



## UEIS英語夏令營防疫相關規劃與退費機制 Guidance for Operating UEIS Youth and English Summer Camps During COVID-19 and Our Refund Policy

因應全球新冠肺炎疫情，本營隊已有相對應的措施，將分成以下細項說明：  
This guidance is intended for UEIS youth and overnight camps in 2022. This guidance outlines strategies that our programs use to maintain healthy environments and operations, lower the risk of COVID-19 spread in the programs, prepare for when someone is sick with COVID-19, and support coping and resilience.

### 【第一部分】防疫相關規劃 Section 1: Prevention Strategies

入營前 | 防疫細項與相關條件：

#### On the Morning of the Day that a Scout or Leader Is Leaving for Camp

1. 若學員於營隊前二十八天內，有任何出境之相關紀錄，請勿參加營隊。  
If you have travelled internationally within the past four weeks, please refrain yourself from participating in our camps.
2. 請學員於活動七日前進行自主健康管理，落實定期量體溫之習慣，若於活動前七日發生如頭暈、發燒、咳嗽、呼吸道不適等相關症狀，請勿參加營隊。  
Please record your temperature for seven days prior to your arrival at camp. If you have had a symptom (such as fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) in the past seven days, please refrain yourself from participating in our camps.
3. 學員請於營隊第一天攜帶健康聲明書入營以及快篩陰性結果，以保全自身權益，未攜帶者本營隊將拒絕入營。另營隊提供自費測試，一劑三百元。  
Please submit the Camper Screening Form, and Camper Waiver Form, and SWAB testing with a negative result at check-in before entry to camp. Failure to do so may result in denial of entry into the camps. We do provide the SWAB testing at the cost of NT300.
4. 請所有學員需攜帶至少13日份的口罩數量，本營隊將於第一天報到時做一一確認。未攜帶足夠者，本營隊將提供\$10/片的口罩，若學員不配合購足13日份口罩之規定，本營隊將拒絕入營。  
Make sure to bring enough masks (at least for use of 13 day) with you. UEIS will perform a mask quantity check upon your arrival. If you do not have enough masks, a 10NTD-mask at your cost is available on site. Without having enough masks, you are not allowed to join us.

入營期間 | 飲食防疫篇：

#### Anti -COVID-19 Precautions at UEIS Dining Hall

1. 用餐前，營隊會提供酒精，並要求所有學員與工作人員洗手後使用酒精消毒。  
All scouts and staff please wash your hands and use an alcohol-based hand sanitizer provided by UEIS before eating.

入營期間 | 住宿防疫篇：

#### Anti -COVID-19 Precautions at UEIS Residence Hall

1. 每天早上離開宿舍與晚上回到宿舍將會進行體溫量測，並詳細記錄個學員的資料，以確保活動的進行。  
Temperature screening is conducted at the entrance point of the dormitory every



morning and evening upon your leaving and returning. We will record your temperature at same time each day to allow all activities carried out smoothly.

2. 宿舍將提供酒精供學員消毒清潔用。  
Dorm office will provide alcohol-based hand sanitizers at all times.
3. 宿舍入住將採實名制分房，以確保所有學員之安全。  
The dorm resident real-name registration policy is set forth to guard the safety of the scouts.

## 入營期間 | 校外活動防疫篇：

### **Anti -COVID-19 Precautions When Entering Off-campus Events**

1. 進行室外活動時，將會強制工作人員與學員配戴口罩。  
Mask mandate remains in effect while entering off-campus activities.
2. 配合中央疫情指揮中心規定辦理營隊室外活動。室外活動過程中，營隊將會提供酒精以提供學員消毒清潔用。  
To comply with CDC guidelines, UEIS provides alcohol-based hand sanitizers at all time when holding off-campus events.

## 入營期間 | 校內活動方面防疫篇：

### **Anti -COVID-19 Precautions When Entering On-campus Events**

1. 室內活動將強制所有學員與工作人員配戴口罩。  
Mask mandate remains in effect for both scouts and staff while proceeding on-campus activities.
2. 室內活動開始前後皆會有工作人員拿酒精協助學員消毒。  
Staff will use alcohol-based hand sanitizers to help clean and disinfect the facilities before and after the on-campus events.

