

# FAQ 常見問題

## Registration Fee & Eligibility / 報名費用及報名資格

- Q How much does it cost to participate in the Gateway program?  
你們的電腦及英語課程費用多少？
- A Gateway program provides free computer and English courses. You are only required to provide registration fee per course.  
本中心課程學費全免，你只需支付報名費即可。
- Q Do I have to pay for course material and computer usage?  
我需要支付書簿費或使用電腦費嗎？
- A No, you do not have to pay for course material and computer usage. The registration fee includes course material and computer usage.  
你並不需支付書簿費或使用電腦費，你所繳交的報名費已經包括教材。如報讀電腦班，報名費已含個人電腦實習。
- Q What do I need to do to become registered?  
報名手續如何？
- A Visit our office located at 48 Henry Street of New York City. Fill out an application form and provide the indicated registration fee.  
你只需親臨我們48號顯利街的辦公室，填寫報名表格及繳交報名費即可。
- Q My friend is interested in your program but unable to visit your office. Am I allowed to register on behalf of my friend?  
我的朋友未能親自前往報名，我可否代他報名？
- A Yes, simply fill out an application with your friend's information, agree and sign the regulation and provide the indicated registration fee.  
可以的，你只需為你的朋友填寫報名表格，同意上課規則及繳交報名費即可。
- Q Can I call in to reserve a seat?  
我可否致電預留課程座位？
- A No, you must visit our office for registration.  
不可以，由於課程名額有限，你需要親自前來報名，方可生效。
- Q If I am unable to attend classes after registration, would I receive make-up session or partial refund?  
如因私人理由而未能上課，我會否得到補課或退款？
- A No, students who are unable to attend classes due to personal issue will not be compensated with make-up session or refunded with full or partial registration fee.  
不會，如學生因私人理由而缺席或停課，本中心將不作出補課或退還任何費用。

Q Am I allowed to transfer registration eligibility to my friend?

我能否將報名資格轉移給我的朋友？

A No, registration fee is applicable ONLY to the student registered to that course. Registration eligibility is not transferable.

不可以，報名費只適用於報名表格上之學生，並不能轉移或交換資格。

## Classroom Policy / 上課規則

- \* No children are allowed while classes are in progress.  
學生不能攜帶小孩上課。
- \* No loitering in our property.  
上課時，一切閒雜人等不能在課室停留。
- \* No food and drink are allowed in classrooms.  
請勿於課室內進食。
- \* Students are responsible for any intentional and unintentional damage. We reserve the right to penalize students.  
如學生有任何破壞本中心物件行為，本中心有權對學生作出停課處分，學生需賠償損失。

## Change of Schedule / 更改課程規則

- \* Before class begins: Students must notify the center within 5 days prior to the 1st day of class.  
開學前，需於五天內通知本中心，方可生效。
- \* After 1st day of class: Students must notify the center with 2 days after the 1st day.  
第一課後，需於兩天內通知本中心，方可生效。
- \* After 2nd day of class: Students are not allowed to make change on schedule.  
第二課後，學生不能更改課程，學生必需選擇繼續上課或終止課程。
- \* We reserve the rights to penalize students who are unable to comply with the above regulations.  
如學生未能遵守以上規則，本中心工作人員保留對犯規學生作停課甚而退學處分之權利。
- \* Registration fee is not refundable.  
如遇以上情形，報名費用並不退還。