Instill Confidence • Increase Motivation • Inspire Learning

miniMinds

mini minds • BIG IDEAS

Policy Statement

Enrolment and Tuition Payment Policy

- Tuition fees are charged on a monthly basis and **due by the 8th of each month**. Payments received after due date will be subject to a $150 late fee.
- For all holiday programmes separated from regular terms (e.g. Christmas/Easter workshops and summer programmes), tuition payment is due upon registration.
- A $50 fee will be applied for returning any over payment and any bounced back cheques by the bank.
- For administrative purposes, a $400 one-time registration fee is charged for all new students.
- If tuition has not been received by the due date, miniMinds reserves the right to release your child's place without further notice.
- Material fees are charged when students join regular term/ summer programmes, when course level changes using new materials, and when materials need to be replenished.
- Class times can be changed once during each term without charge. Thereafter, a $50 fee will be charged.
- Summer term enrolment is on a first come first served basis with priority given to students joining full programme.
- All classes, terms, make-ups and programmes are non-transferable and non-refundable.

Make-ups (Online & Physical Classes)

- During the regular term, each child can arrange a maximum of 2 make-ups each term for casual leave (Sept 1-Dec 31; Jan 1-Mar 31, Apr 1 to end of regular term).
- 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 arrangement.
- 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
- Make-ups must be used within a month since the date of absence and before the last day of any regular term, holiday programmes, or withdrawal.
- miniMinds 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.

Withdrawal and Class Cancellation/Changes (Online & Physical Classes)

- To withdraw, a minimum of one month (4 lessons) written notice/ withdrawal form is appreciated.
- Min 3 students are required to open a class. miniMinds reserves the right to cancel class if minimum is not met.
- If a teacher is absent or unavailable due to any reason, a substitute teacher will be arranged for the class without prior notice, or students may be asked to rearrange class times.

Public Health & Safety

- For safety and to minimize disruption to your child's learning, if required by EDB or if miniMinds deems it safer to switch classes online due to COVID, any serious contagious disease and/or other safety-related issues, classes will be conducted online at the same class time (unless miniMinds' staff informs you of any alternative arrangement).

Integrity and Intellectual Property

- Unless with the written consent of miniMinds, private tutorial arrangements with miniMinds teachers (paid or not paid) outside of miniMinds' classes or events, are prohibited.
- All miniMinds materials are strictly limited to current students only. Reproduction of materials in any form is prohibited.
- miniMinds 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 miniMinds of its losses and charges.

Public holidays & Closures due to Weather Conditions / Extreme Conditions (For both physical & online classes)

- miniMinds are closed on public holidays and Sundays.
- 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 10:00am to 7:00pm & Sat 9:00am to 5:30pm; Summer program: Mon to Fri 9:00am to 6:15pm):
    - 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.
  - 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 Thu - 3:15pm; Fri - 3:30pm; Sat - 2pm; Summer program: Mon to Fri - 3pm.

Photos and Other Media

- Photos and videos may be taken only with the written permission of miniMinds. miniMinds reserves the right to use any photos, videos, sound recordings of children and their work for teaching, training, curriculum. Consent for other purposes, including promotional purposes, will be obtained from parents and guardians through a written notice.

Disclaimer

- miniMinds' 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 miniMinds 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, miniMinds 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 miniMinds will assume their own responsibility and agree not to hold miniMinds or any staff responsible or liable for any loss, damage or injury to any participants as a result of being on premise at miniMinds. In particular, any parent, guardian, and students shall not make any claims of whatsoever nature against miniMinds for whatever reason, miniMinds reserves the right to make the final decision and alteration in case of disputes.
- miniMinds 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.miniminds.com.hk/policy-statement/. 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.