## 入營期間 | 突發狀況防疫篇：

### **Preparedness and Contingency Planning in Response to COVID-19 Epidemic**

1. 若於營隊過程中，學員有頭暈、發燒、咳嗽、呼吸道等不適之相關症狀，本營隊將立即通知家長進行後續處理。  
When suspected cases of COVID-19 have been reported (such as fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.), we will notify parents. Scouts will wait for parents to pick up and go home.
2. 若於營隊過程中發生相關疫情或任何不可抗力之因素，為確保學員之安全問題，本營隊將會立即中止營隊，並協助學員進行離營相關步驟。  
In the case of an unexpected event, e.g., an epidemic, which could have been expected to appear one, cancellation of summer camps will take effect immediately. UIES will assist scouts to leave camp.

## 違反防疫規定之相關罰則：

### **Penalty for Breaching COVID-19 Regulations**

1. 若學員違反上述任何一項規定，如：於上課時，未配戴口罩、或並未進行實名制等規範，首犯者將進行口頭勸導並要求改善；屢勸不聽者或累犯者，營隊將強制請學員離營並通知家長。  
Anyone who is in breach of the regulations, such as not wearing a face covering in class, or failure to implement the real-name registration, a verbal warning will be given to first offense. Multiple offenses will result in expulsion and parents will be notified.



2. 若學員並未遵守防疫規範，致使本身或他人陷入危險，本營隊有權立即要求學員離營。

Anyone who is in breach of the regulations leading to jeopardizing the safety of the others or imposing a threat to the camps, UEIS is entitled to ask the offender to leave.

3. 若學員隱匿病情或提供不實資訊，致使營隊全體人員權益受損，本營隊將不排除進行法律訴訟等程序，請各位家長及學員務必自重。

In the event that COVID-19 patients who refuse to disclose truthful information to UEIS putting everyone at COVID risk, we may consider filing a coronavirus misinformation lawsuit against you. Please obey the rules set forth and respect your honor and fame.

## 【第二部分】退費相關機制

### Section 2: Our Refund Policy

由於疫情的不確定性，本營隊將以學員之權益為優先。

The ongoing spread of the novel coronavirus and COVID-19 may be impacting your plans and we are here to help.

若因為一些個人因素而無法參加營隊者，相關退費辦法與參考流程請參考下列敘述。

If you request a refund because of personal reasons, please refer to the General Refund Policy as follows,

退費機制將分為”一般狀況”與”特殊狀況”離營：

Refunds are subject to Personal Issues and Unexpected Circumstances

#### 一般狀況離營退費標準：

#### General Refund Policy (Personal Issues):

1. 營隊前三十一日(2022年6月2日)前，提出退費申請者，退還 90% 費用。  
Cancellations made 31 days or more in advance (i.e., June 2, 2022) of the event date will receive a 90% refund.
2. 營隊前第二十一日至第三十日以內 (2022年6月3日到2022年6月12日)，提出退費申請者，退還 80%費用。  
Cancellations made 21 days to 30 days in advance (i.e., June 3-12, 2022) of the event date will receive a 80% refund.
3. 營隊前第二日至第二十日以內(2022年6月13日到2022年7月1日)，提出退費申請者，退還 70% 費用。  
Cancellations made 2 days to 20 days in advance (i.e., June 13-July 1, 2022) of the event date will receive a 70% refund.
4. 營隊前一日，提出退費申請，退還50%費用  
Cancellations made 1 day in advance (i.e., July 2, 2022) of the event date will receive a 50% refund.
5. 當天未出席者視為放棄，不退費。  
Campers absent from the first day of Summer Camp without prior notice or giving a reason may be dropped from the program and no monetary refunds will be given.

Cancellations made between:	Will receive:
Before June 2 <sup>nd</sup>	90% refund
June 3 <sup>rd</sup> - 12 <sup>th</sup>	80% refund
June 13 <sup>th</sup> - July 1 <sup>st</sup>	70% refund
July 2 <sup>nd</sup> -till the start of the session	50% refund
On the start of the session	No refund



6.營隊於進行當中，若因疾病或其他健康事故 (須提出證明)，無法繼續營隊活動者

For families needing to cancel their reservation for a medical or family emergency

- 其日數尚未超過全部行程二分之一者，返還費用 50%；

Cancellations made between:	Will receive:
July 3 <sup>rd</sup> - 9 <sup>th</sup>	50% refund (After deducting the necessary costs)

7.營隊於進行當中因個人因素申請退隊，恕無法保證辦理退費

If a family cancels a session after it has begun, we are unable to guarantee refunds.

