请假课程学费抵入其它 AOMA 课程学费，并可在 12 个月内使用。每学期每位学生最多可以请两次假，除非提供医生证明。

6. REMOVAL FOR CONDUCT 劝退

AOMA reserves the right to remove any student or parent who fails to comply with its rules and regulations, or who engages in any activity deemed contrary to the fulfillment of AOMA's objectives. In such an event, AOMA will be owed the fees for the complete session.

AOMA 保留对不遵守规章制度，或从事任何违背 AOMA 教学目标实现活动的学生或家长劝退的权利。如被劝退，AOMA 将保留所有已交学费。

7. ATTENDANCE 出席

Every student who attends a class at AOMA must be registered. Instructors do not have the ability to register students. Attendance is taken at the beginning of each class and unregistered students will be directed to AOMA staff.

只有已注册的学生可以出席 AOMA 课程。课程老师没有注册学生的权利。每节课开始前，为注册的学生将被指派到 AOMA 行政人员处完成注册，方可上课。

8. PARENT PICK-UP 家长接送

AOMA is not responsible for students before or after class time. Repeated lateness may lead to discharge from the class with no refund.

非课程时间 AOMA 不为学生负责。多次迟到可能会导致学生被劝退，且无学费退款。

9. LANGUAGE 语言

For safety reasons, all students must have a comprehensive understanding of English and/or Mandarin before attending classes.

出于安全考量，所有学生必须熟练使用英文和/或中文。

10. MEDICAL/LEARNING NEEDS 医疗、学习需要

Parents/guardians are required to AOMA at the time of registration of any allergies, or physical, emotional, or learning needs their children may have.

父母或监护人在注册时必须告知 AOMA 行政人员有关学生过敏或生理、心理或学习需求。

11. ADVERTISING AND PUBLICITY 广告和宣传

AOMA reserves the right to photograph and film students and their work for advertising and publicity purposes. AOMA reserves the right to use student artwork for exhibition at no charge. Parental permission is requested at time of registration.

AOMA 保留拍摄学生及其作品的权利。AOMA 保留免费展览学生作品的权利。注册时征得父母或监护人同意。