

Please return this application form via e-mail, fax or mail.  
 ARCH Education, Unit 202-205, 2/F Wilson House, 19-27 Wyndham Street, Hong Kong  
 Tel: 852-3568-0406 Fax: 852-3568-0412 E-mail: info@arch-education.com  
 www.arch-education.com

**INSTRUCTIONS:**

Please select:  Existing student    New applicant

***For existing students only:***

Please fill out APPLICANT INFORMATION - PART A and select courses from the table. You are only required to update APPLICANT INFORMATION – PART B and PARENT & EMERGENCY CONTACTS if any of the information needs to be changed.

\*Only completed and signed application forms will be processed.

**1. APPLICANT INFORMATION**

Name (Last Name / First Name):		
Grade / Form:	Age:	
School:	Contact #:	
Sex:   M / F	D.O.B.	HKID No.:
E-mail (Capital letters):		
Home Address:		

**2. PARENT & EMERGENCY CONTACTS**

Parent Name (Last Name / First Name):
Parent Contact #:
Parent E-mail (Capital letters):
Emergency Contact (Last Name / First Name):
Emergency Contact #:

**3. COURSE**

<p><b>Oxbridge Insiders Day</b>  <b>Aug 25 (Sat) 2:00 – 6:30PM</b>                  (Rising Grades 10-12 / Form 4-6 / Year 11-13)</p>	<p><b>Subject areas would like to explore:</b>                  1st choice: _____                  2nd choice: _____</p>
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**4. PAYMENT**

<p>Please send us a cheque of "<b>HK\$900</b>" to secure your place in the program. Please make cheque payable to "<b>ARCH Academy Limited</b>" and include <u>student name and course details on the back of the cheque</u>. Alternatively, cash payment must be settled in person at our center.                  Place(s) to be confirmed when payment has been settled in full.</p>
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Parent Signature:
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## **TERMS AND CONDITIONS:**

### **Enrollment:**

- ARCH reserves the right to discontinue a student's enrollment at any time due to non-payment in full, disruptive behavior in class or at the school, or negative impact on other students' learning.
- Enrollment will be on a first come first served basis. ARCH reserves the right to release students' enrollment /class placement if payment is not received in full by 5 working days before event starts.
- ARCH reserves the right to change the class instructor for the workshop as deemed appropriate or necessary. ARCH is not required to provide prior notice for such arrangements.

### **Payment:**

- Students must settle all course fees before attending the workshop. ARCH reserves the right to withdraw or preclude the student from attending the workshop if the student has not settled the course fee.
- All course payments are non-refundable once the student's placement has been confirmed.
- Late payments received after the indicated due date will be subject to a late fee of \$150.

### **Class Withdrawal:**

- To withdraw from any course, it is the parent/student's responsibility to provide ARCH with at least **7 days prior notice** in writing (e-mail, fax or letter).

### **Adverse Weather Conditions Policy:**

- Classes will not be held when there is Typhoon 8 or Black Rain. There will be no make-up class, rescheduling or refund for cancelled classes due to weather.
- Classes will be held if the weather signals for Typhoon 8 or Black Rain are lowered two hours before the scheduled start time of the class.

### **Refund Policy:**

- There is no refund for this workshop confirmed by ARCH. However, in the event that

- (i) a confirmed course needs to be canceled by ARCH or
- (ii) a course which has commenced ceases to continue

and the student decline the revised arrangements offered by ARCH, we 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 course cancellation.

### **Refund Procedures:**

- We will inform the parent/student of refund arrangements either by phone or in writing (e-mail, fax or letter).
- We will refund course fee payments to the student in accordance to the above policies.
- We will issue a refund receipt to the parent/student and parent/student are required to sign to acknowledge receipt of the refunded payment.
- Refunds will be paid in the form of cash or cheque payments.

### **Others:**

- Parents/students agree 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.
- Photographs and videos may be taken occasionally during the class time. Students and participants agree to be photographed or taped. ARCH reserves all rights to images and footages.
- ARCH reserves the right to use the applicant/student's work for promotional or educational purposes.
- Parents are responsible to arrange appropriate transportation or pick-up for students to and from ARCH, the premises of the workshop. ARCH does not require students to sign-out or notify us when they are leaving the premises.
- ARCH will not be held responsible for personal injuries, accidents, losses and damages incurred by the student while at the workshop' premises.

I have read and I agree to the above statements in the terms and conditions section.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent Signature: