

2018 Summer Music Workshop

Attendance Rules

1. A trainee shall attend the lessons in person and shall not ask another person to take his place during lessons.
2. A trainee shall not change class without permission; otherwise, his right of attendance will be terminated and no refund of tuition fee will be made.
3. A trainee shall be punctual in class. Arriving late and/or leaving early for more than a fourth of the class time shall be regarded as absent.
4. A trainee shall not be absent from class without a valid reason as absenteeism adversely affects learning progress. The Music Office will not arrange make-up class or refund for absentees.
5. The Music Office reserves the rights to change the instructor, time and venue of the course due to contingency. Trainees have no right to oppose the same.
6. No eating, drinking or smoking is allowed in the class.
7. Mobile phones and pagers must be switched off during lessons.
8. A trainee shall take good care of the facilities in the classroom, behave in an orderly manner, show respect for instructors, and observe all rules laid down by the Music Office and the Laws of Hong Kong. Otherwise, the Music Office reserves the right to remove him from class, and refund of tuition fee paid will not be made. Besides, a trainee is liable to compensation for damages to public property.
9. The Music Office reserves the rights to make and retain audio and visual recordings of the trainees' performance in the class or other functions held by the Music Office for the purposes of archive, reference and publicity of Music Office related activities.

Remarks

1. Classes will be suspended & postponed accordingly when the Music Office fails to arrange a substitute for any instructor who is absent due to an emergency.
 2. The Music Office will not arrange another make-up class or refund for individual trainee who is unable to attend the scheduled makeup.
 3. Classes will be cancelled (no make-up classes will be arranged) under below conditions:
 - I. the Hong Kong Observatory issues a Red/Black Rainstorm Warning during the three-hour period before class; or
 - II. the Hong Kong Observatory issues a "Pre-No. 8 Special Announcement" or hoists Tropical Cyclone Warning Signal No. 8 or above during the three-hour period before class.[However, classes will be conducted as scheduled if the above warning signal is lowered three hours before class (e.g. if the warning signal is lowered at 11am, classes starting before 2pm will be cancelled while classes starting from 2pm onwards will be held as usual).]
 4. In the event that the Education Bureau announces a closure of all schools due to special circumstances (e.g. flu or SARS), please observe the announcement in the Music Office's website or contact the Music Office for the latest class arrangements.
- *In the event of a typhoon or other inclement weather, it is at the discretion of parents as to whether to let their children attend classes and trainees are advised to view the latest weather condition regularly. No make-up class will be arranged for classes cancelled due to inclement weather.