



International Language Centre

Mandarin Group Class Schedules

For BEGINNERS

January, 2010 ~ December, 2010

January, 2010

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Course length: 3 months

Duration(Total): 36 hours

Date: **Every Tuesday & Thursday**

Starting Date: **5th, January, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **9th, January, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration (Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

February, 2010

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Course length: 3 months

Duration(Total): 36 hours

Date: **Every Tuesday & Thursday**

Starting Date: **9th, Feb, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **13th, Feb, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration (Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

March, 2010

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Course length: 3 months

Duration(Total): 36 hours

Date: **Every Tuesday & Thursday**

Starting Date: **9th, March, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **13th, March, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration (Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

April 2010

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Course length: 3 months

Duration(Total): 36 hours

Date: **Every Tuesday & Thursday**

Starting Date: **13th, April, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **17th, April, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration (Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

May, 2010

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Course length: 3 months

Duration(Total): 36 hours

Date: **Every Tuesday & Thursday**

Starting Date: **11th, May, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **15th, May, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration (Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

June, 2010

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Course length: 3 months

Duration(Total): 36 hours

Date: **Every Tuesday & Thursday**

Starting Date: **15th, June, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **19th, June, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration (Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

JULY, 2010

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Wednesday & Friday**

Starting Date: **13th, July, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **17th, July, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration (Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

August 2009

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Tuesday & Thursday**

Starting Date: **17th, August, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **21st, August, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration(Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

September 2009

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Tuesday & Thursday**

Starting Date: **14th, September, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **18th, September, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration(Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

October 2009

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Tuesday & Thursday**

Starting Date: **12th, October, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **16th, October, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration(Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

November 2009

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Tuesday & Thursday**

Starting Date: **16th, November, 2009**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **20th, November, 2009**

Starting time: 9:30am

Finishing time: 12:30pm

Duration(Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

December 2009

Weekday Evening Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Tuesday & Thursday**

Starting Date: **14th, December, 2010**

Starting time: 7pm

Finishing time: 8:30pm

Duration(Each Lesson): 1.5 hours

Tuition including textbook: \$4,520/Student

Weekend Morning Class

Level: Beginner

Location: International Language Centre (4-5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)

Student Number: 1 to 5

Duration(Total): 36 hours

Course length: 3 months

Date: **Every Saturday**

Starting Date: **18th, December, 2010**

Starting time: 9:30am

Finishing time: 12:30pm

Duration(Each Lesson): 3 hours

Tuition including textbook: \$4,520/Student

Course Content:

Please visit the web site below to choose according to your level:

<http://www.international-lan.com/download.aspx>

Teachers' information:**Mandarin or Cantonese teachers:**

- (1). Native Cantonese or Beijing
- (2). University Degree Holder (Language Study)
- (3). Fluent, Pure & Accurate Cantonese, Mandarin
- (4). Fluent in English
- (5). Certificate Mandarin Proficiency Test First Award
- (6). Excellent Phonic & Grammar skill & teaching Experience
- (7). Well-trained Chinese teacher
- (8). Experienced teacher, teaching languages for over 10 years

English teachers:

- (1). Native English Speakers (English or American)
- (2). University Degree Holder and TOEFL Holder
- (3). Excellent Phonic & Grammar skill & teaching Experience
- (4). Limit Mandarin and Cantonese
- (5). Well-trained and qualified English teacher
- (6). Excellent Phonic & Grammar skill & teaching Experience

Enrollment Procedure:

1. Select one of the option from the above.
2. Fill ou the enrollment form: <http://www.international-lan.com/enrollment.doc>
3. Email the enrollment form to info@international-lan.com or fax to (+852)3588 0720.
4. Settle the tuition fee 3 days before the class starts
5. Come at the proposed time & enjoy your lessons!

Payment:

Full payment 3 days before first lesson starts

Payment methods:

- (1). By cheque, titled "International Language Centre" in person or mail to our school (**International Language Centre**, 4/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong)
- (2). By cash in person

(3). By bank transfer to "International Language Centre", Hang Seng Bank A/C: 773-463674-883, swift code: HASEHKHH, please keep the Reference Number after transferring.

