

## Important Notes to Parent/Guardian 家長/監護人須知

### A. Terms & Conditions 條款及細則

1. Student is highly recommended to wear safety goggles during lessons.  
本中心建議學生於上課時配戴護目鏡以保安全。
2. All lessons and courses must be redeemed and completed within 1 year starting from the date of purchase.  
所有課程必須於 1 年內領取及完成上課。
3. Approaching our trainers for sessions outside of MSK without MSK's official consent is strictly forbidden.  
未經本中心職員同意，不得在課堂時段外接觸及聯絡導師。
4. Student achieved the course progress evaluation with the attendance of over 80% will be given a certificate of completion.  
學生通過課堂評估及出席率達 80%，方可獲發課程證書。
5. MSK reserves the right to cancel course due to insufficient enrolment for Duo or Group courses, paid fees will be fully refunded.  
報名雙人或小組課程之學生，若人數不足至未能成班，本中心將全數退回學費。
6. No refund or change of course upon confirmation of a successful enrolment.  
所有課程確認後，恕不接受更改或退款。
7. Master Snooker Kingdom reserves the rights for taking photos or videos for any lessons or activities in MSK. Upon successful enrolment of any MSK lesson/ course/ activities, students and their guardian (if applicable) grant permission to the MSK, to photograph him/ her/ them during the lesson/ event and use any photograph or video for any lawful purpose, including commercial advertising, without making any payment or compensation to him/ her/ them.  
成功報名課程或活動時，報名人士自動授權大師桌球王國不必付款或以其他方式補償，拍攝、錄影學生及家長上課或參與任何活動之情況用作記錄或宣傳之用途。
8. Master Snooker Kingdom reserves the right, at any time, to change the trainer or the lesson time on mutual benefits.  
本中心保留調動上課時間及導師之權利，而一切調動及更改之考慮將以本中心及學生之共同利益及責任為基礎。
9. Master Snooker Kingdom reserves the right on changing the Terms and Conditions at any time without giving prior notice. In case of any dispute, Master Snooker Kingdom reserves the right of final decision and interpretation.  
大師桌球王國保留更改上述條款之權利而不作另行通知，如有任何爭議，本中心保留最終決定權及解釋權。

## **B. Leave & Reschedule Arrangement 請假及補課須知**

1. Private lesson / course students are allowed to change the lesson time once a month only including absence with prior notice or sick leave. Student should inform our staff to change lesson time with at least 2 days prior notice. No make-up lesson will be granted to student without 2 days prior notice.  
私人課程學生每月只限請事假一次，如須請事假，必須於上課兩天前通知職員，不足兩天前通知的事假均一律不予補課。
2. Compensated lesson for private lesson / course should be arranged within one month and cannot be brought forward to the next consecutive month. All rearrangement of the lesson time should be settled by our staff.  
所有私人課程補課必須於一個月內補回，學費不得退換或撥入其他課程學費內。一切關於安排補課或時間調動之事宜，必須通知職員以便安排，否則不予受理。
3. Compensated lesson is only available for private lesson / course student with valid sick leave certificate. Students should inform MSK staff as soon as possible before the lesson scheduled time. In the case of no-show without prior notice, the make-up lesson cannot be rescheduled. Compensated lesson for sick leave can be arranged with a valid sick leave certificate specifying the date of the lesson being missed and needs to be presented at the next lesson before any make-up arrangements.  
補課只適用於擁有病假證明的私人課程學生。如須請病假，學生必須於上課前盡早通知職員，並於病後的下一堂繳交請假當日的註冊西醫的醫生證明文件，職員將替學生盡快安排補課。如學生沒有醫生證明文件，本中心將不予補課。
4. No reschedule of lesson or refund will be granted to duo and group lesson / course student who was absent.  
任何雙人及小組課程之學生請假均作缺席論，而不獲補課及退款。

## **C. Typhoon and Rainstorm Arrangement 颱風及暴雨安排**

1. Lessons will be cancelled without any notifications when the Hong Kong Observatory issues a Typhoon Signal No.8 or above or Black Rainstorm Warning before the start of a lesson. Lessons already in progress will have to terminate depends on the inclement weather conditions.  
當天文台懸掛八號或以上熱帶氣旋警告或黑色暴雨警告時，未開始的課堂將立刻取消；而進行中的課堂也將視乎情況或需立刻終止。
2. Lessons will resume in 2 hours after the Typhoon Signal No.8 or above is replaced by Signal No.3 or below or cancellation of Black Rainstorm Warning.  
黑色暴雨警告或八號或以上熱帶氣旋警告除下兩小時後開始之課堂，將會按時復課。
3. If the Typhoon Signal No.8 or above is replaced by Signal No.3 or below or cancellation of Black Rainstorm Warning with less than 2 hours before the closing time of MSK office, the lessons of the day will be cancelled without further notice.  
如警告除下時間距離關門不足兩小時，該日剩下課堂將自動取消。
4. In the event of a typhoon or other inclement weather, it is at the discretion of parents as to whether to let their children attend lessons. Parents are advised to view the latest weather condition regularly. No make-up lesson or refund will be arranged for lesson cancelled due to inclement weather or special circumstances.  
任何惡劣天氣情況下，家長請時刻留意天氣狀況及自行決定是否讓子女上課。所有因颱風及暴雨或特殊情況取消之課堂，將不獲安排補課或退款。