

《Special Education Need Certificate Program》 Student Guidelines

1. Before registering, please carefully review the "《Special Education Need Certificate Program》 Student Guidelines". If you require a receipt, please email crc2@hksyu.edu with the subject line "Receipt - Special Education Need Certificate Program" and indicate in the email whether you need an electronic receipt or a physical receipt, and provide the following personal information: name, enrolled course, contact phone number, mailing address, and recipient's name (if applicable).
2. Each course is strictly for the registered student only, and no substitutions or accompanying friends or family members are allowed.
3. Except in the case of course cancellation, the tuition fee, once paid by the student, is non-refundable for any reason.
4. In the event of course cancellation, students will be notified, and the tuition fee will be refunded via check.
5. The Center reserves the right to change the originally scheduled course instructor, class dates, times, and venue when necessary.
6. Attendance Certificate: Students who have attended any course and achieved an attendance rate of 75% and passed the course assessment can apply for an attendance certificate within six months after the completion of the course.
7. Advanced Certificate/Diploma:
 - a. Application for Advanced Certificate: Requires 5 Special Education Need Certificates from different courses.
 - b. Application for Diploma: Requires 10 Special Education Need Certificates or 1 Advanced Certificate and 5 Special Education Need Certificates.
 - c. Application procedure: Please submit the relevant documents via the form provided in the following link. The Center will review the application within two months and send the certificates and documents by regular mail. [link: <https://forms.gle/hZCKWeAMA7m9EMxk9>]



8. Typhoon or Heavy Rain Class Arrangement (applicable to physical and online classes):
 - a. When Typhoon Signal No. 1 or 3 or Yellow or Red Rainstorm Warning is in effect, all classes and exams will proceed as scheduled.
 - b. When Typhoon Signal No. 8 or above or Black Rainstorm Warning is in effect or expected to be in effect within 3 hours:
 - i. All classes and exams that have not started will be canceled or postponed.
 - ii. Ongoing classes will be immediately stopped, and students should seek shelter in a safe place until the weather and traffic conditions improve.
 - iii. Ongoing exams will continue until the completion of the respective subject's examination.
 - c. If the above-mentioned warning signals are removed at least 4 hours before the scheduled class, the course will proceed as usual, and the Center will not provide separate notification.
 - d. For classes canceled due to typhoon or heavy rain, efforts will be made to arrange makeup classes. If makeup classes cannot be arranged, no makeup classes will be provided.
9. Online Course Guidelines:
 - a. After payment, students will receive login information from the Center at least 3 days before the course starts. Please confirm receipt of the login information at least 3 hours before the course starts. If you have not received it, please contact the Center immediately.
 - b. Before logging in, please change your displayed name to your full name for identity verification purposes.
 - c. Please ensure that your learning environment has a stable internet connection and that your camera, microphone, and audio recording devices are functioning properly. Any issues related to personal devices/networks will not be eligible for makeup classes or refunds.
 - d. Some courses may require the installation of specific applications for online learning. Please refer to the login email for details.
 - e. The Center encourages students to keep their cameras on and participate through voice communication to facilitate class discussions

and interactive engagement. During course assessments, students must follow the instructor's instructions to turn on the camera for assessment purposes to ensure fairness.

Course inquiries:

Phone: 28067333 Fax: 28067334 Email: crc2@hksyu.edu