

## Request for Make-up Class/Cancellation of make-up class/ Cancellation of make-up request by ABRSM / Drum Set Student

Student's Name: \_\_\_\_\_

Student's Regular Class Schedule:

Day: Mon/Tue/Wed/Thu/Fri/Sat/Sun

Time: \_\_\_\_\_

Please :

Wan Chai Centre       Kowloon Centre

Date: Change From \_\_\_\_\_

To \_\_\_\_\_ / TBC

Cancellation of make-up class: Make-up class's date & time: \_\_\_\_\_

Cancellation of make-up request

Contact No: \_\_\_\_\_ (Day) \_\_\_\_\_ (Night)

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Terms and Conditions:

1. Students should give **5 days notice** if unforeseen or unavoidable circumstances make a change or cancellation necessary.
2. As our regulation form advises, Hong Kong Percussion Centre is under no obligation to provide a make-up class.
3. At the centre's sole discretion, a make-up class may be provided if a spare place is available in another class. The class may be of different age group, type, instructor, size, standard, day and time.
4. If the rate of one class is higher than another, the student must pay the difference when changing the schedule. If the rate is lower than the original class, Hong Kong Percussion Centre will not refund the difference.
5. **There will be no refund on the tuition fee once the booking is confirmed even if the student is late or the booking is cancelled.**
6. **There is no surcharge for rescheduling or cancellation of make-up arrangement/ make-up request if the student notifies the office in writing five days beforehand.** However, approval of rescheduling is subject to the discretion of Hong Kong Percussion Centre. A **20% surcharge** on the tuition fee is required if the rescheduling is made **within two to four days** before the original lesson / desired change (e.g. original lesson is on Friday and student notifies the office between Monday and Wednesday of the same week). **No rescheduling is allowed if the student notifies the office less than one calendar day beforehand.** Under such condition, the student needs to pay the full class fee.
7. The 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:	
Final Decision:	
Total amount:	

Tel: 215 315 66

Fax: 215 315 77

Email: enquiryhkpc@yahoo.com.hk