

Business Mandarin & Business Cantonese Courses Term 2 2015

Evening & weekend courses (10 weeks)

18th April -27th June 2015

Course	Date & time	Duration	Fee
Business Mandarin Level 1	Corporate training Or private tutoring	8-10 lessons & tutorials 16-20 hours	Customised price with programs
Business Mandarin Level 2	Corporate training Or private tutoring	8-10 lessons & tutorials 16-20 hours	Customised price with programs
Business Mandarin Level 3	Corporate training Or private tutoring	8-10 lessons & tutorials 16-20 hours	Customised price with programs
Business Mandarin Sub-Advance	Wednesday 6:30-8:30pm Or Saturday 12:30-2:30pm	10 weeks 20 hours weekday	\$395 re-enrolment \$45 each lesson
Business Mandarin Advance	Wednesday 6:30-8:30pm Or Saturday 3-5pm	10 weeks 20 hours weekday	\$395 re-enrolment \$45 each lesson
Business Mandarin Advanced Writing/interpret	Corporate training Or private tutoring	8-10 lessons 8-10 hours	Customised price with programs
Business Cantonese Level 1 Beginning	Corporate training Or private tutoring	8-10 lessons 8-10 hours	Customised price with programs
Business Cantonese Level 2 Elementary	Corporate training Or private tutoring	8-10 lessons 8-10 hours	Customised price with programs

Business Cantonese	Corporate training	8-10 lessons	Customised price with programs
Level 3 Intermediate	Or private tutoring	8-10 hours	

- *Saturday classes start on 18th April instead of 25th April which is a public holiday.*

Notes:

- Social network afternoon tea or lunch for Saturday classes inclusive.
- Social network dinner for evening class inclusive.
- The social network activities will take off 1 hour from class time once a term.
- The social network activities will be scheduled at the beginning each term, happens late each term.
- Weekly business news will be sent to each participant a few days before the lessons.
- There is NO tutorial for all business Mandarin classes.
- There are 9 weeks for weekend class due to the public holidays.

Macquarie Mandarin General policy

- Macquarie Mandarin reserves the right to cancel a class if the enrolment is under a reasonable number.
- The class size is 3-10 people.
- In house materials inclusive.
- Published textbooks exclusive.
- Weekly news will be sent to the sub-advance and advance students several days before the lessons.
- Catch up lessons permitted if the courses and positions available within the same term.
- Catching up one on one tutorial available on request.
- Transferring to other level courses permitted if the courses and positions available.
- Trial of ONE lesson of a course except beginning level course permitted on request.
- Credit lessons can be granted to the consecutive term on request, however conditions apply.
- Course fee is NOT refunded once the course starts.
- Macquarie Mandarin will refund the course fee when a course is cancelled or not available.
- Other level courses on request.
- For corporate training, private tuition and other Mandarin programs, please contact us for the information.

Macquarie Mandarin trial lesson policy

- You will have ONE free trial lesson.
- You will need to confirm your attendance when offered free trial lesson in a certain class.

- You will have the 2nd free trial chance if 24 hour absence notice of the 1st trial lesson is given to administration.
- You will NOT be granted any more free trial lesson if no absent notice or late notice is given after confirmation.
- You will have paid trial lessons at the proportion rates after the free trial lesson attended.