

Hong Kong First Class Academy Tutorial School

School Registration Number: 569690

6/F, Kailey Tower, 16 Stanley Street, Central, Hong Kong

2/F, Fourseas Building, 208 – 212 Nathan Road, Jordan, Kowloon

Tel: 852 2526 9156; **Fax:** 852 2525 2756



FirstClass Academic Consultancy is an educational organisation catering to the individual needs of a broad range of students. We are able to provide tuition in a wide variety of subjects, in the Arts, Sciences and Languages. As well as providing tuition services we are able to offer advice on the concerns of our clients regarding education at all levels from primary through to university, both in Hong Kong and overseas.

Our primary aim is to facilitate our students with the capacity to work independently with complete comprehension of the subjects they are studying. Tuition is on a one-to-one basis or in small groups. Group lessons are recommended for revision classes prior to examinations. Our fees are charged on an hourly basis and the fee schedule is attached.

Our Consultants are all degree holders and are educated to at least university level in the subjects they teach. They are also familiar with the local and international systems in place in Hong Kong, as well as with overseas systems in the UK, US, Canada and Australia. At FirstClass we maintain an up-to-date database of all the syllabuses encountered by our students so we are fully aware of the specific requirements of individual institutions and examination bodies. This allows us to provide tuition with competence and confidence, and ensures students receive appropriate instruction.

Examination-based tuition is provided for students studying at GCSE, IGCSE and A-Levels, as well as for those studying at HKDSE, HKCE, HKAL and International Baccalaureate levels. As the majority of our students continue their education at university we assist them with their applications and with formal examinations such as the SAT/SAT II.

We also prepare students for Common Entrance Examinations (CEE) and Examinations to specific private schools such as Winchester and Cheltenham Ladies in the UK and Choate-Rosemary Hall in the US. Inclusive of the tuition fees are mock examinations and we also conduct and invigilate the examinations for our students free of any additional charge.

Assistance in preparing for school and university entrance interviews is also one of our services.

After an assessment in which we identify the particular requirements of the student we then formulate a study programme specifically for the individual. For older students preparing for examinations this is in accordance with the relevant syllabuses, but for younger students, we endeavour to provide solid foundations on which they can build their future education. For students preparing for the CEE and examinations to specific private schools we may insist that any and all tuition be conducted at FirstClass in order to ensure that a student is completely prepared for the examinations and encounters as little stress as possible.

We strive to create an educational environment conducive to effective learning. In accordance with this policy each consultant has a private, spacious and well-lit office in which distractions are minimised thus ensuring students remain focussed. Each consultant is accessible via email and we actively encourage such electronic communication as it helps impose a sense of responsibility and discipline. Although assistance in this medium is provided 'after hours' it is not charged for, being part of our service.

If possible, we prefer to meet with clients before tuition commences in order to establish exactly what the student requires. We encourage parents to come to our offices with their children to discuss their needs and to offer them appropriate advice.

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FEE SCHEDULE (School Registration Number: 569690) EFFECTIVE NOVEMBER 1, 2009

Description	Rate per hour (HK\$)	
	Consultant	Senior Consultant
Assessment (max. 1 lesson per student) ¹	0.00	N/A
Pre- Form 4/Pre- Grade 9 ²	540.00	690.00
IGCSE, GCSE, HKCE and Grades 9/10 (US) ³	600.00	750.00
CEE and private school examination prep ⁴	600.00	750.00
A-Level, IB, HKAL and Grades 11/12 (US) ⁵	660.00	820.00
SAT Preparation ⁵ / University Level Tuition	780.00	940.00
Shared Lessons (max. 2 students) ⁶ (per student fee)	440.00	500.00
Small Group Lessons (max. 5 students) ⁷ (per student fee)		475.00
Academic Guidance Counselling	600.00	per student/50 mins
CEE and Independent School Examinations Invigilation ⁸	480.00 per student	per day plus P&P
CEE Registration (on request) ⁸	600.00 per student	plus ISEB Fees & P&P
HKCEE English Oral Workshop	2,400.00 per student	Duration 6 hrs
HKALE English Oral Workshop	2,640.00 per student	Duration 6 hrs
Year 11 GCSE Biology Revision : Part 1	4,800.00 per student	Duration 10 hrs
Year 11 GCSE Biology Revision : Part 2	4,800.00 per student	Duration 10 hrs
Accelerated Learners Workshop	6,000.00 per student	9-Units/12 Hours

NOTES:

Invoices will be sent for regular students at the end of each month. Effective from 31 October 2007, payment should be made **immediately** upon receipt of the invoice.

