



London  
South Bank  
University

EST 1892



**Confucius Institute for  
Traditional Chinese Medicine at  
London South Bank University**

伦敦中医孔子学院

**Mandarin Course Regulations**

# HSK Course Regulations

## Attendance

Students are expected to regularly attend class and to notify their tutor in advance if they are going to be absent. In the case of absence, a short catch-up session may be arranged with the tutor prior to the next class, this is subject to the tutor's availability.

## Homework

All students are expected to complete the assigned homework and revision prior to the next class.

## Withdrawals

- If a student withdraws from the course prior to the first class, the full tuition fee will be refunded.
- If a student withdraws from the course within the first two sessions, the tuition fee for the remaining hours with a deduction of £20 administration fee will be refunded. A deferral may be possible at the discretion of CITCM.
- If a student withdraws from a course after the first two sessions, no refund will be given.

## Deferrals

Deferrals may be arranged at the discretion of CITCM and are subject to availability. Deferrals permit students to transfer to a different class of the same level. The student can only defer within the first 2 sessions and will join the new class at the same point at which they left the previous class. A student is only permitted to defer once.

## Change of level

A student is permitted to transfer to a different level at the discretion of CITCM. Requests should be made within the first two lessons to the class tutor who will advise whether it is suitable for the student to transfer.

## Cancellation of Courses

CITCM reserves the right to cancel courses that do not enroll a viable number of students. Should a course be cancelled prior to the first lesson, students who have already paid their tuition fee can either receive a full refund or wait for the next available course to start. Should the course be cancelled after the first lesson, due to students withdrawing, deferring or changing level, the remaining students must wait for the next available course. Alternatively the remaining value can be used to purchase 1-2-1 lessons or private group courses.

## Student Conduct and Behaviour

Students should conduct themselves appropriately at all times and should respect both the teacher and their classmates. If CITCM deems a student's behaviour to be inappropriate we reserve the right to remove them from the course without any reimbursement.

## Class sizes

5-15 people per class

## 1-2-1 HSK Course Regulations

### Attendance

Students are expected to regularly attend class and to notify their tutor at least 24 hours in advance if they are going to be absent. A student may reschedule up to two classes within each 20 hour block, or once within a 10 hour block or a 5 hour block (this reschedule is only permitted if 24 hours' notice is provided). If less than 24 hours' notice is given to the teacher, or if the student has already exceeded the limit of rescheduled classes, the class will not be rescheduled or refunded.

### Late

If a student is late for a lesson the end time of that lesson will not be changed to make up for this lost time.

### Homework

All students are expected to complete the assigned homework and revision prior to the next class.

### Withdrawals

- If a student withdraws from the course prior to the first class, the full tuition fee will be refunded.
- If a student withdraws from the course within the first two sessions, the tuition fee for the remaining hours with a deduction of £20 administration fee will be refunded.
- If a student withdraws from a course after the first two sessions, no refund will be given; however, the student may postpone the course at the discretion of the CI.

### Postponing Courses

A course may be postponed at the discretion of CITCM. This will allow a student to continue the classes at a later date, if and when a teacher is available. A student is only allowed to postpone their course once.



# Private Group Course Regulations

## Attendance

Students are expected to regularly attend class and to notify their tutor at least 24 hours in advance if they are going to be absent. The group may reschedule up to two classes within each 20 hour block, or once within a 10 hour block or a 5 hour block (this reschedule is only permitted if 24 hours' notice is provided). If less than 24 hours' notice is given to the teacher, or if the group has already exceeded the limit of rescheduled classes, the class will not be rescheduled or refunded.

## Late

If a student is late for a lesson the end time of that lesson will not be changed to make up for this lost time.

## Student Numbers

The private group must have between 2 and 20 students

## Homework

All students in the group are expected to complete the assigned homework and revision prior to the next class.

## Withdrawals

- If a student withdraws from the course prior to the first class, the full tuition fee will be refunded to that individual student.
- If a student withdraws from the course within the first two sessions, the tuition fee for the remaining hours with a deduction of £20 administration fee will be refunded.
- If a student withdraws from a course after the first two sessions, no refund will be given; however, the student may postpone the course at the discretion of the CI.
- The regulations outlined here will only apply if the group still has 2 or more students in the class. If a withdrawal results in only one student left in the class, no refund will be provided to the student who withdraws.

## Postponing Courses

A course may be postponed at the discretion of CITCM. This will allow a student to continue the classes at a later date, if and when a teacher is available. A group is only allowed to postpone their course once.

