

Please return this application form via e-mail, fax or mail.

ARCH Education Center (Central), 2/F & 4/F Wilson House, 19-27 Wyndham Street, Central, Hong Kong
 Tel: 852-3568-0406 Fax: 852-3568-0412 E-mail: info@arch-education.com Website: www.arch-education.com

1. PROGRAM DETAILS

Program Dates:	August 1 -10, 2018 (Wed – Fri)	Duration:	10 days
Venue:	Hong Kong Golf & Tennis Academy	Students' Age:	Aged 8 -11 (G3-6 / Y4-7 / P3-6)
Program Fee:	HKD 49,000	Early Bird:	HKD 44,100 (on or before February 28, 2018)

- An additional fee of HKD 500 will be charged for camp kit (i.e. camp T-shirt, camp journal, event DVD, etc.)
- The Program is a 10-day Holiday Course organized by ARCH Education Center (Central).
- Students must attend all lessons of the Program. No make-up lesson will be arranged for any reasons.
- Students are required to sit a Pre-Course Assessment upon application.

2. STUDENT INFORMATION

Student Full Name (as per passport -- Last Name / First Name):	
Current Grade / Year:	Current School:
Date of Birth:	Gender: Male / Female
Target Boarding School(s) (if any):	Target Year of Entry (if any):
E-mail (Capital Letters):	
Home Address:	

3. PARENT & EMERGENCY CONTACTS

Parent Name (Last Name / First Name / Preferred Name):
Parent Contact Number:
Parent E-mail (Capital Letters):
Emergency Contact (Last Name / First Name):
Emergency Contact Number:

4. DEPOSIT

A deposit of HKD 5,000 MUST be paid in full, by cheque or in cash, upon submitting this signed application form. Please make your cheque payable to "**ARCH Academy Limited**" and include the student's name and "INSPIRE Summer Program" at the back of the cheque. Alternatively, cash deposit can be settled in person at our center.

*Pre-Course Assessment is required for evaluating student's suitability. If student does not pass the assessment, the application is considered as unsuccessful, and deposit will be refunded.

How did you learn about INSPIRE Summer Program 2018?

- ARCH Website Email/e-Newsletter Facebook Google Search Talk/Event Referral/Others: _____

FOR OFFICIAL USE ONLY

Date of Submission: _____ Checklist: 2016/2017 School Report Terms & Conditions Payment
 Handled By: _____ Successful Enrollment: Y / N

5. SIGNATURE

Declaration:

- *By signing below, I confirm I understand and agree to ARCH Education Center (Central)'s Terms and Conditions.*
- *I wish to receive ARCH Education Center (Central)'s marketing and promotional emails in the future.*
- Unsubscribe from receiving ARCH Education Center (Central)'s marketing and promotional emails*

Student's Name:	Parent's Name:	Parent's Signature:	Date:
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TERMS AND CONDITIONS (Effective as of November 15, 2017)

By enrolling into the ARCH Courses offered by ARCH, the Applicant acknowledges and agrees to the Terms and Conditions as specified below:

Enrollment:

- Enrollment in ARCH Courses may be subject to pre-course assessment to determine Applicant's suitability to enroll in lessons. ARCH reserves the right to refuse the admission of any Applicant who, in its opinion, does not meet the minimum requirement for courses and/or may impact the learning of other Applicant's at the center.
- ARCH reserves the right to discontinue an Applicant's enrollment at any time due to non-payment of the Course Fees, disruptive behavior in class or at the center, or negative impact on other Applicants' learning.
- Enrollment will be on a first come first served basis. ARCH reserves the right to release Applicant's enrollment /class placement if Course Fees are not received in full by the indicated due date.
- ARCH reserves the right to change the class instructor for ARCH Courses as deemed appropriate or necessary. ARCH is not required to provide prior notice for such arrangements.

Payment:

- All Course Fees must be paid in advance of the Applicant attending ARCH Courses. ARCH reserves the right to prevent an Applicant attending class if Course Fees have not been paid.
 - An Early Bird Discount is applicable to specified ARCH Courses. Course Fees must be received in full on or before the specified Early Bird Discount due date to receive the discount.
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 - Course fees must be paid on or before the Assigned Due Date as specified in the Reservation Confirmation Email.
- Applicant will receive an Enrollment Confirmation Email along with the official receipt when payment is successfully settled.
- All Course Fees are non-refundable with exceptions of the circumstances listed under Refund Policy.

