# Learning Mandarin Online @NCYU—Beginner Cohort

Do you want to learn Chinese but it's too far for you to attend a physical classroom? Do you want to learn Chinese but the time does not fix yours? Now you can have a flexible online Mandarin course for you and your friends at NCYU!

- 1. Class time: The class will meet online twice per week, 2 hours per meeting, for 10 weeks, 40 hours in total.
- 2. **Tuition fee:** NT\$8000 + NT\$500 (new student registration fee)
- 3. Class size: The class will be offered if there are at least 3 people enrolled.
- **4. Class period:** We offer classes based on seasonal sessions. If you would like to have this cohort, you need to find 3-6 people by yourself and negotiate a time period that all of you are able to attend, and then contact us. We will arrange an instructor for this cohort based on the time period provided.
- **5. Hours:** 40 hours
- **6. Textbook:** A course in contemporary Chinese Book 1, Lessons 1-5, will be covered in this course. Please purchase your own textbook and workbook.
- 7. Web conferencing tool: Google Meet
- **8. Target:** This cohort is for those who are 18 years old or older, whose Mandarin proficiency is zero or very beginning, and would like to learn Mandarin online.
- 9. Registration method: Online registration
- 10. Registration steps:
  - (1) Register online first
  - (2) Wait for a confirmation letter/phone call
  - (3) Pay the tuition fee one week before the class starts
  - (4) Receive a note for successful payment and course announcement
  - (5) Class starts

# 11. Notes:

- (1) Once the online course schedule has been settled down, it will not be changed. Please get online on time for each class meeting. The class meeting time is based on Taiwan time (GMT+8).
- (2) By the end of the course, we will issue a certificate for you if you have 80% of presence in class and your grade passes the course requirement.
- (3) To enroll in this online course, students need to have their own computers, web cameras and microphones, and make sure the Internet is stable.
- (4) Each online meeting will be snapshotted as an evidence of your presence.

## 12. Payment method

- 1. Please pay by ATM or cash remittance at a bank counter, and here is the information:
  - 1. 匯款銀行Bank Name:中國信託商業銀行嘉義分行(銀行代號822)
    - CTBC Bank Co., Ltd. Chiayi Branch (Bank code: 822)
  - 2. 匯款戶名Account Name:國立嘉義大學402專戶
  - 3. 匯款帳號Account Number: 0823-5000-3063
- 2. After paying the tuition fee, please give us the last five digits of your account via email:

### ncyulgccsl@gmail.com

#### 13. Tuition refund rules

- (1) Except for not having enough students for us to offer the course, after registering and paying off the tuition fee, if one would like to drop the course for a personal reason, we would refund the tuition according to the criteria set by Ministry of Education below:
  - i. If one applies for a tuition refund after registration but before the course starts, we would refund 90% of the paid tuition.
  - ii. If one applies for a tuition refund after the course starts but not over one third of the course hours, we would refund half of the paid tuition. For example, if the course hour is 40 hours in total, one third is 13 hours; if one applies for a refund within the first 13 hours, s/he could have a half of the paid tuition back.
  - iii. If one applied a tuition refund when the course duration has passed one-third of the course hours, we would not refund the paid tuition. For example, if the course hour is 40 hours in total, one third is 13 hours; if one applies for a refund after the first-13-hour instruction has been completed, s/he could not have any of the paid tuition back.

#### 14. Absence rules:

- 1. We don't offer makeup classes if student miss the class for personal reasons.
- 2. If you need to ask for a leave, please notify us in CSL program LINE (@202dyxzq) at least 2 hours before the class.