Partial clients list:

Alliance Francaise
Arquitectonica
BSI Bank Hong Kong
Carbon Capital
Caudalie - Skincare Products
Cleary Gottlieb Steen & Hamilton LLP
Fedex
Fidelity International
Grand Horizon
Goldman Sachs (Asia)
Heartsonfire
HSBC
Imagi
JPMorgan
Kotra
Linklaters, Hong Kong
Logwin AG - International Logistics & Transports
Metrojet
RBS
Stardard & Poor's
Stark Investments
Sky Design
TPF - The Promotion Factory
Tully Recruit
...

Common Q&A:

Please visit: <http://www.international-lan.com/faq.aspx>

Terms & Conditions:

Trial Lesson:

(1) Student who confirms the lesson with International Language Centre but fail to attend it under scheduled time and location, an administration fee of HK\$300 will be charged.

(2) Late coming for over 30 minutes without notification to teacher or International Language Centre will be counted as absent, an administration fee of HK\$300 will be charged.

(3) Private trading without International Language Centre's approval is strictly prohibited between teachers and students, legal action will be taken and employees who engage in such prohibited conduct will be subject to immediate termination.

Enrollment:

(1) Student who confirms to enroll the course with International Language Centre but fail to attend it under scheduled time and location, an administration fee of HK\$300 will be charged.

(2) Late coming for over 30 minutes without notification to teacher or International Language Centre will be counted as absent, An administration fee of HK\$300 will be charged.

Private lesson/Private Intensive Lesson::

(1). Time is flexible in private lesson, student can choose their preferable time to start it.

(2). Students are required to sign the class attendance form after completing the lesson.

(3). The course lasts for 365 days, no refund for any incomplete classes left by the expiry date.

(4). Student who confirms the lesson with International Language Centre but fail to attend it under scheduled time and location, an administration fee of HK\$500 will be charged

(5). The course lasts for 365 days, no refund for any incomplete classes left by the expiry date.

(6). cancellations or postpones of class requested by student have to be made 24 hours before the booked class begins; otherwise, the booked sessions will be charged at client's account , International Language Centre reserves the right to make the arrangement.

(7). For student who terminates a course for his/her personal reasons, we don't refund.

(8). Classes start at the scheduled time. An one-hour lesson lasts 50 minutes. A two-hour lesson will have a 10-minute break midway.

(9). Classes will be cancelled when typhoon signal 8 and/or black rain storm signal is hoisted.

(10). Transportation fee might be added for student who requests outgoing tutoring.

(11). Teacher might be changed if unexpected event happens to teacher, International Language Centre reserves the rights to make any arrangement.

(12) Private trading without International Language Centre's approval is strictly prohibited between teachers and students, legal action will be taken and employees who engage in such prohibited conduct will be subject to immediate termination .

Group Class:

(1). Student who joins the group class, lesson time and location are fixed for them. There are no make up lessons, refunds for classes missed by students through no fault of International Language Centre.

(2). Students are required to sign the class attendance form after completing the lesson.

- (3). The course lasts for 365 days, no refund for any incomplete classes left by the expiry date.
- (4). Student who confirms the lesson with International Language Centre but fail to attend it, An administration fee of HK\$500 will be charged
- (5). The course lasts for 365 days, no refund for any incomplete classes left by the expiry date.
- (6). No cancellations or changes or the class can be made by student
- (7). For student who terminates a course for his/her personal reasons, we don't refund.
- (8). Classes start at the scheduled time. An one-hour lesson lasts 50 minutes. A two-hour lesson will have a 10-minute break midway.
- (9). Classes will be cancelled when typhoon signal 8 and/or black rain storm signal is hoisted.
- (10). Transportation fee might be added for student who requests outgoing tutoring.
- (11). Teacher might be changed if unexpected event happens to teacher, International Language Centre reserves the rights to make any arrangement.
- (12) Private trading without International Language Centre's approval is strictly prohibited between teachers and students, legal action will be taken and employees who engage in such prohibited conduct will be subject to immediate termination.