

FM001c Lesson Rearrangement Application Form

A) Terms and Regulations:

1. 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	

2. Students should indicate their unavailability on the application form and provide details as much as possible for CF's consideration.
3. 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.
4. 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.**
5. 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						
Weekday(s) and Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____	_____
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: _____						
<i>* For applicants aged below 18, their parents or legal guardians should fill and sign the form on their behalf.</i>						
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						