

Yale-China Chinese Language Centre, The Chinese University of Hong Kong
 香港中文大學 雅禮中國語文研習所

Student Regulations for Regular Award-bearing Programmes 常規學歷課程學生守則

Please sign and return with your application documents 簽署後請連同申請文件寄回

I. General 一般

1. Students shall observe all rules and regulations prescribed by the Centre. 學生必須遵守研習所規則。
2. Students shall attend classes, tests and examinations and complete the work assigned by the teachers of the enrolled courses. 學生必須上課、參加考核並完成老師指定的功課。
3. The Centre reserves the right to make any changes in its rules and regulations, procedures and services as it sees fit. The Chinese version serves as the final version if there is any dispute arises. 研習所保留一切修訂守則、政策、程序及服務的權利。若有爭議，中文版將作最終參考版本。

II. Visas 簽證

4. The HKSAR Immigration Law requires those who take official courses in Hong Kong should be holders of either Hong Kong Permanent Citizen ID Card, working visa, dependent visa or student visa. Tourist status is not allowed to study in Hong Kong unless it is changed into student status by applying for a student visa. CUHK-CLC will forbid a student to attend lesson even if it is fully paid, if the student has not secured the required identity. A student is required to submit copy of their legitimate status proof to the general office. 香港特區政府入境條例要求修讀正規課程者必須持有以下一種身份證明文件：香港永久居民身份證、工作簽證、家屬簽證及學生簽證。旅遊身份來港者一律禁止入學，除非該等人士去申請學生簽證轉換身份。即使學生已付了學費，研習所將禁止入境身份不符合要求者上課。 學生必須向辦公室提供許可上課的身份證明。
5. CUHKCLC serves as student visa sponsor to the HK Immigration Department (IMMD) only for those taking 12 units or above per week. A full-time student with serious absence and/ or discontinues his/her study will result in termination of visa sponsorship. The Centre will inform the HKSAR Immigration Department for action. 研習所只為修讀每週十二節或以上者擔保學生簽證，對於嚴重缺席及退學的學生，研習所會通知入境處終止其學生簽證擔保。
6. The HK immigration laws stipulated that, holders of student visas should not take any employment, paid or unpaid. 根據香港入境條例，學生簽證持有人均不可擔當受薪或非受薪的工作。
7. The student visa sponsorship period corresponds to the tuition fee paid for the school term(s). Those fail to settle the tuition fee will result in termination of student visa sponsorship. 學生簽證的擔保時期與所付的學期學費一致，未能繳交學費者其學生簽證擔保也會被終止。
8. For those applicants whose country is required by the HK Immigration law a visa to enter into HK for whatsoever reason, they MUST settle the tuition fee together with other related fee first. Otherwise, the Centre will NOT process their student application (including the student visa sponsorship). 申請者的國籍如屬香港入境條例指明在任何情況下進入香港都需要簽證的國家，必須在提出入學申請時付清學費及其他相關費用，其入學申請(包括學生簽證的申請)才會受理。
9. During the course of payment settlement and student visa application processing, if a student is cooperative to provide further information timely, once his/ her visa is not approved by the HK Immigration, all the paid fee except the application fee will be fully refunded. The Centre and the student are to settle their regional bank charges. On the other hand, if a student is not cooperative during the visa processing and payment settlement, only 90% of the tuition fee will be refunded to a student even if his/ her student visa is not approved and to withdraw from the study programme. The school deposit will not be refunded to these students as well. 在付學費及處理學生簽證申請的過程中合作、按時提供進一步資料的學生，一旦學生簽證不獲香港入境處批准，除報名費外其他費用全費退還，由所方及學生負擔各自地區的銀行手續費。至於在付學費及申請簽證的過程中不合作的學生，即使學生簽證不獲批准並要求退學，校方只退回學費的 90%，按金也不獲退還。

10. Students who are physically in Hong Kong are required to process their visa application or visa extension (if applicable) in person at the Immigration office. 已在港的新生及所有續讀生，必須親自到入境處申請學生簽證或辦理簽證延期（如適用）。
11. CUHKCLC is NOT responsible for any tuition fee refund or loss of a student as a result of late application, late payment, late visa application and late visa extension. 研習所不會因學生在辦理入學手續、付款、申請簽證或延長簽證上的延誤而承擔退學費或學生損失的責任。
12. An applicant who is not cooperative during the course of student visa application processing and payment settlement, or his/ her visa application has been declined by the HK Immigration, his/ her student application will not be considered again by the Centre for the upcoming two years. 在申請簽證及付學費的過程中不合作，或簽證申請被入境處拒絕者，所方在兩年內不再考慮其入學申請。
13. See also section III and IV on visa consequence related to excessive absence and unpaid fees. 請參閱第 III 及第 IV 部份關於過度缺席及欠交款項所導致的簽證後果。

III. Leaves and Absences 請假及缺席

14. A student who cannot attend classes due to medical or other reasons shall, prior to the absence, complete a Leave Application Form available at the front counter indicating the exact date(s) of his/her absence and return the completed form to the Class Coordinator or Division Head. If this is not possible, a student shall complete the Leave Application Form within two days after returning to school and forward the completed form to the Class Coordinator or Division Head. Otherwise, the leave shall be treated as unexcused. Serious absence will affect the student's grade and visa sponsorship, if any. 學生由於健康或其他理由未能上課，應於缺席前或缺席後兩天內填寫請假申請表交給班導師或組長，否則作曠課論。嚴重缺席會影響學生的成績等級及簽證擔保。
15. A student who wishes to obtain a leave of absence for more than 9 sessions in a week for non-medical reasons shall make request in writing to the Division Head beforehand, stating the reasons for which leave of absence is sought. 若非因健康理由，學生在一星期請假九節課以上須事先以書面向組長申請，並在信上說明理由。
16. For sick leave of two days or more, CUHK-CLC may require the student to submit a certificate signed by a registered medical practitioner. Under unusual circumstances, however, a special case may be considered on individual merit. 研習所會要求請病假兩天或以上的學生提交醫生證明。個別特殊情況研習所或另作考慮。
17. Reminder will be issued to a student who is in the following conditions: (a) whose unexcused leave has exceeded 9 sessions a week. (b) Accumulated leave of absence exceeds one-fourth (1/4) of the scheduled teaching sessions of a term. 研習所在以下情況下發信提醒學生：(甲) 在沒正式請假的情況下請假超過一週九節課；(乙) 缺席超過當學期課數的四分之一。
18. A student with visa sponsored by CUHK-CLC whose accumulated leave of absence (sick leave plus leave of non-medical reason) exceeds one-fourth (1/4) of the scheduled teaching sessions of a term will be receiving a warning letter. 學生若其簽證是由研習所擔保的，同時其累積缺課（包括病假及事假）超過該學期課數的四分之一，將收到研習所發出的警告信。
19. A student with visa sponsored by the Centre whose unexcused absences have accumulated to more than one-third (1/3) of the total enrolled class hours shall be considered as having withdrawn from the study at the Centre. There will be no refund of any fees paid. The said student shall receive an "F" grade in the course. His/ her student visa sponsorship (if any) will be forfeited. 由研習所擔保簽證的學生，若缺席上課（病假及事假）累積超過該學期課數的三分之一將被視作退學，任何已付的費用將不退還，學生將獲“F”等級成績，其學生簽證擔保（若適用）將被撤銷。

