

Request for Changing Class Time / Class Type

Student's Name: _____

From Wan Chai Centre

Kowloon Centre

Student's Current enrollment:

Course Name: _____

Class Schedule: Mon/Tue/Wed/Thu/Fri/Sat/Sun

Date(s): _____ Time: _____

Contact No.: _____ Email: _____ Fax: _____

Service(s) Requested:

Course Name: _____

Class Schedule: Mon/Tue/Wed/Thu/Fri/Sat/Sun

Date(s): _____ Time: _____

Date of change: _____

Reason(s): Instructor's recommendation

Changing Schedule

Others (please specify)

For a **second request within 3 months**, an administration fee of **HK\$80** will be levied.

Terms and Conditions:

1. Students should give **5 days notice** if unavoidable circumstances make a change necessary.
2. The possibility of changing class time / class type is subject to the discretion of Hong Kong Percussion Centre.
3. There will be no administration charge if the request is an additional enrollment.
4. If the rate of the class is higher than another, the student must pay the difference when changing the schedule.
5. The rates and terms of service may be amended from time to time, subject to the discretion of Hong Kong Percussion Centre. However, all arrangements made before such amendments will be unaffected.

Parent's Signature: _____ Date of Request: _____

Official Use	
Handled by:	(Date:) / (Date:)
Approved by:	
Total amount:	

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