Students booking lessons during holidays will be invoiced in advance and payment **must be received prior to commencement of lessons**.

Where any given invoice remains unpaid at the end of a calendar month, a **late payment charge of HK\$50.00** will be charged for each calendar month the invoice remains outstanding.

The Company reserves the right for repeated late payers to be charged in advance or have lessons permanently cancelled.

Invoices will be sent at the end of each month. Payment should be received **within 30-days** of the invoice date. The Company reserves the right for repeated late payers to be charged in advance or have lessons permanently cancelled.

2 working day/48-hours notice is required when cancelling a lesson (cancellation on Sunday or Public Holiday is not accepted in any form). If this is not observed, the lesson will be charged. Please refer to our [Weather Warning Guidelines](#) for our policy during Adverse Weather conditions.

If a student is sick we require a **parent or guardian** to inform us by telephone or in writing by email or fax. Call from students will not be accepted. 48 hours notice is NOT required in this situation.

If a student **does not attend 75%** of lessons in a three-month period, without due cause, **tuition will be withdrawn** without prior notice.

¹ For pre-Secondary school students, but not for students preparing for private school examinations. Also, students that do not intend to take regular lessons, i.e. students that only wish to attend tuition for less than two months or who attend during holiday periods only, will not normally receive a free assessment lesson. Should regular lessons be cancelled within two months after commencement, the Assessment Lesson will be charged at the discretion of the management.

² With the exception of students preparing for the Common Entrance Examination and Private School Examinations.

³ Consultation and advice on further study at A-Level, HKAL and Grades 11/12 will be provided free of charge to both students and parents.

⁴ Mock examinations and interview preparation are provided free of charge. Consultation and advice for parents are also included free of charge.

⁵ Consultation and advice on further education options will be provided free of charge for both students and parents. Guidance and input will also be provided on University Applications and interviews.

⁶ Will normally only be arranged on request of parents. Shared lessons may also be suggested by the Consultant, however students will normally know each other well and prior approval from parents will always be sought in advance.

⁷ Will normally only be arranged on request. Small group lessons are generally only used for examination revision and students will normally be attending the same school and sitting the same examination. The Consultant may also suggest small group lessons, however students will normally know each other well and prior approval from parents will always be sought in advance.

⁸ Exam invigilation and postage fees for completed examinations scripts will, however be charged at cost. Exam invigilation fees must be paid in advance.

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Student Information & Regular Lesson Request Form

Please complete the details below and return to Hong Kong First Class Academy Tutorial School.

Please complete a different form for each student.

For booking of lessons during holidays only, please also complete the relevant Holiday Lesson Booking Form.

Family Name: Given Name:

Home Address:

Home Tel No: Home Fax No:

Email Address: Date of Birth:

School:

Examination/Course of Study (Please select from the following)

HKCE GCSE C.E. 13 Plus SAT GCE 'A' Level IB SSAT

HKDSE Other (please specify)

Parent/Guardian: Relationship:
(same as HKID)

Tel No: Fax No:

Where would you prefer the invoice to be sent at the end of each month? (Please select only ONE of the following)

Home Address Home Fax Next of Kin Fax

Other (please specify)

Subject requirements and student availability:

Referred by: Contact No.:

Terms and Conditions

I confirm the information herein is correct and true and that I am the lawful Parent/Guardian of the students who details are provided.

My name provided herein is the same as that on my Hong Kong Identity Card as issued by the Government of Hong Kong SAR.

I agree to the fees as outlined in the currently published Fee Schedule and will be charged in arrears.

I agree to the Terms and Conditions as stated on the currently published Fee Schedule.

I agree to the currently published Cancellation Policy.

Before enrolling the above named at this tutorial school, I received sufficient promotional information and I visited the school website to know about the tutorial service being provided. I am aware of the information contained on the website and promotional information including tuition details, fees, information on the principal and teachers and refund policies and procedures (where applicable). I understand that fees are collected in accordance with the Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order.

Hong Kong First Class Academy Tutorial School reserves the right to change its policies and procedures without notice.

Parent/Guardian Signature: _____

Date: _____