

Pre-University Career Planning Workshops

For High School Final Year Students

ARCH EDUCATION CENTER (CENTRAL) APPLICATION FORM

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

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

PART A

Full Name (Last Name / First Name / Preferred Name):	
Current Year / Grade / Form:	Current Age:
Current School:	Contact Number:

PART B

Sex: M / F	Date Of Birth:	HKID Number:
E-mail (Capital letters):		
Home Address:		

2. 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:

3. PAYMENT

Upon confirmation of your acceptance and specific class placement, please send us a cheque to secure your place in the program. Please make cheque payable to “**ARCH Academy Limited**” and include student name and course details on the back of the cheque. Alternatively, cash payment must be settled in person at our center. Place(s) to be confirmed when payment has been settled in full.

Parent Signature:

FOR OFFICIAL USE ONLY

Date of Submission: _____ Checklist: Assessment Terms & Conditions Payment

Handled By: _____ Successful Enrolment: Y / N

4. COURSE

- Course schedule is subject to change as we require a minimum number of students per class. Please contact us for our latest schedule details.

Workshop	Date
General Career Preparation Workshop - For students who are undecided on their career path	<input type="checkbox"/> 13 July 2020 (Monday) 10:30am-12:30pm (2 hours)
Investment Banking Workshop - For students interested in investment banking	<input type="checkbox"/> 19 July 2020 (Sunday) 10:30am-12:30pm (2 hours)
Law Workshop - For law students and other students interested in the legal profession	<input type="checkbox"/> 27 July 2020 (Monday) 10:30am-12:30pm (2 hours)

	<u>Regular Course Fee</u>	<u>Early Bird Course Fee by June 29</u>
One Workshop	<input type="checkbox"/> HK\$1,600	<input type="checkbox"/> HK\$1,200 (Save \$400)
Any Two Workshops	<input type="checkbox"/> HK\$2,800	<input type="checkbox"/> HK\$2,000 (Save \$800)
All Three Workshops	<input type="checkbox"/> HK\$4,200	<input type="checkbox"/> HK\$3,000 (Save \$1,200)

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:	Student's Signature:	Parent's Name:	Parent's Signature:	Date:

TERMS AND CONDITIONS

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

Enrollment:

- 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.
- All Course Fees are non-refundable once the Applicant has been sent the Confirmation Enrollment Email, with exceptions of the circumstances listed under Refund Policy.

Course Withdrawal:

- An Applicant must provide ARCH with at least one month's prior notice in writing (email, fax or letter) if the Applicant wants to withdraw from any ARCH Courses.

Refund Policy:

- There is no refund for ARCH Courses confirmed by ARCH. However, in the event that a confirmed ARCH Course needs to be canceled by ARCH 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 payment 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.

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.

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.
- 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.

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.

Parent Signature:

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.

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

“Confirmation Enrollment Email” means the email sent by ARCH to the Applicant confirming the Applicant’s enrollment in the requested ARCH Courses.

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

“Enrichment Course” means Socrates, Debating, Public Speaking and Mock Trial courses offered by ARCH.

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

“Term Course” means any educational course and Enrichment Course (unless specifically excluded) offered from January to May (Spring term) and September to December (Fall term), where there is one class per week.

“Socrates, Debating, Public Speaking and Mock Trial” means specialized courses offered by ARCH from time to time, as outlined in the current course programs, available on the ARCH website.

Parent Signature: