

# Chinese Class Registration Form

## Important

- Use capital letters when filling in the registration form
- Double check the information below to make sure it is correct
- Write the dates in the following format: Day/Month/Year (DD/MM/YY)

## Application Process

### 1. Consultation

- a. We will provide a personal consultation service and answer any questions you may have
- b. We shall discuss and finalise your course details including lesson type, price, timetable, etc
- c. We will provide an invoice with payment details

### 2. Confirmation

- a. You must confirm the payment details & fill in the registration form
- b. You must send the filled in registration form to CMS with a digital copy of your passport to [info@capitalmandarin.com](mailto:info@capitalmandarin.com)
- c. You must make the advanced payment/deposit specified in the invoice

### 3. Travel and Arrival

- a. We will provide the invitation letter needed for the Visa application
- b. The final payment must be done before the beginning of your first lesson

## 1. Personal Information

Full Name: \_\_\_\_\_ Gender: M  F   
Date of Birth: \_\_\_(Day)/\_\_\_(Month)/\_\_\_(Year) Nationality: \_\_\_\_\_ City: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Email: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Full Postal Address: \_\_\_\_\_

## Emergency Contact (If available)

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Status: Relative  Friend  Other  (Please specify) \_\_\_\_\_  
Location: China  Home country  Other  (Please specify) \_\_\_\_\_

## Feedback - How did you find about Capital Mandarin School?

Facebook  Friend  Teacher  College   
Internet  (Browser: \_\_\_\_\_ Words searched: \_\_\_\_\_)  
Agent  (Please specify: \_\_\_\_\_)  
Other  (Please specify: \_\_\_\_\_)

## 2. Chinese Level Information

How long have you learnt Chinese for? \_\_\_\_\_ How many hours a week? \_\_\_\_\_  
Where did you learn Chinese? Tutor  Online  School  (Name: \_\_\_\_\_)  
What books did you use? \_\_\_\_\_

Your Chinese level:

Speaking: Good  Fair  Poor  None   
Listening: Good  Fair  Poor  None   
Writing: Good  Fair  Poor  None

How many characters do you know? \_\_\_\_\_

Have you taken the HSK Test before? Yes  No  Level: \_\_\_\_\_ Score: \_\_\_\_\_

Would you be interested in:

Listening  Reading  Speaking  Writing   
Learning Chinese characters (Hanzi / 汉字) Yes  No  Maybe   
Other cultural activities (Tea ceremony, Taichi...) Yes  No  Maybe

### Program:

**Standard Program:** 15 lessons/week

- Group (SG)
- Private (SP)

**Intensive Program:** 25 lessons/week

- Group (IG)
- Private (IP)
- Mix (IM)
- Reading & Writing (IRW)

**Tailor-made Program:**

- Individual lessons (flexible time)
- Individual activities

### Program Dates:

Starting Date: \_\_ (Day) / \_\_ (Month) / \_\_\_\_ (Year)

End Date: \_\_ (Day) / \_\_ (Month) / \_\_\_\_ (Year)

### Deposit:

Students are requested to pay a deposit of: ¥500 (adult) / ¥1200 (teenager) for accommodation in Capital Mandarin School. Provided the student does not damage School property (beds, rooms, room key/card, furniture, TV-set, washing machine and dryer, etc.) and no minor medical emergency has occurred during their stay, the deposit will be returned full and in cash.

If you arrive between 22:00 and 8:00, ¥200 will be deducted from your deposit as a teacher will have to stay up to wait for you.

### Bank Account:

Bank name / 开户行:

Swift code / 银行国际代码:

Beneficiary / 账户名:

A/C / 帐号:

Bank Adress / 银行地址:

Bank of Beijing - 北京银行商务中心支行

BJCNCNBJ

Capital Mandarin School - 北京市朝阳区天下汇友培训学校

010-910-229-001-201-090-012-94

E-Tower, Bing 12, Guanhua Road, Chaoyang District

### Travel Information:

Airport Pick-up: Yes  No

Flight Number: \_\_\_\_\_

Arrival: \_\_\_\_\_ (Time) / \_\_\_\_\_ (Date)

Beijing Terminal: 2  3

Airport Drop-off: Yes  No

Flight Number: \_\_\_\_\_

Departure: \_\_\_\_\_ (Time) / \_\_\_\_\_ (Date)

Beijing Terminal: 2  3

### Accommodation:

Accommodation: Yes  No

Check-in Date: \_\_ (DD) / \_\_ (MM) / \_\_\_\_ (YYYY)

Check-out Date: \_\_ (DD) / \_\_ (MM) / \_\_\_\_ (YYYY)

*Gaobeidian Campus:*

Single room  Double room

4 Bed Room  Family room

*Other Accommodation:*

Hotel  Homestay

**Recommended Arrival & Departure dates:**

Arrival: After 8:00am on Sunday

Departure: Before 11:00am on Sunday

*Note: if your arrival is on Saturday morning we can not promise to have a room available for you, but we can help you book a hotel room for the day.*

## Terms and Conditions

### 1. PAYMENT

The course must be payed in full before the beginning of the lessons

### 2. REFUND POLICY

#### a. University issued Visa:

- i. All tuition and accommodation fees are non-refundable.

#### b. CMS issued Visa:

- i. The course enrolment, study materials and bank transaction fees are all non-refundable
- ii. CMS will not be responsible for any value cost loss due to exchange rate or other financial fluctuations.
- iii. A cancellation fee of ¥2000 for accommodation and ¥1000 for courses will be charged
- iv. Course cancellations:
  - >30 days before the start: 100% of the course fee will be refunded
  - 29-15 days before the start: 50% of the course fee will be refunded
  - 14-01 days before the start: 20% of the course fee will be refunded
  - No fee will be refunded after the beginning of the course

### 3. CLASS RULES

#### a. Group Classes:

- i. If enrolled in a group class, students are expected to participate and follow the teaching schedule.
- ii. Lessons missed due to the student's absence will not be compensated.
- iii. Lessons missed due to the teacher's absence will be made-up at a later date or compensated.
- iv. CMS reserves the right to change the composition of the class during the course duration.

#### b. Private Classes:

- i. Given 24h notice, the student can cancel a class with the right for compensation at the end of the scheduled course time.
- ii. For unannounced absence or notice less than 24h before class start, no compensation will be given.
- iii. Notices should be sent to the teacher (Skype, Phone or E-Mail) and to the school administration.
- iv. If you request for a leave for more than 10 business days, CMS reserves the right to change the teacher.
- v. The student must complete the course within 1 year of the start date.
- vi. The course schedule cannot be altered without prior discussion and confirmation of your CMS course consultant.

4. TEACHERS

- a. Other teachers may, on occasion, attend class in order to monitor the teaching quality.
- b. CMS reserves the right to change or substitute a teacher in case of emergencies such as illnesses, family urgencies or any other reasons.

5. ACCOMMODATION AT GAOBEIDIAN CAMPUS

CMS reserves the right to switch students between rooms (to allow new students to settle in), if someone stays at Gaobeidian Campus for a longer time than what the course requires (arrive early or leave late).

6. USE OF PHOTOS/IMAGES/VIDEOS

CMS may use any photo/image/recording of the student taken during their stay in the school for marketing purposes (e.g. brochures/website...) without getting their further specific permission or making any payment

7. EXPULSION

Engaging in illegal violent or improper behaviour will result in the student's removal from CMS. No refund will be given in case of the cancellation due to the aforementioned reasons. CMS reserves the right to explain the aforementioned terms and conditions.

I confirm that I have read, understood and accepted the above Terms and Conditions.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_