IV. Payment and Refunds 付款及退款

20. Tuition fee: it must be paid by a new incoming student on or before Registration/ Orientation Day. Continuing students should settle tuition fees in full on or before the date as stated in the Re-enrolment Form unless prior permission for deferment has been obtained from the Director or any other authorized personnel. No partial payment is accepted. A student paying in arrears is subject to fines. 學費：新生在收到取錄通知書後應立即交費，最遲須在註冊日當天交學費。續讀生除非有特殊理由並得到所長或獲授權人士批准延後繳費外，否則必須在指定日期前交學費全額。研習所不接受分期付款。過期繳費將有罰款。
21. *Tuition prepayment: Students can choose to pay tuition trimester by trimester, or to prepay tuition for several school terms. Students are reminded to weigh the pros and cons in making the prepayment decision. A 10% penalty/ handling charge exists in ALL prepaid and unused tuition upon course withdrawal. 預繳學費：學生可按學期繳交學費，或一次過繳付幾個學期的學費。預繳有好處和壞處，學生宜在作出決定前考慮清楚。一旦中途退學，須支付預繳之所有學費的百分之十作手續費。
22. No refund on course fees for whatsoever personal reasons is allowed after the official add/ drop deadline. Add/ drop deadline is usually the first Saturday in a school term. For the exact date, please refer to the school calendar at www.cuhk.edu.hk/clc/clccalendar.pdf. Withdrawal, if any, must be done in writing and forward to CLC office either by post, fax, email or in person. The receipt date or the stamp date will determine the validity of the student's withdrawal refund request in accordance to the add/ drop deadline. 不論任何個人理由，加退選期過後一律不接受退款申請。加退選期限通常是學期的首個星期六，確實日期可參考研習所行事曆 www.cuhk.edu.hk/clc/clccalendar.pdf。退學(若適用)必須以書面提出並以郵遞、傳真、電郵或親自到研習所辦理，其郵戳或收件日期視乎是否與加退選限期一致，將決定與退學相關的退費申請是否受理。
23. If a student withdraws partially or totally from the Centre, depends on the notification period as stipulated in the refund policy (see attachment), forfeiture of deposit, partial or no refund of tuition fee will be practiced. If a student wishes to drop a course, he/she must notify the Division Head in writing by the last day of add/ drop period. 若學生退出部份或全部課程，將參考附件退款守則，按學生提出退學的通知期決定充公按金、退還部份學費還是完全沒有退費。學生必須在加退選期內向所屬組長書面提出要求。
24. Application fee: it is not refundable. If a student, for any unforeseen reasons, cannot report to the Centre for the term he/she has been accepted, he/she may apply in writing for postponement of a study. Such an application should reach CUHK-CLC two weeks before the term begins and the postponement should not be lasting for more than one year. A student may apply only once for study postponement. 報名費：一律恕不退還。已被錄取的學生如申請延期入學，必須以書面提出並於開學兩星期前送抵辦公室，延期只可申請一次並不可超過一年。
25. *School deposit: the amount of HK\$1,200 is charged on all applicants to secure a place in the class, to be paid upon application. The deposit will be held as caution money while the student remains a bona fide student at the CUHK-CLC, and will be refunded upon the termination of study at CUHK-CLC. Deposit will not be refunded upon several conditions, please refer to the refund policy as shown in the attachment. Students fail to return library card and student ID card will result in delay or forfeiture of deposit. Students before leaving the programmes should complete and return the re-enrolment form in order to have the deposit refund processed. 學校按金：學生申請入學時需繳交 1,200 港幣按金留位，這按金由研習所保管直至學生離校時歸還。按金在幾個情況下不獲退還，詳參附件退款守則。學生若未能在退學時交還圖書證及學生證，將延遲退還按金甚至充公按金。學生離校前須填妥及交回動向表，其按金退款申請才能受理。
26. Any loss on borrowed learning materials must be reported to the Centre's General Office immediately. A charge will be levied on any lost or unreturned materials. 若有遺失或損毀借用的教材，研習所將徵收費用補償損失。
27. Also see relevant clauses in the “Visa” section and “Leaves and Absences” section. 請同時參閱「簽證」及「請假及缺席」的相關條款。

V. Dismissal 強制退學

28. Course result: A student shall be required to discontinue his studies at the Centre if his grade point average in a term is below “1.0” (D) for two consecutive terms of attendance. 成績：學生連續在兩學期中，每學期平均積點均在 1.0 (D 級) 以下，須自本校退學。
29. The Director of CUHKCLC reserves the right to dismiss a student for academic or other reasons at any time during a term without refund of any fees paid. Clearly that this is an extreme action that is taken in case of egregious conduct lapses or when students have seriously violated the Chinese University’s code of conduct. 研習所所長保留在學期任何時間，因學術或嚴重違反中大守則等原因開除學生學籍之權利而不獲退款。

