

## Hanbridge Mandarin Language School

### Summer Program

### Terms & Conditions

Hanbridge Mandarin Language School registration is understood as the participant's agreement to the terms and conditions listed below.

#### Registration & Payment

Upon receiving your Registration Form, Hanbridge Mandarin will forward the program invoice detailing all fees. Full payment is required before program participation is confirmed.

#### Passport & Visa

The program participant is responsible for a valid passport, visa, medical, and travel insurance to cover the stay in China. However, if you need help with international travel insurance, please contact us at [study@hanbridgemandarin.com](mailto:study@hanbridgemandarin.com) for help.

#### Program Terms & Conditions

- The duration of a lesson is 50 minutes.
- Minimum 4 and maximum 12 students per class. If there are fewer than four participants in one group, Hanbridge Mandarin reserves the right to reduce the number of courses or outdoor activities.
- Make-up lesson is excluded in the above payment if you miss your scheduled class.
- 24-hour advance notice must be given to Hanbridge Mandarin if you need to change or cancel your class. Any failure to notify the school might cause your course hours to be deducted if you miss the scheduled class.
- All courses are valid for one year from the first day of class. No course can be resold, transferred or refunded if the student doesn't complete the course within one year.
- The course registration fee is non-refundable.
- If for some reason you want to cancel your class, a cancellation fee of 1000rmb will be charged before the first class. (Summer program and immersion course in China only)
- A full tuition refund is available if the student cancels participation four weeks or more before the planned start date. If cancellation occurs two weeks before, then a 50% refund will be made, and cancellation with less than two weeks notice, 20%. However, a 1000rmb cancellation fee will be charged. Since refunds will be made to the party who paid the tuition, students whose fees were paid through an agency must contact the agency for their refund. (Summer program and immersion course in China only)
- No tuition refunds will be made after courses begin.

The following terms and conditions apply to those students who need accommodation during their study Hanbridge Mandarin School.

### **Accommodation Terms & Conditions**

- Homestay family or student's apartment will open for students one day before the first day of class and close one day after the class is finished.
- Accommodation can only be guaranteed for the duration of the course.
- The accommodation placement fee is non-refundable.
- Should the student cancel the accommodation, a 2000rmb cancellation fee will be charged.
- Accommodation fees are refundable as follows: for those who cancel four weeks or more before the intended start date, then a full refund will be made; cancellation two weeks before program start will provide 50% refund; and cancellation in less than two weeks prior to program start will provide 20% refund.
- If you want to change accommodation arrangements after arrival, accommodation change fee is 500 rmb.
- No refund will be available for cancelling accommodation after you have arrived.

### **Unusual Circumstances**

If your program participation is disrupted by unforeseen events, Hanbridge Mandarin will make every effort to accommodate you within the general operating schedule of classes, events and activities. However, no refunds will be available for missed instruction or activities.

### **Code of Conduct**

It is expected that Hanbridge Mandarin program participants adhere to our policies and treat others with respect at all times. Behavior that is disrespectful to others' cultures and beliefs or host accommodations will not be tolerated, nor will the use of illicit drugs or engaging in illegal activities. Participants who engage in threatening or violent behavior or actions that cause disruption to classes, events or activities will be dismissed from the program without a refund. Participants will be held responsible for any material or other damage caused and must compensate the aggrieved party/parties.

All rights and obligations are stated expressly above. Any verbal communications and promises by the staff are invalid and unenforceable.

Hanbridge Mandarin reserves the right to explain the aforementioned terms and conditions.