

課程取消手續及政策 **Class Cancellation Policy**

1. 如何取消報名 **How to cancel**

- 甲. 親臨賽馬會西洲高球訓練中心；或
- 乙. 傳真至 2791 7293 (以傳真時間為準)；或
- 丙. 電郵至 instruction.centre@kscgolf.org.hk (以電郵接收時間為準)

Cancellation can be made in one of the following ways:-

- a) In person - At the JCKSC Golf Instruction Centre
 - b) By Fax - 2791 7293 (determined by the time of fax transmission)
 - c) By email - instruction.centre@kscgolf.org.hk (determined by email receiving time)
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2. 取消已作實的報名 **Cancellation**

- 甲. 當申請人知道不能出席已預訂的課程，必須盡快以書面通知高球訓練中心取消參加上課。最後通知期限為開課前 3 天的下午 5 時 30 分 (例如: 在星期日上課，必須在星期四的下午 5 時 30 分前以書面通知方為作實)。
 - 乙. 如在課程開課前 3 天的下午 5 時 30 分前通知取消報名，可重選課程，但並不獲保證有空缺。
 - 丙. 在完成任何課程第一節後，不會接受取消其後的節數的要求。
 - 丁. 學生必須準時出席上課。不論任何理由而缺課，均不會接受轉到其他班別以代替缺席的課程的要求。
 - 戊. 已作實的課程是不能轉讓第三者。
 - a) Applicants are required to inform the Golf Instruction Centre in writing if they are not able to show up at the booked lessons the latest 5:30 pm three days before the day of the class commencement (e.g. if a class is on Sunday, a written cancellation must be received by the Golf Instruction Centre before 5:30 pm on Thursday).
 - b) In the event of a cancellation before 5:30 pm three days before the course commencement date, the applicant can re-schedule the course although no guarantee can be given as to the time and date of the re-scheduled course.
 - c) Once Part I of any course has been attended, cancellations for subsequent sessions will not be accepted.
 - d) All students on courses are responsible for attending all sessions on time. Students who miss sessions for any reason will not be transferred and cannot request an alternative session to make up for the "Part" they have missed.
 - e) Instruction sessions are **NOT** transferable.
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3. 延誤取消預訂 **Late cancellation**

- 甲. 所有在開課前 3 天的下午 5 時 30 分後取消已作實報名的通知均被視為延誤取消預訂。
 - 乙. 成人課程延誤取消預訂者，必須在選擇新的課程前繳付“取消報名費”，此費用相等於已作實課程費用的百分之 50。
 - 丙. 青少年課程延誤取消預訂者，學費將不獲退還，高球訓練中心會沒收該次課程費用。
 - a) All cancellations received by Golf Instruction Centre after 5:30 pm three days before the booked lessons are LATE CANCELLATION.
 - b) For Adult Class, a cancellation fee will be imposed, payable prior to the re-scheduling of your class. It will be 50% of the appropriate course fee.
 - c) For Junior Class, instruction fees will be forfeited and no refund will be made.
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4. 補償班(只適用於成人課程) **Make-up class (For Adult Class only)**

- 甲. 入門課程或實習課程的學生可參加補償班，但必須將缺課的班號及日期通知高球訓練中心。
 - 乙. 補償班的內容由教練決定。
 - a) Students may attend the special Make-up Classes for Introduction or Practice & Play, providing they have informed the Golf Instruction Centre of the class code and date that they missed.
 - b) The content of the Make-up class is at the discretion of the instructor.
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5. 如未能取消報名 **Failure to cancel**

- 甲. 如未有出席上課，所有費用將被沒收。
 - 乙. 學費將不獲退還。
 - a) In the event of a "no show", all fees paid will be forfeited.
 - b) There is no refund of any instruction fee.
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6. 重選課程日期 **Re-schedule**

- 甲. 如有關人士符合上述二.(乙)項“開課前 3 天的下午 5 時 30 分前取消”的規則，便可透過傳真、電郵或親臨高球訓練中心安排重選同一課程的其他日期/時間或其他課程。重選課程的學費必須相等於或多於已作實報名課程的學費，**餘額將會被沒收**。高球訓練中心有安排新的上課日期/時間的最終決定權。
- 乙. 申請人將有一次重選高球課程日期/時間的機會，而重選的日期必須在已繳費課程的開課日起的 3 個月內。如申請人未能在上述指定時間內重選高球課程，便會失去重選高球課程的資格，所有費用將不獲退還。
- 丙. 缺席課程人士不會獲得任何賠償。
- 丁. 在接受某重選課程日期後作第二次取消上課，將會被沒收所有已繳付的費用。
 - a) People who have met the appropriate criteria for cancellation as stated in "2b" may apply by fax, email or attending the Golf Instruction Centre in person for an alternative date of the same course or for an alternative course(s). For the latter, the instruction fee of the alternative course(s) should be the same as or higher than the booked lesson(s). **Balanced amount, if any, will be forfeited.** The Golf Instruction Centre reserves the final right to decide on the time and date that would be made available to the student.
 - b) Only ONE request for re-schedule from applicants will be entertained and the re-schedule has to be made within three calendar months of the original commencement date of the booked lesson. If the re-schedule cannot be made within this period, the right to re-schedule will be cancelled, and no refund will be made.
 - c) No compensation for untaken lessons will be given.
 - d) A second cancellation after acceptance of a date will result in all fees paid being forfeited.

7. 開班 Class opening

如少於 3 人申請報名，有關課程將會被取消。高球訓練中心有權決定課程是否如期開班。

Group classes are not opened when less than 3 people enrolled. Golf Instruction Centre reserves the right of decision on conducting listed classes.

8. 遲到 Late arrivals

學生必須準時上課。認可證書課程之學生，如在第二節開球時遲到，將會被取消參加資格。

Every attempt should be made to arrive on time. FOR GOLF PASS PART II, STUDENTS WHO MISS THE TEE OFF TIME WILL FORFEIT THE LESSON.

9. 在颱風/暴雨警告下之有關安排 Arrangement for Typhoons/Rainstorms

甲. 當黑色暴雨警告、3 號或以上颱風信號發出時，會立即停止所有課程。

乙. 任何其他原因而停止在球場打球時，只有認可證書課程(包括第一節及第二節)和實地課程將會被即時取消外，其他課程將不受影響而如期上課。

- a) In the case of Black Rainstorm or Typhoon Signal No. 3 and above, ALL courses are cancelled immediately.
- b) In the case of Golf Course Closure for any other reasons, ONLY Golf Pass Part I & II and On Course Practice are cancelled. Other courses will be conducted as scheduled.