

Terms and Conditions:

ENROLLMENT

- Parents should complete and sign the enrollment form and mail it to us with the tuition fees (please refer to the timetable) payment enclosed or enroll directly in our galleries

PAYMENT OF FEES

- A HK\$300 deposit will be received for new regular class enrollment, it will be refunded when student stop the enrollment
- Tuition fees are charged on 8, 12, 24, 36 lessons basis, it should be payable on the last lesson of the previous course for recurring enrollment
- For payment we accept cash, EPS, bank transfer, and cheque please mark payable to **Little Masterhand Limited**. For bank transfer, please deposit to **Hang Seng Bank** account number **364-233049-001**
- All application will be confirmed after payment is made in full and subject to availability of seats. We reserve the right to refuse entry to student if fee has not been paid
- No refund or transfer of fee under any circumstances once the enrolment is confirmed

DEFER AND MAKE-UP CLASSES

- Casual leave should be informed 1 day in advance and sick leave should be supported by doctor's proof
- Make-up lesson is available for regular class programs only. No make-up lesson will be provided for workshop
- Max. 1, 2, 4 and 5 make up lessons can be applied for 8, 12, 24 and 36 lesson's program enrolment respectively.
- If our available dates for make-up lessons do not match your child's availability, we cannot guarantee a replacement class. Seat available is on a first come, first serve basis
- We cannot reschedule a missed or a pre-arranged make-up class
- All make up lesson and defer lesson arrangement should be subjected to the final decision of our gallery

PUBLIC HOLIDAYS

- Little Masterhand is closed on all public holidays. All lessons on public holidays will be skipped except a special arrangement is announced

BAD WEATHER ARRANGEMENT

- Classes will be cancelled once Typhoon Signal No. 8 or above or Black Rainstorm Signal is hoisted. Classes cancelled due to these reasons will not be re-scheduled or refunded. If the respective signal is cancelled before 2 pm, the coming lessons will be resumed after 2 hours

TEACHER ARRANGEMENT

- Teacher will be arranged according to the practical situation. For normal circumstance, all the classes within the course will be taught by the same teacher, but it is not guarantee

STUDENTS' WORK

- We reserve the right to dispose of or use any students' work not collected within one month from the last class attended

COPYRIGHT

- You must respect the proprietary nature of all the classes taught at Little Masterhand and not infringe on copyright, registration marks, and trademarks

PHOTOS AND OTHER MEDIA

- We reserve the right to use photos, videos, and/or sound recordings of children and their artwork, performances, or classes, for teacher training, curriculum, and/or promotional purposes, unless you mark the disagree option in enrollment form or inform us in writing

DISCLAIMER

- All participants enrolled in activities at Little Masterhand should bear their own risk and we are not responsible for any loss, damage, or injury to students, their family members, and guests as a result of participating in these activities
- These terms and conditions are subject to change at any time without prior written notice from Little Masterhand

