

CHINESE TAIPEI SCHOOL KUALA LUMPUR

Academic Year 115 (2026-2027) Semester 1

Adult Mandarin Language Class Implementation Plan

1. Purpose

To enhance Mandarin listening, speaking, reading, and writing capabilities through structured adult Mandarin courses, and to actively promote the importance of the Mandarin language.

2. Target Audience

Open to individuals currently residing in Malaysia who are interested in learning Mandarin (All nationalities, aged 18 and above).

3. Implementation Details

(1) Schedule & Frequency: Advanced classes are held on Tuesdays; Beginner classes are held on Thursdays. Each level consists of 10 sessions, with 2 periods per session. Actual class offerings will be announced after registration numbers are confirmed.

Day / Month	September	October	November	December
Tuesday (Advanced)	29	06, 13, 20, 27	03, 10, 17, 24	01
Thursday (Beginner)	-	01, 08, 15, 22, 29	05, 12, 19, 26	03

(2) Class Time:

Period	Time	Duration
Period 1	09:30 AM – 10:20 AM	50 minutes
Break	10:20 AM – 10:30 AM	10 minutes
Period 2	10:30 AM – 11:20 AM	50 minutes

(3) Mode of Instruction: Physical in-person classes.

(4) Course Arrangement:

1. Classes will be taught using Traditional Chinese characters (正體字/繁體字).
2. Two course levels are planned: Beginner and Advanced. Content includes pronunciation (Phonetics/Bopomofo), traditional Chinese festival culture, novels, prose, and poetry, customized according to student needs and proficiency levels.
3. Instructors will adjust teaching methods and instructional language based on student levels.
4. Course commencement involves students, faculty, room availability, and materials; the school reserves the right to decide class commencement and adjust curriculum materials.

(5) Class Capacity: Minimum 4 students, maximum 10 students per class.

(6) Confirmation: Class offerings depend on enrollment numbers and will be announced upon confirmation.

(7) Makeup Classes: If classes are suspended due to special circumstances, makeup dates will be notified separately.

(8) Tuition Fee: MYR 400 per student. Fees are non-refundable once paid.

4. Registration Method

1. Register online via Google Form: <https://forms.gle/vbd2aW4XDaCWEdu88>
2. The Academic Office will process registrations. Once class opening is confirmed, payment slips will be emailed to applicants.
3. Upon receiving the payment slip, please complete payment and email the payment receipt (with "Full Name" and "Adult Mandarin Class") as a reply to the Accounting Section of General Affairs Office at ar@cts.edu.my
4. **Registration Deadline: September 21, 2026 (Mon) before 12:00 PM.**

5. Important Notes

1. No makeup classes or refunds will be issued for personal absences. (Pro-rated refunds are granted only for major infectious medical conditions with valid medical certificates).
2. Registrations are strictly non-transferable.
3. Auditing and bringing guests/companions are strictly prohibited.
4. Duplicate registrations will be merged as one. No refunds, returns, or name changes will be processed.
5. The school reserves the right to cancel registrations without refund if applicants provide incorrect details, fail to complete payment, or do not meet eligibility requirements.
6. The school reserves the right to terminate participation without refund for anyone violating classroom conduct rules.

6. Student Regulations

Students must strictly abide by school rules and regulations at all times.

7. Implementation & Approval

This plan is implemented upon approval by the Principal; the same procedure applies to future amendments.

