

**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	B11	Adequate Advanced Proficiency	A	94-90		
			BAND 7.5	B10	Developing Advanced Proficiency	A-	89-85		
			BAND 7.0	B9	Initial Advanced Proficiency	B+	84-80		
	B2	INDEPENDENT USER	BAND 6.5	B8	Fluent Intermediate Proficiency	B	79-75	G12	SENIOR HIGH
			BAND 6.0	B7	Adequate Intermediate Proficiency	B- BELOW	74 BELOW	G11	
			BAND 5.5	B6	Developing Intermediate Proficiency	A+	100-95	G9-G10	JUNIOR HIGH
	B1	BAND 5.0	BAND 4.5	B5	Initial Intermediate Proficiency	A	94-90	G7-G8	
			BAND 4.0	B4	Fluent Basic Proficiency	A-	89-85	G4-G6	PRIMARY EDUCATION
	A2	BASIC USER	BAND 3.5	B3	Adequate Basic Proficiency	B+	84-80	G1-G3	
	A1		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**

