

New Regular Term Priority Registration Form (2026-2027)

Our new Sept regular term enrolment is now open to all students! Spots will be allocated on a first-come-first-serve basis with priority given to existing students who have submitted the priority registration form before Jun 12th (Fri) and those that complete the full regular term and abide to our policy.

Our new Sept regular term starts on Aug 31st (Mon). If you would like to start earlier, you may consider our Summer Program.

To reserve a spot, please return the reply slip along with a cheque or online payment/bank transfer slip (**Reservation fee - 4 classes & workbook/ Folder/ Material fee**) which will be applied to Sept tuition. Spots will be allocated on a first-come-first-serve basis with priority given to existing students that complete our current regular term and abide to our policy.

Current Starters 3 student promoting to Steppers/Learners 1 (NO NEED TO REPLY) because of longer class duration of 90 minutes. New term schedule for these classes will be available by late June along with the details of the online registration opening on **Jul 6th (Mon) at 11am**. More details to come.

Payment includes 4 classes + workbook/ Folder / Material fee	miniEnglish	Phonics	Starters	Steppers	Learners	Writers
	\$2330	\$2330	\$2330	\$3240	\$3210	\$3310

Families under Comprehensive Social Security Assistance Scheme, please enquire about our sponsorship program.

*****For new students:** Please add \$400 one-time registration fee

Payment method

☐ By Bank Transfer (Online banking / ATM / FPS):

- HSBC account no. 023-221039-838 - Savings account
- FPS ID: 101649721
- Please take a photo or scan us a copy of the transfer slip and email to accounts@miniminds.com.hk, clearly stating:
 1. Bank holder name
 2. Child's name
 3. Contact tel
 4. Course name

☐ By Cheque: Payable to "miniMinds Ltd", post-dating **Aug 1st** and mail to 4/F, One Hysan Avenue, Causeway Bay

Note: Your reply indicates preference which we will try to accommodate; however, we do not guarantee enrolment till our confirmation. If we cannot accommodate your requested times, a full payment will be returned. We will confirm enrolment as soon as possible, **latest by Aug 14th (Fri)**. Any questions, please contact us at 2808-1282 or info@miniminds.com.hk.

-----Reply Slip -----

Student's Name: _____ (M / F)	Tel: _____	Coming NEW school grade (2026-27):
Email: _____	Address: (If submitted before, no need to fill in)	
School in Sept:	Current Course level:	Recommended Level: (Can fill in as TBC if rec not yet available)
School change? Y / N	Currently joining 2 courses? Y / N If Y, please fill in 2 forms to reserve for both	
Known allergies (please specify):	Siblings at miniMinds:	
Medicine/EPI pen carried: Y / N	*Please separate payment for siblings	
Emergency Tel Contact & Relationship:	Allowed to leave unaccompanied (P3 Writers 1 & above only)? Y / N If Y, have you completed the required consent form before? Y / N If not, please download it from website and submit it with this reply slip	

☐ **Option A:** Keep same class time on _____ (day) at _____ (time). (Cheque/Bank transfer)

☐ **Option B:** Change time with preference below. We'll try to offer times to fit your indicated times. (Cheque/Bank transfer)

1st choice: _____ day & time 2nd choice: _____ day & time 3rd choice: _____ day & time

Current miniENGLISH/miniPhonics/Steppers students who wish to change time: Please indicate your time preferences in Option B, but **MUST** still register online - **July 6th Mon 11am**. We'll try to accommodate these times with schedule available by late June on our website.

☐ **Option C:** Do not wish to continue. Reason: _____

For options A & B: Please include a cheque or online payment/bank transfer slip (**separate payment for siblings or joining 2 courses**). If we cannot accommodate your requested times, a full payment will be returned. No returning of payment unless we are unable to confirm requested times, but you may change class times subject to availability.

Registration Agreement:

☐ Signing this form acknowledges that I have read & agreed to the term & conditions printed at the back of the page.

Parent's signature: _____ Date: _____ Admin: _____ Receipt # _____ Amt: _____

T: _____ Sept Rec level _____ Std: _____ Need Consent? Y/N (Form: Y/N) Med: Y/N Note: _____



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.