

香港沙維雅人文發展中心課程退出安排：

- 退出課程者須以電話或電郵通知中心，退款安排如下：

退出通知期	退款安排
工作坊開課前 30 天或以上	退款將會被扣除所繳課程學費的 10%作行政開支
工作坊開課前 15 至 29 天	退款將會被扣除所繳課程學費的 30%作行政開支
工作坊開課前 14 天或以下	不作退款

- 退出課程者將不獲退回會費。
- 如遇上難以預知的情況，中心將保留取消課程之權利。若課程取消，中心會全數退還報名費及學費，會員費則不獲退款。
- 如遇上難以預知的情況，中心亦保留更換導師之權利。課程將會繼續進行，亦不會因而作出退款。

Withdrawal Policy and Refund Arrangements for HKSC Course:

- Notice (by phone or email) is required for withdrawal. The refund arrangements are as follows:

Period of Notice	Refund arrangements
30 days or more ahead the program	10% of the paid course fee deducted in the refund
15 to 29 days ahead the program	30% of the paid course fee deducted in the refund
14 days or less than 14 days ahead the program	No refund

- No refund of membership fee for any withdrawal.
- The Center reserves the right to cancel the course in unforeseeable conditions. Program fee would be fully refunded in such case. No refund for the membership fee.
- The Center reserves the right to replace the trainer in unforeseeable conditions. The program would be continued and no refund would be arranged.