



Accelerate Academy 學成補習班

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ACCELERATE ACADEMY General Rules, Regulations, and Policies

學成補習班一般管理規定及施行細則

Code of Conduct

學生守則

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, faculty, and members of the Accelerate community, and for the care of Accelerate property. Students may be subject to disciplinary action, up to and including expulsion without repayment, when they: 所有學生之行為舉止，应符合社會常規，並尊重本補習班其他學生及所有教職員等權益，愛惜本補習班財物；學生如有以下不當行為，本補習班有權將該學生開除且不退还任何費用。

- A. **Engage in disorderly conduct** and/or disrupt the normal operation of the academy community
脫序行為造成本補習班無法正常教學運作
- B. **Engage in conduct that is insubordinate**, such as: failing to comply with the reasonable directions of teachers and administrators in charge of students
不聽從老師或工作人員教導規勸
- C. **Engage in violent conduct**, such as: committing an act of violence/aggression upon a student, teacher, administrator, or any other person on academy property, intentionally damaging the personal property of a student, teacher or administrator, etc.
在本補習班內有暴力行為：包括對任何人或物品的攻擊、惡意損害等
- D. **Engage in conduct that endangers the safety, morals, health, or welfare of others**
在本補習班作出任何危害他人安全、道德、健康、福祉或偷竊的行為
- E. **Engage in any form of academic misconduct**, such as: plagiarism, cheating, altering records, etc.
在本補習班有學習上不當的行為：例如抄襲、作弊、擅自修改記錄等

Attendance and Dismissal

上課出席規定

Regular attendance and the punctual arrival to class are expected of all students. Teachers and administrators must be notified of late arrivals or excused absences via email and/or phone. Parents/guardians are obligated to pick up students promptly upon dismissal; Accelerate is not responsible for chaperoning students past close of business unless stated otherwise.

所有學生應照課表準時上下課。學生因故遲到、早退或缺席，應以電郵或電話通知本補習班工作人員。下課後家長或監護人應準時將學生接走。除非事先與補習班作妥善安排外，本補習班對下課後滯留的學生不負任何責任

Assignments

課堂及家庭作業

Homework and classwork assignments must be completed neatly, diligently, and punctually. Failure of a student to apply him- or herself in completing reasonable assignments will result in disciplinary action.

學生有責任準時、用心、整潔的完成老師布置的功課，學生如無法合理的完成所布置的作業，嚴重者將以違規處

Lunch

午餐

Students who are enrolled in both the morning and afternoon sessions will be provided with a one-hour lunch break from 12 pm – 1 pm. Students will be given permission to the restaurants and shops of Flushing by themselves with parental consent. Accelerate urges students to practice safe and rational judgment while away from the academy.

上全天的学生从中午 12 点到 1 点有一小时午餐时间。学生需自备午餐或自行取得家长同意，前往附近购买，本补习班不负责陪同前往

Registration and Enrollment

报名注册

Early bird discounts are offered three, two, and one month(s) prior to the start of a semester (details are provided on the registration form).

提早报名优惠价仅限於截止日前享有

Sibling discounts are offered with a 10% reduction for each additional enrolled child during the same session at an equal or lesser tuition.

同一家庭同时多人报名，第二个以上小孩享有百分之十的折扣，但以同价或价位低者为准

Registration and enrollment at Accelerate Academy indicates an agreement to the following terms:

报名连带责任条款

- **Full payment of tuition prior to the start of the semester with no refund or cancellation**
同意所有学费开课一次付清，除非事先取得本补习班同意分期，仍有责任义务付清；且开课后不退款、退课
- **Parents or guardians are fully responsible for other miscellaneous fees, including but not limited to: requests by parents or guardians for one-on-one tutoring, course extension, required text property damage, etc.**
在家长或监护人要求下而产生的其他相关费用，例如一对一教学，延长上课周数的学费，代购书籍费或因学生个人因素而造成的任何损毁费等，家长或监护人负有全责，不得恶意拖欠
- **In case of failure and/or refusal to pay outstanding balance, parents or guardians are fully responsible for Accelerate Academy's attorney fee for the purpose of the collection of the unpaid tuition**
本补习班为追讨拒交或屡催不交的学费、损毁费而衍生的律师费用，将由家长或监护人负全责

*Any situation not covered in these general rules, regulations, and policies will be considered a matter of professional discretion by the administrators of Accelerate Academy based upon appropriate local and state regulations.

本规定有不尽之处，本补习班所有工作人员将依本地纽约州有关法令规定而作处理