

Kids Biz Academy
GALVANIZE GROUP

Program enrolment, cancellation and refund policy

1. Tuition fees are neither refundable nor transferable.
2. Only the person registered for the class is allowed to attend, no sit-in on class or substitution by another person is allowed.
3. After enrolled in program, request for reschedule due to any reasons must be written and submitted to Galvanize Group. An administration fee of HK\$250 will be charged to each request. Reschedule is subject to program's availability. Galvanize Group reserve the right to not reschedule in its sole direction.
4. No refund or make-up class will be arranged due to absence of the student for any reasons.
5. Programs will run subject to a minimum number of participants. Galvanize Group reserves the right to cancel a class with fewer than 12 students registered.
6. Galvanize Group reserves the right to cancel any programs in its sole discretion.
7. Full payment is only refundable in the event of a program being cancelled by Galvanize Group. Refund will be made by cheque and sent by post within a month.

Adverse Weather Class Arrangement

8. Programs will be closed when typhoon signal No. 8 or above or black rainstorm warning is hoisted. Classes will resume two hours after such warnings are lowered or removed.
9. At times, a typhoon may increase in intensity or a rainstorm signal is raised while students are at school. If this happens, Galvanize Group must dismiss students before the end of the regular class; parents will be contacted with the approximate dismissal time.
10. Programs that are disrupted or cancelled due to adverse weather conditions will not be refunded but will be rescheduled by Galvanize Group
11. Make-up sessions are subject to the availability of the school facility and are not always possible. If students cannot attend the make-up lessons at the given times, then there will be no additional re-scheduling or refund for the lessons.

Liability

12. Galvanize Group does not take the responsibility for child/ren's belongings while they are at the program.
13. Galvanize Group does not accept any liability for personal injury, property damage or loss sustained by any child/ren due to them participating the program unless the injury, damage or loss was caused by the proven negligence of Galvanize Group, its instructors or employees, or is otherwise required by law.
14. Galvanize Group (including its directors, instructors and employees) against any costs, expenses or liability incurred as a result of any damage or injury caused by any child/ren to:
 - property at the venue; and
 - any other child/ren and Galvanize staff at the program

Terms and Conditions

15. I confirm that I have the lawful authority and capacity as the child/ren's legal parent or guardian to enroll my child/ren with Galvanize Group Ltd. I declare that the information I have provided on the enrolment form is true and correct and I have completed the enrolment form to the best of my knowledge regarding all aspects of my child/ren.
16. I acknowledge that Galvanize Group will not accept my child/ren at the program if my child/ren is suffering from an infectious or contagious disease or in the opinion of Galvanize staff is too unwell to attend the program
17. I give permission for my child/ren to be photographed during the program. The photos taken might be used for promotional purpose. I can choose to ask that my child is not photographed by placing a request in writing to the program director before the start of the program.
18. I acknowledge that Galvanize Group may amend and update its policies, regulations or terms and conditions from time to time. I acknowledge that it is my responsibility to check the documents regularly to ensure that I am familiar with amended policies and procedures. I agree to comply with all amended policies and procedures.