VI. Course Options 課程選擇

30. Course add/ drop: application for course add/ drop shall be made to the Division Head within the first week of a term. Adding a course on a first-come first-served basis. Dropping a course during add/ drop period will be subject to a handling charge and dropping a course after add/ drop period will not be entertained or refunded. A student should aware of whether his/ her decision in excessively dropping courses will result in forfeiture of student visa sponsorship. 學生若要加選或退選課程，必須在開學第一個星期內書面向組長提出，加課先到先得，在加退選期退選將徵收費用，在加退選期後退選將不獲退款。由研習所擔保簽證的學生，必須留意退選過多科目將不符合入境處要求的「學生」身份，將引致研習所撤回簽證擔保。
31. *Re-enrolment: around the fourth-last week of each school term, students will be given a re-enrolment form. Each student SHOULD complete and return this form before the specified deadline to indicate re-enrolment for the next term or to terminate a study. Course re-enrolment is done on a first-come first-served basis. Fail to or late return of the re-enrolment form will result in unsuccessful registration to the interested course(s) or delay in school deposit refund. 續讀：研習所在學期結束前四週左右，會發給學生一張動向表，學生必須填交，讓所方知道學生在下學期修課、休學或離校的取向。選科先到先得。延誤交還動向表會導致學生註冊想選的科目失敗，或延誤退還學校按金。
32. Not-for-credit option: a student whose visa is not sponsored by the Centre may apply to take a course on a not-for-credit basis by the first week of each term. Whether students exercising this option will be permitted to advance to the next higher level will be fully dependent on the instructor’s assessment. Besides, this option could not support granting of award-bearing certificate and Continuing Education Fund (if any). 非研習所擔保學生簽證的學生可於開學第一週內申請非學分制，作此選擇的學生是否可升讀更高程度的科目將取決於導師的評估。此外，此選擇不支援中大發出的學歷證書及持續進修基金的申請（若適用）。

VII. Class Arrangement in Times of Adverse Weather 惡劣天氣下的上課安排

33. In the event of severe typhoon, rainstorm and intolerable health risk, classes will be suspended in accordance to the CUHK policy. Make-up classes will not be provided. Affected examinations will be re-scheduled at the sole discretion of the Centre. 當有強烈颱風、暴雨及嚴重影響健康的風險時，研習所將按中文大學的政策停課，不會安排補課，受影響的考試按所方決定改期進行。

With my signature below I declare that I understand and accept the regulations of the Chinese Language Centre as stated above. 本人閱讀過並明白以上守則，現簽署作實。

* * * * *

Signature 簽署: _____

Name 姓名: _____

(in Block Letters 正楷)

Date 日期: _____

**Please return one copy and keep an extra copy for your own reference. 請保留一份副本供自己參考。

Yale-China Chinese Language Centre (CUHK-CLC)
Refund Policy for Regular Programmes

General guidelines

1. The refund policies apply to ALL students (new and re-enrolling students) in the Regular Programmes.
2. **STRICTLY NO REFUND AFTER ADD/ DROP PERIOD.**
3. Course(s) withdrawal: (1) It has to be justified by writing. A penalty as set below will be levied for dropping a course and/ or settle tuition fee late after the specified deadlines below. (2) One should aware of the visa consequence if it is sponsored by CUHK-CLC, in which it is only given to students who study 12 or more credits in a school term. (3) For students who have prepaid tuition fees, please refer to the signed student regulations and/ or tuition prepayment agreement. Penalty/ handling charge exists on ALL prepaid tuition upon course withdrawal.
4. Reminder to student visa holders: (1) Re-enrolling students seeking student visa sponsorship extension must settle the tuition fee of the next term first before the Centre can issue supporting document. Successful renewal of student visa normally takes 3 to 4 weeks and the HK Immigration requires students to renew visa in person at their office.

Notification Period and Refund

Refund/ penalty policy abbreviation: (a) = Refund 90% of the tuition fee. (b) = No. of dropped session(s) per week for the first week x a special rate of HKD132.50 per session

(c)= HKD300 per 3 credits handling charge to be deducted from paid tuition fee.

