

Hong Kong Skating School Limited
香港滑冰學校有限公司

Short Track Speed Skating – Regular Class Policy

短道速度滑冰 – 恆常班條款及細則

- New students may borrow skating equipment (short track speed skates, helmet and gloves) for the first class. Afterwards they need to purchase or may rent equipment for additional \$40/class
新學生在第一堂課可以借用短道速滑裝備（短道速滑鞋、頭盔、手套）。之後學生需要購買或租用裝備（\$40/堂）
- Minimum gear required for all skaters:
所有滑冰學生的最低裝備要求：
 - Short track speed skates (Professional type skates are highly recommended beyond early Beginner level) 短道速度滑冰鞋(強烈建議超過初級程度的購買專業型溜冰鞋)
 - Helmet 頭盔
 - Cut-resistant gloves 防割手套
 - Cut-resistant neck guard (As many skaters are moving to the professional type skates, all skaters should have neck guard) 防割護頸(由於許多滑冰學生逐步轉至使用專業型滑冰鞋，所以所有滑冰學生都應配備護頸)
- Additional required gear for Improver level:
進階班學生所需的額外裝備：
 - Cut-resistant short track speed skating suit 防割短道速滑服
 - Shin guards 護腿版
 - Ankle guards (likely to be required for competitions) 護踝（比賽應該會是規定裝備）
- Equipment can be purchased through our Equipment Order Form:
如果需要購買裝備可以填寫裝備訂購表格：
[Equipment Order Form 裝備訂購表格](#)
- Students are in charge of keeping their equipment properly maintained including regular sharpening of blades. Students should fill in the Blade Sharpening Form and contact Hong Kong Skating School for arrangement should such service be required.
學生需要負責保養自己的器材包括定期磨刀。如需要磨刀服務，學生應填寫磨刀服務表格及聯絡香港滑冰學校安排。
[Blade Sharpening Service Form 磨刀服務表格](#)
- Students must register at the ice rink front desk before entering the rink.
學生需入冰場前在溜冰場前臺登記。
- Students should arrive 15 mins early at the ice rink before the on-ice lesson starts and make sure they have enough time to register their attendance and put on skates
學生該在上冰課前提早 15 分鐘到達滑冰場，確保有足夠時間做登記和穿鞋。
- Class registration and payment needs to be done through Hong Kong Skating School and cannot be done through Cityplaza Ice Palace / Lohas Rink / Discovery Bay Ice Rink
課堂登記及繳費需透過香港滑冰學校，不能透過太古城冰上皇宮 / 康城溜冰場 / 愉景灣溜冰場進行。

- Regular classes are to be registered and paid for by term. Each term is approximately 2 months
恆常班需要以整期課程登記和繳費。每期課程大概兩個月。
- Payment should be made in full for the term of classes on or before the first class
整期課程費用該由第一堂課開始前全額支付。
- Before settlement of invoice for each term:
每學期發票結算前:
 - Each student is allowed to take a maximum of 2 classes leave for each term under the same class code. 每位學生在同一課程每學期最多可以請假兩節課。
 - Please let us know in advance if you would like to take leave, and we shall exclude the respective fee for the class on leave in the invoice. 如果您想請假，請提前告知我們，我們的發票中將不包含請假天的相應費用。
 - If you would like to take more than 3 classes leave, you may register as single classes for the term. 如果您需要請假超過三節課，您可以登記單節課而非全學期。
 - Please inform us before settlement of invoice for the next term if you would like to change class. 如果您想更改課程班別，請在下一學期的發票結算前通知我們。
- After payment of invoice for each term:
每學期付款後:
 - 1 class leave credit or make-up is allowed for each full term (for whatever reason) under the same class code. Please inform us 24 hours before class starts. As coaching arrangements need to be made, no credit will be given without 24 hours notice (except for sick leave). 同一課程每個學期允許因任何原因缺席1節課，並可選擇該節課作補課或退款處理。如需缺席，請在不晚於上課24小時前通知我們。由於需要安排教練，24小時內才通知或臨時缺席者，將不會提供任何補課或退款(病假除外)。
 - In case of sick leave with less than 24 hours notice, sickness proof or doctor's certificate is required. If the 1 class credit has already been used, 1 additional make-up class can be arranged due to sickness with proof at one of our existing regular class times. The difference in class price between the registered class and make-up class (should there be any) will not be refunded / charged. 若在24小時內通知請病假，則需要提供疾病證明或醫生證明。若本學期已缺席一節課而需再請病假，可獲安排在任何課程中額外最多一堂的補課。已付款課程和補課課程之間如果有價格差異，差額將不予退還/收取。
 - Furthermore, if you have already taken 2 classes advance leave before the settlement of invoice (i.e. you did not register for full term), you will not be eligible for the above leave credit or make-up class, and the class fee in case of no show / absence will be forfeited. 此外，如果您在發票結算前已經提前請假兩節課（即您沒有註冊全學期），則您將不能再因缺席而獲得任何退款或補課安排。
 - If a new student joins a term that has already started – the fees will be pro-rated for the remainder of term. Students who do not register for the full term will not be entitled to the one day leave of absence. 如果新學生參加一期已經開始的課程，費用將以該期剩下課程計算。沒有登記整學期的學生不能享有一天的事假
- Note that the above leave policy does not apply to one time classes, seasonal classes or special trainings.
以上請假/缺席政策不適用於一次性課程、季節性課程或特殊培訓。

- Classes will be cancelled when a Black Rainstorm Warning Signal or Typhoon Signal No. 8 or above is in force 2 hours before the class. Credit will be given in the next term for the cancelled class due to adverse weather. However should the student not take the next term, the credit will be forfeited.

如於上課前兩小時黑色暴雨警告信號或八號或以上颱風信號生效，課程將會取消。因惡劣天氣而取消的課將在下期學費中扣除。如果學生不參加下一個學期，這課堂將自動作廢，不設退款。

- The class fees are not refundable nor transferable to other students and no make-up classes can be arranged outside of the normal class time in the case of non-participation.
課堂費既不能退款也不能轉讓至其他學生，并且在缺課的情況下不能安排在正常上堂時間外補堂。
- Students must sign the liability waiver form prior to joining the classes at Hong Kong Skating School 學生需要在上香港滑冰學校課程前填妥免責聲明表格：

[Liability Waiver Form](#) 責聲明表格