

# 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](mailto: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](mailto: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.
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- 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.
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- (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。