Specifically only in relation to Holiday Courses and Enrichment Courses:

- Course Fees must be paid in full before the commencement of the Holiday Course or Enrichment Course.
- Course fees must be paid on or before the Assigned Due Date as specified in the Reservation Confirmation Email.

Make-up Class Arrangements:

Specifically, only in relation to Holiday courses:

- ARCH does not offer any make-up classes or refunds for missed classes for any Holiday Course.

Refund Policy:

- In the case of ARCH closure prior to the commencement of an ARCH Course, we will refund in full the outstanding Course Fee to the Applicant immediately.
- There is no refund for ARCH Courses confirmed by ARCH. However, in the event that:
 - (i) a confirmed ARCH Course needs to be canceled by ARCH; or
 - (ii) an ARCH Course which has commenced ceases to continue, and the Applicant declines the revised arrangements offered by ARCH
 ARCH will refund in full or on a pro-rata basis the Course Fee collected as soon as possible and in any event no later than one month after the notification date of the ARCH Course cancellation.

Refund Procedures:

- We will inform the Applicant of refund arrangements in writing (e-mail, fax or letter).
- We will refund Course Fee to the Applicant in accordance to the Refund Policy.
- We will issue a refund receipt to the Applicant and the Applicant is required to sign to acknowledge receipt of the refunded payment.
- Refunds will be paid in the form of cheque only.

Applicant's Responsibilities

The Applicant agrees:

- not to reproduce, distribute or show to any other person, in whole or in part, any of the class materials, lesson notes, assessments and tests distributed by ARCH without the prior written consent of ARCH;
- not to solicit or make private arrangements for tuition with instructors/tutors employed/contracted by ARCH, without prior consent of ARCH;
- that they are responsible to arrange appropriate transportation or pick-up for the Applicant to and from ARCH premises. ARCH does not require Applicant's to sign-out or notify us when they are leaving the premises;
- to abide by the ARCH Code of Conduct;
- check emails regularly for notifications from ARCH;
- to attend all classes of their enrolled ARCH Courses in order to gain the most benefit from the ARCH Courses.

Liability:

- ARCH shall not be liable for any loss, expense, damage, delay, costs or compensation, whether direct, indirect or consequential, which may be suffered or incurred by the Applicant arising from or in any way connected with the ARCH Courses.
- ARCH shall not be held responsible for personal injuries, accidents, losses and damages incurred by the Applicant while at the ARCH premises or any other place where the ARCH Courses are being held.

Privacy

- ARCH reserves the right to use the Applicant's work for promotional or educational purposes, without prior consent obtained from the said Applicant.
- Photographs and videos may be taken occasionally during the class time. Applicants and participants agree to be photographed or taped. ARCH reserves all rights to images and footages, without prior consent obtained from the said Applicant.

Intellectual Property

- ARCH reserves all rights and interests in any intellectual property arising as a result of any class, ARCH Course or other tuition provided or any purpose associated with ARCH.

Law

- This legal notice shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region (Hong Kong SAR)
- Disputes arising in conjunction with this legal notice shall be subject to the exclusive jurisdiction of the Hong Kong SAR courts.

Enforceability:

- If any part of these conditions is held to be illegal, invalid or unenforceable in any respect such invalidity, illegality or unenforceability shall not prejudice the effect of the rest of these Terms and Conditions to the extent that they are valid, legal and enforceable.

Definitions:

In these Terms and Conditions:

"Applicant" means any student and their legal guardian, which agrees to engage ARCH and participate in any of the ARCH Courses.

"Application Form" means the form used to apply for ARCH Courses.

"ARCH" means ARCH Education Center (Central), EDB registration number: 603120 and its related companies and subsidiaries.

"ARCH Courses" means any Term Course, Holiday Course or other services as required by the Applicant offered by ARCH.

"Assigned Due Date" means the payment date given by ARCH on the day the reservation is confirmed.

"Code of Conduct" means the agreement between ARCH and the Applicant regarding the behavior of the Applicant while attending the ARCH Courses.

"Course Fees" means the amount due by the Applicant for participation in the ARCH Courses.

"Early Bird Discount" means a 5% deduction off Course Fees applicable only to select ARCH Courses (as specified in the Application Form).

"Enrollment Confirmation Email" means the email sent by ARCH to the Applicant confirming the Applicant's enrollment in the requested ARCH Courses.

"Holiday Course" means any short form educational course, which is delivered outside of the regular Term Course period.

"Reservation Confirmation Email" means the email sent by ARCH to the Applicant confirming the Applicant's reservation in the requested ARCH Courses.