



ARISTLE  
Your only **Gifted** Education Group  
**Student Handbook**

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## 1. General

- a) Admission is made on a first come, first served basis. When a requested programme is full, we will place your child on the waiting list. Priority will be given to current students and their siblings.
- b) Your child is allowed to transfer to another programme and is allowed to change the dates and time. However, changes is not guaranteed and subject to availability.
- c) Aristle will retain your personal data which may include your name, contact number, mailing address and email for future communication and promotions (primarily through direct marketing) which may include, but not be limited to the following:
  1. Aristle program updates including new offerings and promotions;
  2. Aristle news or invitations to new classes, upcoming events and seminars; and
  3. Information resources of interest such as relevant articles from experts.If you no longer wish to receive such communication from Aristle, you may request to unsubscribe by supplying your name, telephone and email address to us at [info@aristle-gifted.com](mailto:info@aristle-gifted.com).
- d) Aristle reserves the right to amend the student handbook from time to time.

## 2. Fees

- a) Course fees are due 7 days before the starting day of each course. The Institute reserves the right not to offer any classes if payments are not received on time.
- b) In the event that fees fall into arrears (overdue), students will not be allowed to attend class.
- c) Credits are non-transferable, except for siblings of a student.
- d) All the fees paid at Aristle are non-refundable under all circumstances.
- e) Consultants' service are complimentary for some programmes and thus fees are paid for programmes only.
- f) A service fee of HK\$100 would be charged for any cheque returned by your bank.
- g) All applications are processed on a first-come, first-served basis. Due to limited vacancies, applications may not be allocated a desired place in the preferred classes at the desired time slots. Applicants can be put on the waiting lists of selected classes only upon successful completion of enrolment procedures with the required tuition fees duly settled. Priorities will be given to students who are enrolled on a semester basis.
- h) Credit account can only be freezed upon written request. There will be an administrative fee of \$500 for every existing student to freeze their account for more than 1 month and an administrative fee of \$500 to re-activate the account.

## 3. Payment Methods

- a) By Mail  
Please kindly mail a crossed cheque payable to "**Aristle Gifted Institute Limited**" with your student's full name at the back of the cheque to the respective campus:  
Causeway Bay: Unit 302, 3/F., One Hysan Avenue, Causeway Bay, Hong Kong  
TST: Unit 807, 8/F., Lippo Sun Plaza, 28 Canton Road, Tsim Sha Tsui, Kowloon  
Please allow at least 3 working days for your payment transaction.  
POST-DATED CHEQUE WILL NOT BE ACCEPTED. PLEASE DO NOT SEND CASH.

- b) In Person (Cash, Cheque or EPS)  
You may pay by cash, cheque or EPS in person at our centres during office hours.
- c) By Bank Transfer  
You may transfer your payment to ARISTLE's HSBC bank account: 808-760375-838. Payment will be verified only after we receive a valid bank transfer slip. Please fax a copy of the bank transfer slip for the payment to (852) 28017970 or email it to info@aristle-gifted.com with your student's full name. You are also advised to check whether the authorised payment transaction is accepted by the Institute on the following working day and keep the receipt as an evidence of payment.

#### **4. Safety and Hygiene**

- a) For B1 level classes, an authorized adult must accompany the student throughout the entire class.
- b) For safety and security reasons, classes would be video-taped. The video will also be used for quality control and training purposes. The Institute reserves the right to retain the images for a maximum period of 24 months. Unauthorized photo-taking or video-shooting are prohibited inside the Institute.
- a) In order to prevent infections, one should always observe good personal hygiene and may wear a facemask for self-protection. Students or anyone accompanying the students who are sick or unwell are strongly recommended not to come to class and might be denied entry to the Institute.
- b) People with respiratory symptoms should wear a facemask to reduce the chance of spread of infection. Wearing facemask properly offers satisfactory protection against respiratory tract infections.
- c) For hygiene purposes, students and accompany adults are required to take off their shoes and wear socks before entering classrooms that are with mats. We reserve the right to turn down anyone from entering the room without socks. Socks can be purchased from our reception area. No credit will be given for missed sessions if socks are not worn and/or not purchased.
- d) Please prepare snacks and water bottle for your child. To ensure a comfortable and hygienic learning experience, please always bring your own wet tissues and a spare set of clothes in case of any accident happen to your child during class.
- e) Students and parents are required to clean their hands with sanitizers provided by the Institute upon their arrival at the centre and their body temperature must be taken before class. To avoid infecting others, students and adults who are found to have fever ( $>37.5^{\circ}\text{C}$ ) would not be allowed to take classes on that day.
- f) If your child feels sick or shows symptoms of a particular communicable disease, please do not let him/her attend the program and seek medical treatment should be consulted promptly. We reserve the right to refuse admittance of any child to our facilities if we feel there is any medical concern. Parents will have to arrange make up class accordingly.
- c) We will not be responsible for any injury, illness, death, loss (for example loss of enjoyment), damage, expense, cost or other sum or claim of any description whatsoever which results from any of the following:
  - i) Negligence or fault of the care-giver
  - ii) Negligence or fault or accidents involved a third party including other students and parents
  - iii) Food allergies for any snack exchange with other students at Aristle

#### **6. Adverse Weather Conditions**

There will not be any make-up classes or refunds for enforced closures such as closures due to weather.

