



## THE OPEN CLASSROOM Application Form

Christmas Program 2013

- Enrollment is confirmed upon the receipt of your application form and the settlement of full payment in the form of cash or check.
- Please return the completed application form by mail, hand, email or fax.

### I. Student Information

Last Name:	First Name:	Sex (M/F):
Date of Birth (mm/dd/yy):	School:	School Grade/Level:
Home Address:	Student's Email:	Contact Number:
Parent's Name:	Email:	Contact Number:

### II. Payment

- Full tuition for all enrolled modules is due **one week** prior to the first class in order to secure a space.
- Payment method: You can pay by cash or by check payable to "***The Open Classroom Limited***" with the student name at the back.

### III. Tuition

2 Day Intensive	2 Day Topical	Discount per student
Writing Booster <ul style="list-style-type: none"> <li>• Series 1 &amp; Series 2: \$1,700</li> <li>• Series 3: \$2,000</li> </ul>	Kindergarten Program <ul style="list-style-type: none"> <li>• K1: \$1,600</li> <li>• K2-3: \$1,600</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Sibling Discount</u>: <b>5% discount</b> for each sibling</li> <li>• <u>Early-bird Discount</u>: <b>5% discount</b> for enrollment before November 25</li> </ul>

## Schedule & Enrollment

- Please check your preferred class time.

2-Day Programs	Class Level	Dec 27-28	Dec 30-31	Jan 2-3
Vocabulary & Grammar Writing Booster	Series 1 (Grade 1-2)	<input type="checkbox"/> 12:30pm – 2:30pm <input type="checkbox"/> 2:30pm – 4:30pm	<input type="checkbox"/> 12:30pm – 2:30pm <input type="checkbox"/> 2:30pm – 4:30pm	<input type="checkbox"/> 12:30pm – 2:30pm <input type="checkbox"/> 2:30pm – 4:30pm
	Series 2 (Grade 3-4)	<input type="checkbox"/> 12:30pm – 2:30pm	<input type="checkbox"/> 12:30pm – 2:30pm	<input type="checkbox"/> 12:30pm – 2:30pm
	Series 3 (Grade 5+)	<input type="checkbox"/> 2:30pm – 4:30pm	<input type="checkbox"/> 2:30pm – 4:30pm	<input type="checkbox"/> 2:30pm – 4:30pm
Topical Kindergarten Program	K1	<input type="checkbox"/> 10:00am – 12:00pm	<input type="checkbox"/> 10:00am – 12:00pm	<input type="checkbox"/> 10:00am – 12:00pm
	K2-K3	<input type="checkbox"/> 10:00am – 12:00pm	<input type="checkbox"/> 10:00am – 12:00pm	<input type="checkbox"/> 10:00am – 12:00pm

*\*If none of the above class times fit, please contact us directly. Enrollment is continuous and on a first-come first-serve basis.*

## IV. Signature

- By signing below, I confirm I understand and agree to The Open Classroom's terms and conditions.

Signature of Parent:	Date:
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## Terms and Conditions

### Enrollment

- Enrollment is confirmed upon the receipt of your application form and the settlement of your full payment in the form of check or cash.
- Enrollment is continuous and on a first-come first-serve basis.

### Tuition

- Full tuition for all enrolled modules is due one week prior to the first class. Tuition fees are pro-rated for late starters.
- You are required to let us know at time of payment if your child will be missing any of the classes. Tuition fees shall be pro-rated accordingly.
- Apart from situations stipulated under "Cancellation, Transfer and Refund" in our terms and conditions, we regret that no refunds will be granted for classes that have been paid for.
- Space in class is confirmed only upon the settlement of full payment.
- If full payment is not received by student's first class, we reserve the right to discontinue participation of the student until full tuition payment has been received.
- A fee of \$150 will be charged for bounced checks.

### Makeup Class

Makeup classes do not apply for holiday workshops.

### Cancellation, Transfer and Refund

- We reserve the right to cancel a class. Unless such class is cancelled due to weather conditions, a full refund will be issued.
- We reserve the right to cancel an enrollment for any reason we see fit and issue a full refund of the tuition for the remaining classes.
- Classes paid in full are not transferable.

### Weather Conditions

- We do not hold classes when typhoon signal 8 or black rain signal is hoisted. In cases when such weather signals are lowered two hours before the scheduled start time of the class, students are expected to attend class as normal.
- We do not schedule makeup classes or refunds for classes cancelled due to weather conditions.

### Rights

- All of The Open Classroom's materials are strictly limited for our current students and may not be reproduced, republished, distributed or otherwise exploited in any manner without our company's prior written consent.
- The Open Classroom's name and logo and all related trademarks, and other intellectual property are the property of The Open Classroom and cannot be used without our company's prior written consent.
- Soliciting our employees and staff for tutorial outside of The Open Classroom without our company's permission is strictly forbidden.
- The Open Classroom reserves the right to cancel and refund any class with less than three students.

### Disclaimer

- The Open Classroom will not be held responsible for any personal injuries, accidents, losses and damages to the students and their belongings. You further agree to waive any and all claims you may have against, and release from all liability, and agree not to sue The Open Classroom and its officers, employees, agents, volunteers and representatives for any personal injury, accident, property damage or loss sustained as a result of your child's participation in any activities held within or outside our premise during class time, arising out of any cause whatsoever.
- Unless notified in writing by the parent, we reserve the rights to use the works, photos, sound recordings and videos of our students for The Open Classroom's curriculum, teaching and marketing material.
- The Open Classroom reserves the right of final decision.

## Parent Consent and Waiver Form

- Please complete and sign this consent and waiver form for your child's participation in our program.
- Please return this form to us on the first day of your child's enrolled module.

### Participant's Details

Name	
Age & Date of Birth	
Address	
Telephone/Mobile Number	
Medical Insurance Coverage (Yes/No)	

### Emergency Contact Information

Name	
Relationship	
Telephone/Mobile Number	
Email	

### **I hereby give my consent, and acknowledge by my signature that:**

I consent to my son or daughter named \_\_\_\_\_ undertaking activities and responsibilities with The Open Classroom during the course of the Christmas Program (the "Program") and confirm that my son or daughter is fully capable of participating in the Program activities.

In consideration of The Open Classroom offering my son or daughter an opportunity to participate in an educational program, I agree to waive any and all claims I may have against The Open Classroom, and release it from all liability. I agree not to sue The Open Classroom and its officers, employees, agents, volunteers and representatives for any personal injury, accident, property damage or loss sustained as a result of my son or daughter's participation in the Program arising out of any cause whatsoever.

By allowing your child to participate in the Program, you are acknowledging, that this activity, as described above, is suitable for your son or daughter. In signing the Consent and Waiver, I am not relying on any oral or written representation or statements made by The Open Classroom and its agents, employees, or authorized volunteers, to induce me to permit my student to participate in the Program, other than those set out in this Consent and Waiver.

<b>Signature (of Parent)</b>		<b>Date:</b>
<b>Name and HKID (of Parent)</b>		
<b>Signature (of The Open Classroom Rep)</b>		<b>Date:</b>
<b>Name and HKID (of The Open Classroom Rep)</b>		