



# Company Policy

Academic  
Year 2019-20

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# KYP Policies

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## **Parents of Creativity Agreement**

By enrolling your child in KYP, you agree to the following terms and conditions:

I agree to allow my child to participate in The Kelly Yang Project program at The Kelly Yang Project learning centres and/or online.

I agree that my child will not miss class except in the case of emergencies and illness. If my child misses class, for reason other than sickness or emergency, I will let the instructor know at least **24 hours** prior to the start of class, otherwise I forfeit my right to a makeup class.

I agree to accept the policies of the Kelly Yang Project on cancellation, typhoon, and make-up classes. It is my responsibility to initiate the arrangement of make-up classes.

I agree to allow my child to be photographed and video-recorded in class while performing creative exercises, presenting projects, debating, writing, or participating in KYP activities and competitions.

I agree to give The Kelly Yang Project license to use my child's works to promote and enhance creative, critical, and global thinking in KYP publications such as KYP website and social media.

If through The Kelly Yang Project, my child develops a special creative passion or talent, I agree to support that talent and encourage it every day.

**Thank you and welcome to Parents of Creativity!**



# KYP Terms and Conditions

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Please carefully read our terms and conditions below:

## PAYMENT

1. For live classes: Classes will be billed on a two-month basis. The payment must be received before the due date on the invoice or the child may not be allowed to attend class.
2. A **HK\$500** deposit will be charged to all students upon enrollment in an academic school year and will be refunded at the end of the academic school year, provided there is no violation of our terms and policies.
3. Any late payment will be subjected to a \$100 penalty.
4. You may not deduct class fees from the tuition.

## PRIVATE CLASS ABSENCE

1. For private lessons, please let us know **24 hours** in advance if you plan on cancelling a class. Otherwise, you will be charged for the lesson.

## MAKE-UP CLASS ARRANGEMENT

1. **ACADEMIC YEAR CLASSES**– Students are allowed a maximum of **three** make-up classes between August and December and a maximum of **five** make-up classes from January to July.
2. Makeup classes have to be done in classes with at least one other student within two weeks from the absent date. If no make-up class can be arranged, KYP will not issue a refund.
3. Make-up classes cannot be carried over. Parents must inform us of the makeup class request **24 hours** in advance or we may not be able to accommodate the makeup class request.



4. We arrange make-up classes according to age. Students must do a make-up class either in the same week that they are absent, or do a makeup class in a different class for their age group within 1 month. If students do make-up class in a more expensive class, they must pay the fee difference. Make-up class credits cannot be combined for private classes.
5. There are no make-up classes during Summer, Holiday Workshops or other seasonal classes. There are also no makeup classes for online classes; however, we will email you the material missed.

## WITHDRAWING FROM KYP

1. To withdraw from the regular classes, you must submit a written notice (letter or e-mail) at least 30 days prior or payment in lieu of notice prior to the last day of attendance. The \$500 enrollment deposit will also be returned back to you if you give KYP 30 days notice in advance.
2. Failure to provide 30 days notice will result in forfeiture of \$500 deposit.

## PUBLIC HOLIDAYS AND BAD WEATHER

1. We do not hold classes for all Hong Kong public holidays (except Sundays). For live classes, we do not hold classes when the Typhoon No. 8 or Black Rain Signal is hoisted in Hong Kong. For online classes, classes will not be cancelled for weather related reasons.

For the 2019 - 20 academic year, we are closed on the following days:

Day after Mid-Autumn Festival	14 Sep 2019	Saturday
National Day	1 Oct 2019	Tuesday
Chung Yeung Festival	7 Oct 2019	Monday
Christmas Day	25 Dec 2019	Wednesday
The day after Christmas Day (Boxing Day)	26 Dec 2019	Thursday
New Year's Day	1 Jan 2020	Wednesday
Lunar New Year	25 Jan 2020	Saturday
The Second Day of Lunar New Year	26 Jan 2020	Sunday
The Third Day of Lunar New Year	27 Jan 2020	Monday



The Fourth Day of Lunar New Year	28 Jan 2020	Tuesday
Ching Ming Festival	4 Apr 2020	Saturday
Good Friday	10 Apr 2020	Friday
The Day Following Good Friday	11 Apr 2020	Saturday
Easter Monday	13 Apr 2020	Monday
Birthday of Buddha	30 Apr 2020	Thursday
Labour Day	1 May 2020	Friday
Tuen Ng Festival	25 Jun 2020	Thursday
HKSAR Establishment Day	1 Jul 2020	Wednesday

2. If live classes are cancelled due to Typhoon No. 8 or Black Rain, there will be **NO** makeup classes or refunds.
3. If Typhoon No. 8 is hoisted during class, the class will stop immediately and students should go home. If Black Rain is hoisted during class, the class will continue until the end of class and then students will go home once conditions have cleared.
4. If the signal for the Black Rainstorm or Typhoon #8 is lowered:

Before 7am	The centre will open at 9am
Before 12noon	The centre will be open at 2pm
After 12noon	The centre will remain closed

There are no makeup classes or refunds for live class cancellations due to weather.

5. Students will not be notified individually of the weather situation. Parents should pay attention to the Hong Kong Observatory's weather reports.
6. If class resumes after Typhoon No. 8 or Black Rain has been lowered and students do not come to the class, there will be no make-up classes or refunds.



## RIGHTS

1. All KYP materials (including notes and worksheets) are prepared by KYP and the exclusive proprietary rights of KYP and are not to be distributed to the public or sold for commercial or educational purposes.
2. We reserve the right to use our students' works in our publications.
3. We have the right to withdraw any student who is being disruptive or who we deem not suitable for our program and/or students or families who do not adhere to our policies. We will also withdraw any student whose parents have solicited any of the KYP teachers or staff to do private tutoring outside the KYP premises without KYP permission.
4. We have the right to withdraw any student if
  - a.) he or she behaves in ways that are disruptive and, by the teacher's judgment, may infringe upon other students' right to learn; and
  - b.) he or she continues to behave in a similar way after repeated warnings.
5. If a student is dismissed or requested to withdraw because of behavioral problems, no refund will be made.
6. We reserve the right to arrange for one of the other KYP teachers to teach your child if your child's teacher is not available due to unforeseen circumstances.
7. For live classes, we also have the right to send your child home if your child displays any symptoms of illness and to allow your child to come back to class only when a doctor's note is given.

## SCHOOL PROPERTY

We work hard to ensure that each and every KYP learning centre is state of the art. If your child damages KYP school property, you are liable for paying for the cost of the damage.

**Thank you for your attention and welcome to the KYP community!**