

## Private Classes

Course	Private classes		
Course Content	Students can decide what they want to learn. Or it can be decided by the teacher after the student-teacher appointment.		
Student number in one class	1 to 3 students		
Application fee	NTD1,000		
Tuition fee		If you use published textbooks for class	If what's used for your class is not from published textbooks
	Private class	NTD800/class	NTD1,200/class
	Class for 2	NTD1,000/class (i.e. NTD500/person/class)	NTD1,400/class (i.e. NTD700/person/class)
	Class for 3	NTD1,200/class (i.e. NTD400/person/class)	NTD1,600/class (i.e. about NTD533/person/class)
Requirement of minimum class hours in each month	You are required to take at least 20 classes per calendar month.		
Class time	<ol style="list-style-type: none"> <li>Classes are offered between 09:00 and 17:00, from Monday to Friday.</li> <li>We will try to arrange the class time according to student's needs. But our classroom and teachers' available time will be taken into consideration as well.</li> </ol>		

- Each class contain 50 minutes of course, with a 10-minute break.
- We have requirements of the minimum class hours in one calendar month, which means you cannot separate the required minimum class hours into 2 different months.
- Course regulation attached in following page. Please read carefully before you apply.
- Should you wish to join Class for 2, or 3, students are required to look for the partner themselves.

## 個人班

課程	個人班		
課程內容	學生可自行指定教材；或本組安排學生與教師談過後，由本組挑選合適的教材。		
班級人數	1~3 人		
報名費	1,000 元		
學費 ●依課程內容收費不同。		使用市面上出版教材上課	使用非市面上出版教材(如自編教材)上課
	個人班	每堂課 800 元	每堂課 1,200 元
	二人班	每堂課 1,000 元 (即每人每堂 500 元)	每堂課 1,400 元 (即每人每堂 700 元)
	三人班	每堂課 1,200 元 (即每人每堂 400 元)	每堂課 1,600 元 (即每人每堂約 533 元)
上課時數	單月至少上滿 20 堂課		
課程時間	1. 週一至週五 09:00~17:00 2. 儘可能依學生需求安排 (需配合本組空間與教師時間)		

- 每堂課實際上課 50 分鐘，休息 10 分鐘。
- 本課程有「單月」最低時數要求。單月是指不能跨月份，如 2 月、6 月、11 月「當月」。
- 課程注意事項隨後附上，請先詳閱。
- 學生如要二人班、三人班，請自行安排。

# 個人班上課規定

(2020/1/1 起適用)

## 繳費須知

1. 本課程有單月最低時數要求，敬請參閱課程介紹。
2. 非華語班學生須繳交報名費 NTD1,000/人。
3. 學費(及註冊費)請於開課前全額繳清。
4. 教材(如課本、習作等)費用另計。
5. 如上課時間適逢國定假日，當天課程當月補完，逾期視同放棄補課機會。

## 出席須知

1. 課程時間經排定後，便不可隨意調動。
2. 如需請假（無論事由），請於 24 小時前以 Email (cld222@ntu.edu.tw) 或電話 (3366-3417\*222) 告知本組辦公室，當天課程當月補完，逾期視同放棄補課機會；未於上課前 24 小時請假告知者，學費照常計算，不另行補課；團體班只有同一天集體請假才能補課（個人請假不補課）。
3. 請假調課/補課，每月限兩次；超過兩次，不另行補課。
4. 若遇颱風、地震或其他天災等人力無法控制之事件時，本中心將依臺北市政府指示停課，當天課程當月補完，逾期視同放棄補課機會。
5. 「報名費」一律不得退費。

## 退費辦法

各班次學員於繳費後如欲申請退費，退費規定如下：

1. 於開課前申請退費者，退費 90%。
2. 開課後，未逾全期授課時數 1/3 申請退費者，學費退還 50%。
3. 開課後，逾全期授課時數 1/3，不予退費。

※各班次學員報名費概不退還。

## 其他

本課程不提供入學許可、出席紀錄、在學證明、成績單與結業證書等相關證明文件。

- 本冊內容中英文的文義解釋如有差異，以中文為主。
- In case of discrepancies between the Chinese version of this manual and English translation, the Chinese version shall prevail.

# Private Class – Course Regulations

(Starting from 2020/1/1)

## Tuition Guidelines

1. We have requirements of minimum class hours in one calendar month. Please check the course introduction for detailed information.
2. Non-current students will be charged a non-refundable registration fee of NTD1,000/person.
3. Tuition and registration fee shall be **paid in full before the beginning of the course**.
4. Extra charges are required for study materials, such as textbooks, workbooks, etc.
5. Classes on public holidays will be made up only in the same month.

## Attendance

1. The class schedule shall be fixed once it's been decided.
2. To ask for absence (regardless of reasons), please let the office know by emailing us (cld222@ntu.edu.tw) or giving us a call (3366-3417\*222) **in advance of 24 hours**, and **the missed classes will be made up in the same month**. But for those who miss class without asking for absence by 24 hours in advance, there'll be no make-up classes and no refund for the missed class, either. For Group-class, only when the whole class asks for absence for the same day, will there be made up class (if only part of the students asks for absence, he/she will have no make-up class).
3. **The make-up classes are limited to twice (as a maximum) per month**. If the student asks for absence more than twice a month, there will be no more make-up classes.
4. The office will follow the instruction of the Taipei City Government to decide whether the class will be suspended when there is a typhoon, an earthquake or other events that cannot be controlled, such as a natural disaster or an air raid. The class suspended will be made up only in the same month.
5. Registration fee is not refundable.

## Refund Policy

◎ **Students withdrawing from the course will be subjected to the following refund policy for tuition:**

1. Refund application before the course starts: a 90% refund of the tuition.
2. Refund application before passing the first one-third of the course: a 50% refund of the tuition.
3. There will be no refund after the first one-third of the course.

※ **No refund for the application fee.**

## Others

We do not offer admission letter, attendance record, enrollment certificate, grade report, course completion certificate and any reference documents for this course.