School term / Date/ Policy	Distribute re-enrolment form	Deadline for returning re-enrolment form	Withdrawal deadline specified in the Re-enrollment Form	After the withdrawal deadline and before term commencing date**		From term commencing date to add/ drop deadline	After last day for add/ drop		
Fall 2014	July 18, 2014	July 25, 2014	September 8, 2014	September 9 – 21, 2014		September 22 - 27, 2014	From September 28, 2014		
Spring 2015	November 13, 2014	November 20, 2014	January 5, 2015	January 6 – 18, 2015		January 19 – 24, 2015	From January 25, 2015		
Summer 2015	March 20, 2015	March 27, 2015	May 21, 2015	May 22 – June 3, 2015		June 4 – 11, 2015	From June 12, 2015		
Application Fee HKD400.	In any case, no refund is permitted								
Deposit HKD1,200.	Not affected		Refundable provided that withdrawal written notice is received	To be forfeited for (1) non visa-sponsored students withdrawing the whole course (2) students have <u>not paid the tuition</u> before the first day of the new term.		To be forfeited for students who have not paid the tuition			
Tuition Fee									
CLC sponsored Visa status/Refund policy	Visa sponsored	Visa NOT sponsored	Visa sponsored	Visa NOT sponsored	Visa sponsored	Visa NOT sponsored	Visa sponsored	Visa NOT sponsored	
Students withdraw part of the courses	No penalty*		Policy (a)	Refund in full*	Policy (b)		Policy (b) + (c)		Absolutely no refund
Students withdraw the whole course					Policy (a)	Deposit forfeited*			

*Not applicable to students who prepaid tuition fees for more than 1 school term, in which all the tuition paid will be refunded 90%.

** New students who drop the whole programme before term starts, the deposit paid will be forfeited.

香港中文大學雅禮中國語文研習所 常規課程退款條款

一般指引

1. 本退款條款適用於常規課程的所有學生，包括新生及續讀生；
2. 加退選期後退款申請一律不獲接受。
3. 退學：(1)必須提交書面申請。於指定限期後退選科目或遲交學費的學生，需繳付罰款。(2) 若學生的簽證是由香港中文大學擔保，學生在決定退選或退學前，要考慮簽證安排的後果。香港中文大學/ 雅禮中國語文研習所只會擔保每學期修讀十二或以上學分的學生。(3) 預繳學費的學生請先參閱已簽署的學生守則或「預繳學費同意書」，一旦退學，須支付預繳之所有學費的一個百份比作手續費；
4. 學生簽證持有人注意事項：續讀生如需本所擔保延長其學生簽證，必須預繳下學期學費，研習所才能發出證明文件。入境處要求學生親自到辦事處辦理，一般需時三至四星期要。

通知期及退款

退款/罰款條款代號：(甲) 退回所繳學費的百分之九十 (乙) 首周學費：退課節數 x 每節港幣一百三十二元五角的特別比率

(丙) 每三個學分港幣三百元的手續費，在已付學費中扣除

期限/ 有關日期/條款	派發動向表(續讀申請表)	續讀申請表回收限期	續讀申請表上的退選限期		退課限期後至新學期開學日前**		由新學期開學日到加/退選限期		加/退選限期以後
2014 秋季學期	2014年7月18日	2014年7月25日	2014年9月8日		2014年9月9日-9月21日		2014年9月22-27日		2014年9月28日起
2015 春季學期	2014年11月13日	2014年11月20日	2015年1月5日		2015年1月6-18日		2015年1月19-24日		2015年1月25日起
2014 夏季學期	2015年3月20日	2015年3月27日	2015年5月21日		2015年5月22日-6月3日		2015年6月4-11日		2015年6月12日起
報名費 港幣四百元正	任何情況下不設退款								
按金 港幣一千二百元正	不受影響		若在指定日期前，提交書面的退課申請，可獲退款		全額沒收如：(一)不需學生簽證或非本所担保簽證學生全退課程 (二)在新學期開學日前，仍未繳交學費的學生		未交學費的學生，全數沒收		
學費									
本所担保簽證的狀況/退款條款	担保簽證	不用担保簽證	担保簽證	不用担保簽證	担保簽證	不用担保簽證	担保簽證	不用担保簽證	所有退選均不設退款
退選部分課程的學生			條款(甲)	全額退款*	條款(乙)		條款(乙) + (丙)		
退選全部課程的學生	沒有罰款*				條款(甲)				

*不適用於預繳一個學期以上學費的學生，這情況下退還預繳學費的90%。

** 新生在學期開始前退學將被沒收按金。