



# Cambridge International Academy

130 Commercial Ave Ajax, ON, L1S 2H3  
Tel: 905-426-4254; Fax: 905-426-8641  
Website: www.cciaedu.com

## Registration Policy

### 秋季课程报名相关规定

The 2020 Fall courses of Cambridge International Academy start from August 31th to December 19th. You need to register in advance. A new class will be set up when there are more than 3 people registered. We offer 1 free trial class. You need to register to the class before taking the trial class.

剑桥国际学校 2020 秋季课程的上课时间是 8 月 31 日至 12 月 19 日，**需提前报名**。报名人数满 3 人即可开设新班。我校提供免费试课，先报名，再试课。报名规则如下：

#### 1. Assessment 课前测试：

For students who register in Reading & Writing, Math or French courses, you need to write the assessment before the trial class.

报名英语阅读写作，数学和法语课程的学生需要提前测试。具体报名时间，试课时间以及测试时间请打电话和学校联系。

#### 2. Registration Policy 报名规则：

- All the registration will be completed online. Please click “Sign Up ” to register. After filling out all the information, please click “Submit”. You will receive an email to confirm successful registration within 1 hour.
- In order to ensure the continuity of current students’ learning, we have adopted the principle of priority registration. At present, students who are currently enrolled in a class may continue with that class in the following month. A new course will open when there are 3 or more students registered for that course. Maximum students for each class are 10.
- Parents should pay attention to the start time and registration deadline to avoid delays in class.
- If a family has more than one student to register, please register separately. Please do not fill in the registration information of the two children together.
- 所有课程都在网上报名。家长根据网上要求填写报名信息，上传即可。报名成功后，在 1 小时内即可收到报名已成功的邮件。
- 为了目前在读学生学习的连贯性，我们采取优先报名的原则，目前在读学生报名，可保持在现在的班级继续上课。后报名的学生，可以加入现有班级，每班人数不超过 10 人。如果超过 10 人，学校将会开设新的班级。同时，如果有 3 名或以上学生注册新课程，学校也会开设新的课程班级。
- **请家长注意开课时间和报名截止日期，以免耽误上课。**



# **Cambridge International Academy**

130 Commercial Ave Ajax, ON, L1S 2H3  
Tel: 905-426-4254; Fax:905-426-8641  
Website: [www.cciaedu.com](http://www.cciaedu.com)

- 如果一家有两个以上的孩子报名,请分别报名,不要把两个孩子的报名信息填在一起。

### **3. Payment method 缴费办法:**

There are two payment options:

1)After the registration is completed, the school staff will send a payment link to the registered mailbox within 48 hours. Parents can click the link to pay by credit card.

2) Parents can also click on the payment link issued by the school, and use the email transfer to pay to [principal@cciaedu.com](mailto:principal@cciaedu.com). Please contact the school for the confirmation of the payment.

- 报名完成后,学校工作人员会在 48 小时之内发付款链接到报名的邮箱中,家长可以点击链接使用信用卡付款。
- 家长也可点击学校发的付款链接,根据显示出的费用金额,使用 Email transfer 方式付款:

[principal@cciaedu.com](mailto:principal@cciaedu.com), 并截图发至微信群,方便学校工作人员核对信息

### **4. Course Information 课程信息:**

After the payment is completed, the parent will receive the student's information in the mailbox within 24 hours. That information includes course time, Zoom ID, teacher name, course outline and student Google classroom account username and password.

付款完成后,家长会在 24 小时之内在邮箱中收到学生上课的信息。包括课程时间, Zoom ID, 老师姓名, 课程大纲和学生 Google classroom 账号用户名和密码。

### **5. Course Schedule 课程时间安排:**

Please check our website: [http://www.cciaedu.com/show\\_content.php?id=117](http://www.cciaedu.com/show_content.php?id=117)

秋季课程安排请见网站:[http://www.cciaedu.com/show\\_content.php?id=117](http://www.cciaedu.com/show_content.php?id=117)

### **6. Refund policy 退款政策:**

- Fully refund will be accepted before the class starts.
- The first day of the class is the trial class. If not satisfied with the trial class, the parent will receive a full refund.
- If the student starts the second day of class, it will be considered the start of the formal class. When parents or students decide not to continue classes, please send an email to



# Cambridge International Academy

130 Commercial Ave Ajax, ON, L1S 2H3

Tel: 905-426-4254; Fax: 905-426-8641

Website: [www.cciaedu.com](http://www.cciaedu.com)

winnie.wang@cciaedu.ca immediately to notify the suspension of classes and apply for a refund. The school will close the student's Google Classroom account and settle the balance based on the time of receipt of the email. At the same time, we will notify the parents of the time to collect the refund. The refund will be calculated based on the tuition paid by the parents and the remaining class hours.

- If the student is absent from class due to personal circumstances, they can request to receive the class videos. The school will send the video link to the registered mailbox for students to view.
- If the student is absent and unable to understand the course content, the student can complete an application to request a make-up lesson. An additional fee will be applied for this make-up lesson.
- 家长报名缴费后，在开课之前提出退款申请，学校将会全额退款给家长。
- 学生上课的第一天为试课，试课不满意，当天提出申请，学校将会全额退款给家长。
- 学生上课的第二天开始，视为正式上课。当家长或学生决定不再继续上课时，请立即发邮件至 [winnie.wang@cciaedu.ca](mailto:winnie.wang@cciaedu.ca)，通知停课，并申请退款。学校会根据收到邮件的时间，关闭学生的 **google Classroom** 帐户并结算余额，同时我们将通知家长领取退款的时间，退款会基于家长所缴学费和剩余课时数来计算。
- 如果学生因个人情况缺课，可以向学校申请上课视频。学校会把课程链接发到报名的邮箱中，供学生查看。
- 如学生缺课，无法自学，需要教师进行补课，也可提出申请，由学校安排，费用另计。