

FM001c Lesson Rearrangement Application Form

A) Terms and Regulations:

- For Seasonal Courses except Promotional Course, students are entitled to applying free lesson rearrangement for a maximum of 2 lessons using the “**FM001c Lesson Rearrangement Form**” and return it by the deadline, i.e. **on or before the first day of each term (1st of Mar, Jun, Sept & Dec)**, to Cello Factory (CF). Administration fee applies for late submission or extra lesson rearrangement.

Student enrollment	Quota	Remarks
Seasonal Course (full term – 14 lessons)	2 lessons	Free when applied on/before 1 st day of term
Seasonal Course (less than 14 lessons)	1 lesson	Extra lessons or late submission: \$180 / lesson
Promotional Course	Nil	

- Students should indicate their unavailability on the application form and provide details as much as possible for CF’s consideration.
- Due to the availability of class of similar level and class size, there is **no guarantee** in successful application and CF has full discretion in confirming the make-up lesson schedule.
- Lesson rearrangement result will be announced on CF’s website from the 2nd day of each term. **No rearrangement for assigned makeup lessons is available and all schedules are final.**
- Students should attend the makeup lessons according to CF’s confirmed schedule. If they fail to show up to these lessons, they will be deemed as **ABSENT**.

FM001c Lesson Rearrangement Application Form

Applicant's Name in English: (as shown on your HKID) (Surname) _____ (First Name) _____		Name in Chinese: (as shown on your HKID) _____	
Phone No.: _____	E-mail: _____		
Course code: _____	Reason: _____		
Original lesson schedule			
Date	Time	Remarks (Office Use)	
		Free / Extra / Late	\$ 0 / \$180
		Free / Extra / Late	\$ 0 / \$180
		Extra	\$180
		Extra	\$180
Total		\$ 0	\$180
		\$360	\$540
		\$720	
Unavailability			
Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	
Weekday(s) and Time _____	_____	_____	_____
Specific dates (DD/MM/YYYY) _____			
Period from (DD/MM/YYYY) _____ to (DD/MM/YYYY) _____			
Declarations			
I* hereby declare that:			
<ul style="list-style-type: none"> ● All the above information I provided in the application form is correct and relevant. ● I have read the course terms and regulations and agree to comply with all the terms and condition. 			
Signature *: _____		Date: _____	
<small>* For applicants aged below 18, their parents or legal guardians should fill and sign the form on their behalf.</small>			
Office Use			
Application received on: (DD/MM/YYYY)	Make-up lesson schedule		
	Date (DD/MM/YYYY)	Time	Class
Arrangement confirmed on: (DD/MM/YYYY)			
Handled by:			
Payment amount:			
Paid by: \$ / EPS / TT / Bank deposit			