

School Rules & Regulations

1. Classroom Discipline and Conduct

- Students must follow classroom discipline, pay attention, and refrain from making loud noises, walking around, or disturbing others' learning.
- The use of mobile phones, tablets, or other electronic devices is prohibited unless approved by the teacher for course-related purposes.
- Any form of bullying (verbal, physical, or online) will be dealt with strictly.

1. 课堂纪律和行为规范

- 学生需遵守课堂纪律，专心听讲，不得大声喧哗、随意走动或影响他人学习。
- 禁止携带或使用手机、平板等电子设备（如因课程需要，需经教师批准）。
- 任何形式的欺凌行为（言语、肢体或网络欺凌）将被严肃处理。

2. Campus Safety

- It is strictly prohibited to bring forbidden items (such as dangerous goods, knives, alcohol, etc.) onto the campus.
- Students are not allowed to be in non-designated areas, such as laboratories or administrative offices.
- In case of an emergency, students must follow the school's evacuation guidelines.
- During class hours, external teachers and parents are not allowed to enter the academic building.

2. 校园安全

- 严禁携带违禁物品（如危险品、刀具、烟酒等）进入校园。
- 学生不得在非指定区域活动，如实验室、行政办公区等。
- 紧急情况下，学生需遵循学校的安全疏散指引。
- 上课期间外部老师和家长不得进入教学楼。

3. Attendance and Leave Policy

- Students must arrive on time and attend classes according to the schedule; tardiness, leaving early, or skipping classes is not allowed.
- If a student is unable to attend due to special circumstances, they must submit a leave request to the teacher or student support office in advance.

3. 考勤和请假制度

- 学生必须准时到校并按课程表上课，不得迟到、早退或旷课。
- 如因特殊情况无法出勤，需提前向老师或学生支持办公室提交请假申请。

4. Language & Communication

- It is recommended that students use the school's designated teaching language (e.g., English) within the school premises.
- Students should use respectful language and avoid making discriminatory, insulting, or inappropriate remarks.

4. 语言及沟通

- 在学校范围内, 建议使用学校指定的教学语言(例如英语)。
- 学生之间应使用文明用语, 不得发表带有歧视、侮辱或不当内容的言论。

5. Food & Beverages

- Except in designated dining areas, students are not allowed to eat or drink in classrooms or the library.
- It is prohibited to bring high-sugar, high-caffeine, or unhealthy foods into the classroom.

5. 食物和饮料

- 除了指定的餐饮区, 学生不得在教室或图书馆内饮食。
- 禁止携带高糖、高咖啡因或不健康食品到课堂。

6. Dress and Appearance Code

- Students must wear the school uniform as per the school's regulations and maintain a neat and appropriate appearance. Wearing clothing that does not comply with the uniform requirements is prohibited.
- Wearing overly revealing, eccentric, or inappropriate attire for the school environment is not allowed.
- Students should keep their hair neat, and dyeing hair or using strong hair gel is not permitted.

6. 着装与仪容规范

- 学生必须按照学校规定穿着校服, 保持整洁、得体的外观。不得穿着不符合规定的衣物。
- 禁止穿着过于暴露、奇异或不适合学校环境的服饰。
- 学生应保持头发整洁, 不得染发或使用过于浓烈的发胶

Consequences for Rule Violations

Depending on the severity of the violation, the school may take the following actions:

- Verbal Warning
- Written Warning
- Suspension
- Expulsion

违反规定的处理方式

根据违规情节轻重, 学校可能采取:

- 口头警告
- 书面警告
- 暂时停课
- 退学处分

REFUND

Refund Policy 退款政策

Registration Grace Period 注册宽限期:

If you mistakenly submit a registration application and need to cancel, please send an email to shortterm@hwa.edu.sg within 48 hours of registration. If a written cancellation request is received within this period, all fees (except for the course registration fee) will be refunded.

如果您错误地提交了注册申请并需要取消, 请在注册后的 48 小时内 发送电子邮件至 shortterm@hwa.edu.sg。如果在此期间收到书面取消请求, 所有费用(除课程注册费外)将予以退还。

Program Withdrawal / Transfer Requests 课程退选/转学申请:

All requests must be submitted at least 30 days prior to the program start date. If the withdrawal or transfer notice is received within this period, a full refund will be granted, subject to a one-time administrative fee of \$200.

No refunds will be provided for:

- Cancellations made less than 30 days before the program start date.
- Expulsion from the program.
- Voluntary withdrawal from the program.
- Injuries sustained before or during the program.
- Refund requests due to medical reasons will be evaluated at HWA's discretion, and a valid medical certificate will be required.

所有申请必须 在课程开始前至少30天提交。如果在此期间收到退课或转课通知, 将全额退款, 但需支付 \$200 一次性行政费用。

以下情况不予退款:

- 课程开始前少于 30 天 提出的取消申请。
- 因违规被开除。
- 自愿退出课程。

- 课程期间或之前受伤。
- 因医疗原因 申请退款的情况将由 HWA 酌情处理, 并且需提供 有效的医疗证明

Program Credits 项目学分 :

- Cancellations made at least 30 days before the program start date are eligible for a program credit.
- Credits cannot be transferred to another family account. Only participants listed under the original family account will be able to use the credit.
- All credits must be used within 12 months from the cancellation date, after which they will expire.

- 在课程开始前至少 30 天取消 的情况可获得 课程学分。
- 学分不可转移 至其他家庭账户, 仅限 原家庭账户 下的注册参与者使用。
- 学分需在取消之日起 12 个月内使用, 否则将自动失效。

Additional Terms 附加条款:

(a) Goods and Service Tax (GST) costs in Singapore are mandatory and must be borne by the consumer. No refunds will be provided for GST payments.

(b) Refunds will not be provided for any reasons other than those specified above.

(c) Transfer fees may apply for program transfers.

(a) 新加坡的商品和服务税(GST)为强制性费用, 需由消费者承担, 且不适用于退款。

(b) 除上述指定原因外, 不提供任何其他退款。

(c) 转学可能需支付额外费用。