



Individual/Group Course Description

□ MLC Introduction :

1. Chinese Culture University Mandarin Learning Center (MLC) is the number one university in Taiwan of continued education, offering Chinese mandarin courses taught entirely in Chinese (with limited Japanese-Chinese, Korean-Chinese, and English-Chinese) by outstanding professional teachers.
2. In order to meet student needs to strengthen listening, speaking, reading, and writing skills, MLC provides individual classes between 1 to 4 people. Appropriate class materials are chosen to meet student needs as well as meeting them in the quickest possible way.

□ Charging Standard :

Class location	1 person	2 people	3 people	4 people
On campus- Zhongxiao/ Yanping Branch	NT.600/h	NT.650/h (325/ person)	NT.900/h (300/ person)	NT.1000/h (250/ person)
On campus- Jianguo Branch	NT.700/h	NT.750/h (375/ person)	NT.1050/h (350/ person)	NT.1200/h (300/ person)
On campus- Bilingual Teacher	NT.800/h	NT.1100/h (550/ person)	NT.1350/h (450/ person)	NT.1600/h (400/ person)
Off campus- Taipei area	NT.1000/h	NT.1200/h (600/ person)	NT.1350/h (450/ person)	NT.1600/h (400/ person)
Off campus- Company training	Other: If there are less than 15 people, then classes may be held on campus. Further inquiries welcome.			
Off campus- transportation costs	For off campus classes, teacher transportation costs must be added: 1 way NT.250, roundtrip NT.500			

□ Application Guidelines :

1. Fill out the form for individual classes, and MLC will assign a teacher to you.
2. For the individual class, you must sign up for at least 20 hours, with at least 2 hours of class per week.
3. After a teacher has been assigned, student will be notified to come to the MLC office to pay a \$300 NT registration fee and tuition. Tuition does not include class materials (Ex: textbook, cd, etc.).
4. In order to ensure student class attendance, MLC requires a deposit fee according to the number of class hours signed up for. If the number of missed or changed classes exceeds the number allowed, then the deposit will be forfeit.

Number of class hours	Number of times allowed to take off class or change class	Deposit
20 hours	3 times	NT.600/person
21-30 hours	4 times	NT.800/person
31-40 hours	5 times	NT.1200/person
41-50 hours	6 times	NT.1500/person
51-60 hours	7 times	NT.2000/person

□ Class times:

1. 50 minutes per class, at least 2 hour per week , with a 10 minute break between each class.
2. Individual Class times may be chosen between Mon and Fri, 8 : 10 am-5 : 00 pm; for class times, please inquire further for more details.
3. Once class has started, the scheduled time may not be altered and there must be notification in advance if missing class.
4. In case of government announcements that cancel school and work, natural disasters, no refund



will be given.

Missing Classes:

1. Please inform the MLC office about your absence one day before the class is scheduled. If you plan to be absent, you cannot ask someone else to take the class in your place. If students give the notice on the class day, there will be no make-up class. If your class is a 2, 3, or 4 to 1 class, one student cannot reschedule class when others do not. You may ask for a leave of absence together as a group.
2. If the absence notice is within the stated guidelines, students can arrange another class time with the teacher, but refunds will not be offered.
3. There will be no refunds if a student's absences have exceeded the defined absence limit in the absence regulations.

Refund Policy:

1. If a student wishes to end the class early for any reason, the following applies:

Refund	Refund Period
Refund 90%	Already registered but before class has begun
Refund 50%	Attended 1/3 of the classes
No Refund	Attended over 1/3 of the classes

2. If student does not exceed the number of absences allowed, then the deposit may be refunded by presenting the deposit receipt at the MLC Office.

Individual Class/Group Class Teaching Materials

Level	Listening	Reading/Writing	Comprehensive (Reading/Listening/ Speaking/Writing)	Business Chinese
Basic	Chinese Pronunciation (Live ABC) 漢語大師 1 (漢網)	新初學漢字 (Panda Media)	實用視聽華語 1 (正中)	
Beginner	漢語大師 2 (漢網) 初級口語表達 1 (文大) 初級口語表達 2 (文大) Live 互動華語雜誌 (Live ABC)	初級閱讀訓練 (文大) 初級中文閱讀 (師大) 實用中文讀寫 1 (正中)	遠東生活華語 1 (遠東) 實用視聽華語 2 (正中)	職場華語 600 句 (書林) 商務華語 600 句 (書林)
Intermediate	漢語大師 3 (漢網) 漢語大師 4 (漢網) 中級口語表達 1 (文大) Live 互動華語雜誌 (Live ABC)	中級閱讀訓練 (文大) 中級中文閱讀 (師大) 中級看圖寫作 (文大)	遠東生活華語 2 (遠東) 實用視聽華語 3 (正中) 實用視聽華語 4 (正中)	遠東商務漢語 1
Inter-Adv	中高級口語表達 (文大)	今日台灣 (東海大學) 齊白石的一生 (文鶴) 中高級書信寫作 (文大) 中高級成語妙用 (文大)	遠東生活華語 3 (遠東)	談生意 (新學林) 商業經營討論 (文大) 即席漢語大師 (漢網)
Advanced	迷你廣播劇 (正中) 思想與社會 (南天) 高級口語表達 (文大) 新聞時事討論 (文大)	讀報學中文 (正中) 讀報學華語三 (師大) 從精讀到泛讀 (師大)	實用視聽華語 5 (正中)	實用商業會話 1 (師大) 實用商業會話 2 (師大)

