



Mandarin as a Second Language Education Center

Mandarin as a Second Language Education Center 快樂漢語教育中心

School Registration No. 學校註冊編號: 587281

## ENROLMENT FORM 報名表格

Student #1's name 學生姓名: (English) \_\_\_\_\_ (中文) \_\_\_\_\_

D.O.B 出生日期: (Year 年) \_\_\_\_\_ (Month 月) \_\_\_\_\_ (Day 日) \_\_\_\_\_

Name of school 就讀學校: \_\_\_\_\_

Grade 級別: \_\_\_\_\_ Native language 母語: \_\_\_\_\_

Student #2's name 學生姓名: (English) \_\_\_\_\_ (中文) \_\_\_\_\_

D.O.B 出生日期: (Year 年) \_\_\_\_\_ (Month 月) \_\_\_\_\_ (Day 日) \_\_\_\_\_

Name of school 就讀學校: \_\_\_\_\_

Grade 級別: \_\_\_\_\_ Native language 母語: \_\_\_\_\_

Contact number 聯絡電話: (H 家) \_\_\_\_\_ (M 手電) \_\_\_\_\_

Email 電郵: \_\_\_\_\_ WhatsApp \_\_\_\_\_

Address 地址: \_\_\_\_\_

HK / Kowloon / NT

Contact person 聯絡人: \_\_\_\_\_ Relationship 與申請人關係: \_\_\_\_\_

### Mandarin exposure

version 中文版: Tradition 繁體 \_\_\_\_\_ Simplified 簡體 \_\_\_\_\_ year(s) of study 學習年期: \_\_\_\_\_

### Others

Food allergies / restrictions, if any 食物敏感? \_\_\_\_\_

How do you know about us? 如何認識我們? \_\_\_\_\_

√ I have read the school policies and agree to them 本人已知悉及同意貴校之條款

Signature 簽名

Date 日期

### Office Use Only

Enrolment Form received on \_\_\_\_\_

Registration Fee received Y / N

Assessment Class & Teacher: \_\_\_\_\_

Student MSL ID: \_\_\_\_\_



Mandarin as a Second Language Education Center

Mandarin as a Second Language Education Center 快樂漢語教育中心

School Registration No. 學校註冊編號: 587281

## 學校條款

## SCHOOL POLICIES

### 報名程序

- 請填妥報名表格連同學費一併繳交本校 (若以支票繳付, 支票抬頭請寫「MSL Centers Limited」。新生及舊生須繳交報名費HK200。
- 所有報名須於收妥學費後才確認。
- 所有課程均須上課前確認, 不設即時報名。
- 首次報名之學生最少必需報讀 4 堂。

### 繳交學費須知

- 本校課程均以月費形式報讀及定額收費 (3-5堂課)。  
如續報課程請於每月最後一堂課繳交下月份之學費, 以確保學位。

### 退款政策

- 除課程改期、額滿或取消外, 一經繳費, 本校將不設退還學費。
- 如課程未能按照收據所列日期或時間開辦, 而學生又拒絕接受新安排, 本校會於學生要求退回學費的一個月內, 全數或按比例退回其所繳付的學費。
- 退款將以支票支付。

### 轉班事項

- 轉班申請只適用於年齡及程度相約而仍未額滿的課程。
- 一經批准, 轉班安排以總上課時數計算, 不設差額退款。

### 補課安排

- 每月最多可安排 1 次 (註冊課程以外之) 補課, 但病假須於上課前 2 小時前知會學校, 事假申請須於 24 小時前提出。補課時間一經確認, 恕不另作安排。所有補課需於同一學期內完成。(9月-1月及 2月-6月為一學期)
- 在沒有通知本校及得到確認的情況下, 所有缺課 不設 補課、學費扣除或退款。
- 凡符合本校補課規定之學童, 本校會盡可能安排所適合之班別, 若學生因個人理由而無法安排時間補課, 則作自動放棄論。
- 第5堂課是可自由選擇上課與否的。因此當月如其中一堂缺課、事假或病假均不設補課安排。

### 強制停課規定

- 在強制停課的規定下停課, 不設補課或退費。
- 依政府規定, 凡以下之強風或暴雨警告發佈, 課程安排如下:
  - 三號強風訊號或紅色暴雨警告訊號, 除教育局宣佈停課外, 所有課程照常上課。
  - 八號強風訊號或黑色暴雨警告訊號, 所有課程將取消, 而中心亦會關閉。
- 凡強風暴雨訊號解除或教育署宣佈覆課兩小時以後, 課程可正常進行。在強風暴雨而下而教署又未宣佈停課的情況下, 家長請自行決定上課與否, 以確保學童就學的安全。

### 茶點安排

- 如貴子女對特定食品有過敏情況, 家長需於報名時提出。

### MSL 基礎課程學生在進入課室前須知

- 學生進入課室前需安排先上廁所、脫鞋並穿上襪子、消毒雙手。

### 影像紀錄

- 本校於課堂攝錄之影像, 均為本校所有, 本校保留保存及發佈之權利。

### Enrolment Procedure

- Please complete the enrolment form and return it together with a cheque payable to 'MSL Centers Limited'. An enrolment fee of \$200 will be charged for new and returning student.
- Places are confirmed after receipt of payment.
- Enrolment must be completed before commencement of course.
- At least 4 lessons must be enrolled for new course entry.

### Course Fee Payment:

- Our programs are paid and registered monthly on a fixed amount (3-5 classes in a month). Please pay and register at the end of each month to ensure a space.

### Refund Policy

- Refunds will be made if there is a change in schedule or if the class is cancelled.
- In instances where a course cannot be conducted according to the arrangements specified, and students decline the revised arrangements, a full refund is applicable, or on a pro-rata basis, course fees within one month after a request for refund is made.
- Refunds are made by cheque only.

### Transfer of Course

- Requests for course transfers are only considered for classes of similar ages and competence.
- Course transfers are arranged according to the length of the course. There is NO refund for differences in course fees.

### Arrangement for Make-Up Classes

- A maximum of 1 make-up class per month can be arranged outside regular class schedule within the same term (Sep-Jan and Feb-Jun). A 2-hour (sick) or 24-hour (causal) notice period is required for leave. After confirmation, make-up classes cannot be rescheduled.
- No refund, or credit will apply for any absence without prior notice.
- If our available make-up classes do not fit the student's schedules, they will be forfeited.
- If there are 5 lessons in a month, the 5<sup>th</sup> lesson will be optional and free of charge, so there will be no credit given under any conditions.

### Enforced Closures

- There will be no make-up classes or refunds for enforced closures.
- Please refer to the following for when storm and typhoon signals are hoisted:
  - Typhoon Signal no.3 / Red Rainstorm Warning Signal, all classes run as usual unless the Education Bureau announces the suspension of classes
  - Typhoon Signal no.8 / Black Rainstorm Warning Signal, all classes will be cancelled and the Center will be closed.
- All classes will resume TWO hours AFTER typhoon signal No. 8 or red/black rainstorm warnings are lowered.
- Parents are advised to exercise their discretion on whether to send their children to under adverse weather conditions.

### Food and Beverages

- Please advise us of any food allergies or dietary restrictions for your child, if any.

### Classroom reminders for MSL Foundation Program

- Students are required to go to the toilet first, wear socks, disinfect/ wash their hands before entering classrooms.

### Photographs

- MSL Centers may take photographs for its own publication purposes. All photographs and videos are the property of MSL Centers.