



OFFICE USE ONLY		
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Bank Transfer <input type="checkbox"/>
Amount	Cheque No	Bank /No
Student No		

Enrolment Form for **Private Tutoring**
Course Details

Please complete the form and email it to admin@excel-language.com

<p>Please choose the preferred Course</p> <input type="checkbox"/> Mandarin for Kids <input type="checkbox"/> Mandarin for Youth <input type="checkbox"/> Mandarin for Adults (General) <input type="checkbox"/> Mandarin for Adults (Business) <input type="checkbox"/> HSK Chinese <input type="checkbox"/> AP Chinese <input type="checkbox"/> Another Type (Pls specify) _____	<p>Please choose the type of group</p> <input type="checkbox"/> one-on-one <input type="checkbox"/> small group of () <p>How frequent per week</p> <input type="checkbox"/> once <input type="checkbox"/> four times <input type="checkbox"/> twice <input type="checkbox"/> five times <input type="checkbox"/> three times <input type="checkbox"/> six times <p>Pls enter preferred class location</p> <input type="checkbox"/> Our Classroom <input type="checkbox"/> Your Home <input type="checkbox"/> Your Office	<p>Please indicate the time and date of lesson starting</p> Time: Date: <p>Which plan would you like to choose (refer to Price List)</p> <input type="checkbox"/> Plan A <input type="checkbox"/> Plan B <input type="checkbox"/> Plan C <input type="checkbox"/> Plan D Please specify chosen hours () <p>Remarks:</p> To arrange for a small group tutoring, a student must have a partner or partner(s) would like to join him/her in the class.
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Personal Particulars

Full Name		Parent/Guardian		Mobile No.	
Date of Birth		Home Tel.		Email Address	
Nationality		Office Tel.		Home Address	
Occupation		Sch/Co. Name			

Level of Mandarin: Total Beginner Elementary 1 Elementary 2 Intermediate 1 Intermediate 2

Learning Objective: _____

How did you know the school? _____

Terms and Conditions

- All students are requested to make full payment of tuition rates before the class starts.
- All payments are NON-REFUNDABLE. NO REFUNDS will be offered in any case of non-attendance.
- All lessons must be finished within the stated schedule
- Classes will be cancelled once Bad Weather Warning is hoisted. Neither make-up lessons, nor refund will be provided as suspension is enforced by the government.
- If one of students in small group class is absent from a lesson for any reasons, neither make-up lesson, nor a refund of the lesson will be available for him/her.
- Sick leave: If a student can't attend the class because of illness, he/she has to give the notification 4 hours before the class starts and provide the day's doctor's certificate for sick leave. The lesson will be charged if the time of notification is shorter than 4 hours.
- Leave of absence for personal reasons: If a student can't attend the class because of leave of absence for personal reasons, he/she has to give the notification 24 hours before the class starts. If the time of notification is shorter than 24 hours, the lesson will be charged.
- Teacher's leave of absence: Normally, for private tutoring, a substitute teacher won't be arranged when a teacher is on sick leave, annual leave or casual leave. Make-up lessons will be arranged.

I have read the terms and conditions above and accept all the details

(Parent's/ Guardian's /Applicant's) Signature: _____ Date: _____