By the time camp is in session, we have incurred all of our expenses. We will do our best to provide partial refunds if and when possible

8.營隊於進行當中，若學員在營隊活動期間，故意不守紀律、破壞公物或妨礙老師及影響團體其他成員正常進行活動者，經勸導並告知家長若沒有改善，為維護其他學員的權益，將取消學員資格，恕不退還剩餘費用。

Some behaviors will not be tolerated during summer camp and will warrant immediate removal from camp, with no refund. If a camper's behavior prompts the need for constant redirection, pulls staff resources/attention away from the group, or has created safety concerns for other campers or families, the camper will be sent home immediately regardless of whether or not three warnings were issued on that day.

9. 合乎退費條件者且欲申請退費者，請事先提出或於營隊活動期間提出，營隊活動結束後三天內 (不含假日) 仍未收到退費申請，恕不受理，則不退費。

All changes to reservations can be made by calling (03)-9305908 #666 or sending an email to Sharonlee@ueis.ilc.edu.tw. The account will be closed after 3 days of the completion of the program (excluding holidays). Please note that we are unable to make any refund if the account is closed as well as to those who are not eligible to claim a refund.

### 特殊狀況離營退費標準：

#### Special Refund Policy: An Emergency OR an Unavoidable Circumstance

While cancellations on our part are a rare occurrence, they do happen occasionally. We do everything that we can to avoid it, but at times we must make the hard decision to cancel a camp. If a camp is cancelled due to number of enrolment, natural disasters (e.g., typhoons, earthquakes and so forth), or other unexpected factors, we make every effort to reschedule or move your camper to another day. If we cannot reschedule, as a significant amount of the cost of camp is invested long before the program date, refunds vary based on the following circumstances:

1. 於營隊開課前兩週完成報名繳費者，若營隊招生人數未達基本人數，主辦單位為顧及營隊品質，將會全額退費並且停止辦理本梯次活動，若有不周全之處，敬請見諒。

A full refund will be made due to low enrolment prior to two weeks of the start of the program.

2. 營隊開始前，如遇有不可抗力之情事 (如颱風、地震、流行病等)，致使營取消，即扣除無法退費部分後，退費 95%。

A 95% refund for the unused portion will be made due to natural disasters before the start of the program.

3. 營隊進行中，如遇有不可抗力之情事 (如颱風、地震、流行病等)，為確保學員之安全，得由主辦單位決定更改活動內容或提前結束，若提前結束，相關退費事宜如下：

We may change the camp events due to natural disasters after the start of the program



at our discretion.

- 本單位將計算全部成本後，扣除已支出之費用以及未支出但屬於必要之費用後，剩餘費用全數退還。

A full refund (after deducting the necessary costs) due to natural disasters after the start of the program.

4. 若於即日起至 7 月 2 日 (六) 前 (即日起至活動前一天) 若因產生任何與新冠肺炎之相關症狀，如接觸感染者、咳嗽、頭暈、發燒、呼吸道不適等症狀而不克參加者，附上相關證明書給相關人員後，本營隊將退還已支出項目外之所有費用。

Cancellations made by one day in advance of the event date (i.e., July 2, 2022) due to exhibiting symptoms of COVID-19 will receive a refund for the unused portion. A medical certificate is required.

5. 若於活動過程中因違反上述相關防疫規定而遭勸離營隊之學員，本營隊將不退還任何費用。

Unfortunately, we will not offer a refund to anyone engaging in committing the regulations and resulting in being escorted out of the camps.

6. 若活動過程中因學員有突發狀況致使無法參加後續流程者，本營隊將會退還已支出項目外之所有費用。

Anyone unable to complete the programs due to unexpected circumstances will receive a refund for the unused portion.

7. 若於活動過程中發生相關疫情與不可抗之因素而中止營隊，本營隊將會退還已支出項目外之所有費用。

As the camps are ongoing but are forced to shut down due to the pandemic, a refund for the unused portion will be given.

8. 若營隊前三天臺灣疫情爆發 (疫情爆發標準：依政府公布疫情嚴重，需停辦活動)，將取消營隊並處理後續退費事宜，本營隊將會退還已支出項目外之所有費用。

Cancellations will be called 3 days in advance the event date (i.e., June 30, 2022) due to the rapid outbreak of the pandemic (announced by the authorities), a refund for unused portions will be given.