

STUDIO POLICIES

ENROLMENT & PAYMENT OF FEES

Clients should complete and sign the application form & mail/send to us together with a crossed cheque made payable to 'Millennium Studio'. Faxed enrolments must be followed up by mail or delivered enrolment with payment.

PAYMENT OF SCHOOL FEE

Fees should be paid on a monthly basis and on or before the first lesson of each month. Non full month payment is on walk-in price basis.

STUDIO CLOSE

Our studio closes on Sundays.

CANCELLATION

We regret that we cannot accept refund except in the event of a course being cancelled, oversubscribed or the application being rejected.

2 months writing notice in advance for withdrawal from any classes.

ABSENCE & MAKE-UP CLASS

Make up lessons will be arranged only for the absent students who call up at least 4 hours before their regular lesson starts.

Make up lessons shall be strictly limited to 1 for every 1 month regardless of reason. Students should arrange for make-up lesson within one week.

We regret that we do not provide any make-up classes for enforced closures and summer courses.

GUILDELINE FOR ENFORCED CLOSURES

Typhoon Signal	Classes inside studio	Classes outside studio
Typhoon Signal no.1 or Rainstorm Yellow warning has been raised	All classes as usual	All classes as usual. Teacher reserves the rights to change the schedule.
Typhoon Signal no.3 or Rainstorm/Red warning is hoisted	All classes as usual, except 0-3 yrs classes.	All classes cancelled if it hoisted 2 hours before classes start.
Typhoon Signal no.8 or Rainstorm/Black warning is hoisted		
Signal in force	All classes will be cancelled.	
Signal still hoisted at 7am	Class from 9am-1pm cancelled	
Signal still hoisted at 12am	Class from 2pm-6pm cancelled	
Signal still hoisted at 2 pm	Class from 6pm-10pm cancelled	

Millennium Studio reserves the right to amend without prior notice.