Weather Condition	Class Arrangement	Remarks
<ul style="list-style-type: none"> <li>• Typhoon Signal No. 1 or 3</li> <li>• AMBER Rainstorm Signal</li> </ul>	<ul style="list-style-type: none"> <li>• Classes will be held as scheduled</li> </ul>	<ul style="list-style-type: none"> <li>• Students who encounter inconvenience to attend session should contact us to arrange for makeup classes within 7 days other than the regular session date.</li> </ul>
<ul style="list-style-type: none"> <li>• Typhoon Signal no.8 or above; RED/BLACK Rainstorm Signal hoisted <b>between 8:00am to 12:00 noon</b></li> </ul>	<ul style="list-style-type: none"> <li>• The Institute will be closed and classes held before 2:00pm will be cancelled.</li> </ul>	<ul style="list-style-type: none"> <li>• The Institute will open 2 hours after the Typhoon signal no.8 or RED or BLACK Rainstorm signal is off and sessions will resume normal.</li> </ul>
<ul style="list-style-type: none"> <li>• Typhoon Signal no.8 or above; RED/BLACK Rainstorm Signal hoisted <b>at or after 12:00 noon</b></li> </ul>	<ul style="list-style-type: none"> <li>• The Institute will be closed and classes held after 2:00pm will be cancelled.</li> </ul>	

**7. Attendance Record**

The Institute will include your child’s attendance record in the student progress report on a periodic basis. If you are in doubt with your child’s attendance record, please email us at [info@aristle-gifted.com](mailto:info@aristle-gifted.com) within 7 days after receiving our email, otherwise, we will assume you have received and agreed with your child’s attendance record.

**8. Absence & Make up Class Policy**

- a) Class credits for uninformed absences without successful leave application will be forfeited and no makeup class will be arranged.
- b) Class credits for absences will only be withheld for successful leave application approved under the following circumstances. Make up classes must be arranged by parents within one calendar month from the date of absence (Causal Leave or Sick Leave) or the credits will be forfeited.
- c) Pre-informed absences (casual leave) with leave application submitted at least 7 working days in advance. Confirmation Number will be given for successful leave application.
- d) Sick leaves with medical certificate provided within one week from the date of absence. Confirmation Number will be given for successful leave application with the relevant supporting document. Students are required to have the medical certificates emailed to [info@aristle-gifted.com](mailto:info@aristle-gifted.com), faxed to 28017970 or submitted to the centre in person within one week from the date of absence. Late submission will not be accepted and credits will be forfeited. One medical certificate is valid for sick leave applied 3 days before or after the issued date of the medical certificate.
- e) During long holidays such as Chinese New Year, Easter and Christmas, holiday camps replace regular classes and parents should arrange make up classes as usual if they have to apply leaves.

- f) If any available make-up class does not fit your child's schedule, the make-up class will be forfeited.
- g) If make-up class is arranged but is not attended for whatsoever reasons, the make-up class will be forfeited.
- h) All make-up classes have to be arranged and attended before regular credits are finished (credit balance =0) or the make-up class will be forfeited.

### **9. Course Extension**

For a monthly programme of 8 classes, credits will expire after 60 days.

For a semester of 24 classes (1 class/week), credits will expire after 6 months from the start date.

For a semester of 48 classes (2 classes/week), credits will expire after 12 months from the start date.

### **10. Class Arrangement**

- a) Aristle reserves the right to cancel a class if there is insufficient enrolment or other unforeseeable circumstances. Aristle reserves the right to combine classes when necessary.
- b) Aristle reserves the right to change the programme schedule if necessary, and will notify the Parent(s)/ Guardian(s) as soon as possible. Aristle reserves the right to change teachers before or during any programme and to allocate or change rooms before for during any programme.
- c) Photographs and videos are not allowed at any time during class time. Aristle or anyone authorized by it may take photographs during classes for its own use or for publication and promotion materials. All such photographs and videos will remain the property of Aristle. All parents with children attending Aristle agree that we can take and publish photographs for promotional purposes at our discretion.

### **11. Certificates and Reference letters**

- a) Reference letters will only be issued to students who have attended classes for 2 semesters continuously.
- b) Certificates will be issued every year from July to September to students with at least 80% of attendance and must enroll for no less than 48 classes.
- c) There will be an administration charge of \$300 for each copy for students who have withdrawn from Aristle but would like to apply for any certificate Aristle reserves the right to refuse to issue a certificate for students who have withdrawn from Aristle.

### **12. Student Handbook and School Holidays**

Our Student Handbook and School Calendar can be downloaded the first page of our website at: <http://www.aristle-gifted.com/little/eng/home.html>