**Business Mandarin & Business Cantonese Courses Term 1 2016**

***Evening & weekend courses (10 weeks)***

30th Jan- 11th April

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| 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 12-2pm | 10 weeks  20 hours weekday | $395 re-enrolment  $50 each lesson |
| Business Mandarin  Advance | Wednesday 6:30-8:30pm  Or  Saturday 2:30-4:30pm | 10 weeks  20 hours weekday | $395 re-enrolment  $50 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  Level 3 Intermediate | Corporate training  Or private tutoring | 8-10 lessons  8-10 hours | Customised price with programs |

***Notes:***

* Saturday classes start on 30th January, finish on 9th April 2016.
* Monday classes start on 1st February, finish on 11th April 2016.
* There will be NO class during Easter Holiday 25th -28th March, Friday to Monday.
* Weekly news will be sent to each participant a few days before the lessons.
* There is NO tutorial for all business mandarin classes.
* Social network afternoon tea or lunch for Saturday classes inclusive.
* Social network supper for evening classes 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.
* All new participants will be invited to a free trial lesson before their enrolment.

***Macquarie Mandarin General policy***

* All prices are GST inclusive.
* 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 within 10 days of the cancellation notice is issued.
* 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 if you are not beginning learner.
* 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 if you wish to try more lessons.