



# 香港國際象棋學院 Kidult Chess Academy

## Kidult Chess Academy (KCA) Policy Statement

### Registration process

1. Arrange a free assessment so coaches can provide a recommended level for your child.
2. Our administrative team will provide you with potential class schedule of the recommended level.
3. After you submitted your preferred class, we will check with our coaches to ensure it is an ideal class for your child and if there are still slots available.
4. We will contact you to confirm class details and start date, or discuss alternative arrangements if class is full or not suitable.
5. The final step is to confirm the class proposed arrangement and complete registration by:
  - Submitting your Registration Agreement
  - Transferring through online banking/ATM/FPS upon due date.
    - HSBC account no. 741 237291 838 (Kidult C Group Limited)
    - FPS ID: 6969182 (Kidult C Group Limited)
    - Please take a photo or scan us a copy of the transfer slip and WhatsApp to 94933283 clearing stating: (1) Bank holder name; (2) Child's name; (3) Contact tel.; (4) Course level.

We apologize that we are unable to reserve the spot after 3 days of confirmation if payment is not received.

6. Your child will begin his/her journey with us at KCA. We sincerely hope your child will have an enjoyable and rewarding time with us!

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### Enrolment and Tuition Payment Policy

- Tuition fees are charged every 2 months and due by the 8th of each month. Payments received after the due date will be subject to a \$150 late fee.
- For administrative purposes, a \$400 one-time registration fee is charged for all new students.
- All classes, terms, make-ups and programmes are non-transferable and non-refundable.

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### Make-ups (Online & Physical Classes)

- During the regular term, each child can arrange a maximum of 2 make-ups each term for casual leave (Jan-Feb; Mar-Apr; May-Jun; Jul-Aug; Sep-Oct; Nov-Dec).
- All absences need to be notified at least 1 working day before class (not including Sunday or public holidays) to be entitled for make-up.
- Make-ups for sick leave can only be arranged with a valid sick leave certificate specifying the date of the class being missed which has to be presented before making any make-up arrangements and informed before the class of absence.
- No make-ups are allowed for holiday programmes. If your child is sick with a valid sick leave certificate, we will try our best to accommodate with alternative arrangements.
- The make-up class cannot be rescheduled in the case of no-show (without prior notice)
- Make-ups are non-transferable, non-refundable and can only be rearranged twice.
- For online classes, make-ups may be substituted as physical make up.



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- Make-ups must be used within a month from the date of absence and before the last day of any regular term, holiday programmes, or withdrawal.
  - KCA cannot guarantee that our make-up classes will fit your child's schedule, cover the exact materials/lessons missed, and may arrange make-up in another course level that we deem suitable. Any unused make-ups will be invalid after the one-month expiration date.
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## **Class Cancellation/Changes (Online & Physical Classes)**

- If a coach is absent or unavailable due to any reason, a substitute coach will be arranged for the class without prior notice, or students may be asked to rearrange class.
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## **Integrity and Intellectual Property**

- Unless with the written consent of KCA, private tutorial arrangements with KCA coaches (paid or not paid) outside of KCA's classes or events, are prohibited.
  - All KCA materials are strictly limited to current students only. Reproduction of materials in any form is prohibited.
  - KCA reserves all rights & interests in any intellectual property related to any lessons, curriculum & training.
  - Any parent or guardian in violation of the above terms will indemnify KCA of its losses and charges.
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## **Public holidays & Closures due to Weather Conditions / Extreme Conditions (For both physical & online classes)**

- KCA is closed on public holidays. (Applicable to weekdays only)
- When T8 or above signal or "extreme conditions" warning is hoisted:
  - Our centre will be closed 1 hour before hoist time. Classes with at least an hour of class time remaining will continue till the close time. If the signal/warning is lowered/removed before cut-off time\*, classes with start time 2 hours after the announcement will resume. If the signal/warning remains hoisted by cut-off time\*, all classes including make-up will be cancelled.
- When black rainstorm signal is hoisted:
  - During opening hours (Regular term: Mon to Fri 3:00pm to 7:00pm & Sat to Sun 9:00am to 7:00pm)
    - Classes that have started or will start within 60 minutes of hoist time will continue as usual, and all other classes will be cancelled. If the signal/warning is lowered/removed before cut-off time\*, classes with start time 2 hours after the announcement will resume.
    - Students already on-site are advised to stay indoors until conditions are safe to travel. For students who have not yet arrived and are not able to attend due to safety, weather, traffic, or other concerns, please contact us for alternative arrangements.



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- Outside of opening hours (Refer to above):
  - Our centre will remain closed with all classes including make-up cancelled. If the signal is lowered/removed before cut-off time\*, classes with start time 2 hours after the announcement will resume.

If the signal remains hoisted by cut-off time", all classes including make-up will be cancelled.

- Leave of absence can only be applied before the hoist time or "extreme conditions" is announced.
  - All classes including make-up that are cancelled or disrupted due to weather conditions or extreme conditions announced by the HK government will not be refunded or rescheduled, but we will try to offer alternative arrangements.
  - \*Cut-off time: Regular term: Mon to Fri - 3:00pm; Sat to Sun - 3:00pm.
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## Photos and Other Media

- Photos and videos may be taken only with the written permission of KCA. KCA reserves the right to use any photos, videos, sound recordings of children and their work for teaching, training, curriculum and promotional purposes (other purposes will be informed to parents and guardians through a written notice).
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## Disclaimer

- KCA's staff are authorised to handle any emergency or non-emergency medical situations as they see fit.
- In the event of any situations deemed unsuitable by KCA which includes but are not limited to reasons such as classes being unsuitable for student's or others' learning, tuition non-payment/adjustment, non-observance or disagreement of policy, individuals displaying disruptive behaviours or using foul language towards any staff, student or parent, KCA reserves the right, at our sole discretion, to not accept, discontinue, or suspend a student's enrolment at any time without prior notice.
- All participants (including but not limited to students, parents, guardians, helpers, visitors) at KCA will assume their own responsibility and agree not to hold KCA or any staff responsible or liable for any loss, damage or injury to any participants as a result of being on premise at KCA. In particular, any parent, guardian, and students shall not make any claims of whatsoever nature against KCA for whatever reason, KCA reserves the right to make the final decision and alteration in case of disputes.
- KCA reserves the right to modify, change, add or remove any terms and conditions of each of the Terms at any time at our sole discretion. The latest version of the policy statement will be the one available at <https://www.kidultc.com/policy>. Such modification, change, addition and removal will be effective when it is posted on the website or sent to you.
- Your child's continued enrolment with us after any changes to these terms sent or posted will be deemed acceptance of those changes.