

Please be guided according to MH Language Center's policy:

请知悉马加智嘉南语言中心的政策:

- For every one (1) month enrolled, there will be a maximum of one (1) month extension to finish the course.
 报名学习一个月，请在一个月的时间内完成所报课程，最长时效为：从报名时间算起两个月内须完成所有课时，过期课时将会失效。

Example 1:	Enrolled hours:	100 hours	示例 1: 注册时间:	100 小时
	Schedule:	2 hrs / day	每天课时为:	2 小时
	Date Enrolled:	February 1, 2018	登记日期:	2018 年 2 月 1 日
	Date of Expiration:	June 20, 2018	过期日期:	2018 年 6 月 20 日

Example 2:	Enrolled hours:	200 hours	示例 2: 注册时间:	80 小时
	Schedule:	4 hrs / day	每天课时为:	4 小时
	Date Enrolled:	February 1, 2018	登记日期:	2018 年 2 月 1 日
	Date of Expiration:	June 20, 2018	过期日期:	2018 年 6 月 20 日

- Make up classes beyond this period will no longer be accommodated. 超过有效学习时段将不允许补课。
- Accumulation of 3 unexcused absences shall result to a failing grade of F. 累计三次无故缺课将导致学习成绩为 F.(失败, 无结业证书)
- If due to serious reasons and one cannot attend classes and asks for make-up classes, early notice shall be given to the MHLC Head Teacher 1 day before the intended day of absence. Cut off time is until 7pm. 如果有事不能上课, 需提前一天 (截止到当天晚上 7 点) 向马加智嘉南语言中心的教学主管请假。All late advises and uninformed absences shall result to forfeited class hours. 未及时请假或无故旷课的课时, 将被取消。Excuse forms from the MHLC Admin are available to avoid forfeiture of hours. 在语言中心办公室索取请假单, 避免不必要的扣罚课时。
- The Head Teacher can only make changes with the teacher, the schedule, the books and other materials.
 只有教学主管有权和教学老师确定和更改课程教材和教学资料。

GRADING SYSTEM 分级系统

MHLC GRADING SYSTEM 2018 REVISED									
	LEVEL		IELTS	MHLC BENCHMARK		GRADE	%	MHCS LEVEL K-12	
COMMON EUROPEAN FRAMEWORK OF REFERENCE (CEFR)	C2	PROFICIENT USER	BAND 9.0	B12	Fluent Advanced Proficiency	A+	100-95	COLLEGE TO PROFESSIONALS	
	C1		BAND 8.0						
			BAND 7.5	B11	Adequate Advanced Proficiency	A	94-90		
			BAND 7.0	B10	Developing Advanced Proficiency	A-	89-85		
	B2	INDEPENDENT USER	BAND 6.5	B9	Initial Advanced Proficiency	B+	84-80	G12	SENIOR HIGH
			BAND 6.0	B8	Fluent Intermediate Proficiency	B	79-75		
			BAND 5.5	B7	Adequate Intermediate Proficiency	B- BELOW	74 BELOW	G11	
	B1	INDEPENDENT USER	BAND 5.0	B6	Developing Intermediate Proficiency	A+	100-95	G9-G10	JUNIOR HIGH
			BAND 4.5	B5	Initial Intermediate Proficiency	A	94-90	G7-G8	
	A2	BASIC USER	BAND 4.0	B4	Fluent Basic Proficiency	A-	89-85	G4-G6	PRIMARY EDUCATION
			BAND 3.5	B3	Adequate Basic Proficiency	B+	84-80	G1-G3	
	A1	BASIC USER	BAND 3.0	B2	Developing Basic Proficiency	B	79-75	K2	KINDERGARTEN
BAND 2.5			B1	Initial Basic Proficiency	B-	74-70	K1		
BAND 2.0					C+	69-65			
			BAND 1.5			C BELOW	64-60 BELOW		
			BAND 1.0						

You will receive the following certificates at the end of your study given the student has SSP (Special Study Permit):
 在学习结束后, 并且有“特殊学生允许”许可后, 可以获得以下证书:

- CERTIFICATE OF ATTENDANCE** 出席证书 - issued to students who have completed at least 70% of the total attendance.
- CERTIFICATE OF ACHIEVEMENT** 结业证书 - issued to students who have completed the course program with a grade of C or better.

I have understood and agreed on Makati Hope Language Center's Terms and Conditions of study. 我已知悉以上语言中心的各项条款和规定

The target end date will be on: (课时最后有效期为) _____

 STUDENT'S SIGNATURE OVER PRINTED NAME

 DATE

 PARENT'S SIGNATURE OVER PRINTED NAME

 DATE