

亲爱的家长，您好！

上课地点：1/4 Aikman Crescent, Chadstone VIC 3148

请由图片所示前院进入，沿石板路走到后院即可进入教室。进入教室需脱鞋。进出请随手关闭院门。

所有乐器与学习资料将由课程提供，无需自行准备。



为了确保课程顺利进行，请您详细阅读以下课程相关事项：

### 1. 退课政策

除特殊原因外，报名付款成功后，原则上不接受退款。若因个人原因无法参加已报名的课程，可将未上的课程金额转为课程学分（credit），用于未来课程的报名或安排。

## 2. 改课及请假

- 每期10节课程，日期及时间一旦确定，如无意外，老师将不作更改。如遇特殊情况课时有所更改，老师会与家长协商临时更改时间或取消该节课程并退还相应课时费。
- 提前1小时及以上请假，可安排补课。
- 补课时间可根据您和老师的时间灵活调整，适用于任何开课时间段。
- 1小时内请假或不请假算作1次课时

## 3. 早到/迟到

- 因其他课程安排，如遇前面课程还未结束，请在教室外稍作等候。
- 因个人原因迟到的情况，课程时间将按原定计划结束，老师不会延长课程时间。请合理安排时间，避免迟到影响孩子的学习效果。

## 4. 停车事项

课程地点门口沿街均可停车，请您自行确认停车的安全性，避免发生不必要的麻烦。若有停车问题，请及时与老师联系。

## 5. 付款方式及发票

- 付款方式支持现金或银行转账，具体账户信息可向老师咨询。课时费可在第一次试课/正式上课后支付。
- 如需发票，请提前告知并联系贝灵老师为您开具。

感谢您的理解与配合，我们将竭诚为宝宝提供优质的音乐学习体验！

如有任何特殊需求或疑问，请及时与贝灵老师沟通

电话：0451421619

微信：dayanbeiling

**Dear Parents,**

Address: 1/4 Aikman Crescent, Chadstone VIC 3148

Please enter through the front yard as shown in the image. Follow the paved path to the backyard to reach the classroom. Shoes must be removed before entering the classroom. Kindly ensure the gate is closed upon entry and exit.

All instruments and learning materials will be provided during the class, so there is no need to bring your own.



To ensure smooth progress of the classes, please carefully review the following course-related guidelines:

### **1. Refund Policy**

- Except for special circumstances, refunds are generally not provided after registration and payment are completed.
- If you are unable to attend the registered class due to personal reasons, the unused courses can be converted into credits for future classes.

## **2. Rescheduling and Leave**

- Each term consists of 10 lessons. The dates and times, once confirmed, will not be changed unless in exceptional circumstances. In such cases, the teacher will communicate with parents to temporarily reschedule or cancel the affected session and refund the corresponding lesson fee.
- For leave requests made at least 1 hour in advance, a makeup class can be arranged.
- Makeup class times can be flexibly adjusted according to your and the teacher's availability and are applicable to any ongoing class period.
- Leave requests made within 1 hour of the class or without notice will count as one lesson.

## **3. Early Arrival/Late Arrival**

- If the previous class has not yet ended upon your arrival, please wait outside the classroom.
- If late due to personal reasons, the class will still end as originally scheduled, and the teacher will not extend the session. Please plan your time reasonably to avoid delays that may affect your child's learning.

## **4. Parking Guidelines**

- You may park along the street near the class location. Please ensure the safety of your parking to avoid unnecessary troubles. If you encounter parking issues, feel free to contact Beiling.

## **5. Payment Methods and Invoices**

- Payment can be made in cash or via bank transfer. For specific account details, please consult Beiling. Tuition fees can be paid after the first trial or formal class.
- If an invoice is required, please inform and contact Beiling.

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Thank you for your understanding and cooperation. We are committed to providing a high-quality music learning experience for your child!

If you have any special needs or questions, please do not hesitate to contact Beiling.

**Phone:** 0451421619

**WeChat:** dayanbeiling