

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 Extra lessons or late submission: \$180 / lesson
Seasonal Course (less than 14 lessons)	1 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 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;">Monday</td> <td style="width: 12.5%; text-align: center;">Tuesday</td> <td style="width: 12.5%; text-align: center;">Wednesday</td> <td style="width: 12.5%; text-align: center;">Thursday</td> <td style="width: 12.5%; text-align: center;">Friday</td> <td style="width: 12.5%; text-align: center;">Saturday</td> <td style="width: 12.5%; text-align: center;">Sunday</td> </tr> <tr> <td style="padding: 5px;">Weekday(s) and Time</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> </table> <p style="padding: 5px;">Specific dates (DD/MM/YYYY) _____</p> <p style="padding: 5px;">Period from (DD/MM/YYYY) _____ to (DD/MM/YYYY) _____</p>					Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekday(s) and Time	_____	_____	_____	_____	_____	_____	_____
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday												
Weekday(s) and Time	_____	_____	_____	_____	_____	_____	_____												
Declarations <p>I* hereby declare that:</p> <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. <p style="padding: 5px;">Signature *: _____ Date: _____</p> <p style="font-size: small; padding: 5px;">* For applicants aged below 18, their parents or legal guardians should fill and sign the form on their behalf.</p>																			
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																			