

PRIVATE TUTORING APPLICATION FORM

Welcome to ARCH Education! Please return this form via e-mail, fax or mail.
 ARCH Education Centre (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 complete all fields**

Please select:	
<input type="checkbox"/> Existing student	<input type="checkbox"/> New applicant (Please fill in registration form separately)
Student's name: _____ School: _____ Grade: _____	
Parent's contact number: _____ Parent's Email: _____	
What is the purpose or goals of your child enrolling in this ARCH class? Please select:	
<input type="checkbox"/> To try something new outside of his/her school curriculum	<input type="checkbox"/> To help improve his/her school work
<input type="checkbox"/> To prepare for UK/US Boarding School and/or University	<input type="checkbox"/> Other: _____
*How did you learn about ARCH? (You may choose more than one option.)	
<input type="checkbox"/> Online Search Engine (Google/Yahoo)	<input type="checkbox"/> Email
<input type="checkbox"/> Online Banner	<input type="checkbox"/> Direct Mail
<input type="checkbox"/> Facebook / Instagram	<input type="checkbox"/> Magazine/ Newspaper
<input type="checkbox"/> Minibus advertisement	<input type="checkbox"/> Talk / Event:
<input type="checkbox"/> ARCH Website	<input type="checkbox"/> Referral: _____

PRIVATE LESSON REQUEST FORM

Curriculum:	Subjects		
UK	Common Entrance (9+ / 11+ / 13+)	Exam board:	
	(i)/GCSE:	Exam board:	
	GCE: <input type="checkbox"/> A2 <input type="checkbox"/> AS <input type="checkbox"/> IAL	Exam board:	
IB	<input type="checkbox"/> DP 1 st year <input type="checkbox"/> DP 2 nd year <input type="checkbox"/> Higher Level: _____ <input type="checkbox"/> Standard Level: _____		
US	<input type="checkbox"/> SSAT (Lower / Middle / Upper) (English / Math) <input type="checkbox"/> ACT (English / Science / Math) <input type="checkbox"/> SAT Reasoning: (English / Math) <input type="checkbox"/> SAT Subjects test: _____		
Others: (Please specify)	_____ _____		
Exam date: _____ Mock Score (with breakdown; if applicable): _____			
Availability (Day(s) / Time(s)): _____ Frequency: _____			
Mock Score (with breakdown; if applicable): _____			

FOR INTERNAL USE ONLY
Student No.:
Handled By:
Submitted Date:

OBJECTIVE

TOPICS TO BE COVERED & TEXTBOOK NAME (IF ANY)

PAYMENT METHODS

After you have received the placement notification, please settle the first installment to secure the placement

CASH / EPS:	Must be settled in person at our centre
CHEQUE:	Payable to "ARCH Academy Limited"
BANK-IN (HSBC HK):	Account Name: ARCH Academy Limited Account No.: 400-642-468-001 *Please provide the bank-in / transfer reference for verification
PPS	PPS (Merchant code: 6593) Please enter "01" for the payment of Group Classes/ Courses, and "02" for the payment of Private lessons. Note: Students are required to register the relevant student number before making payment. Please contact our Client Service Executives for your Student Number if necessary. *Please provide the reference number for verification.

SIGNATURE & DECLARATION

Your signature below indicates that you have read, understand, and agree with ARCH Education Center (Central)'s School Policy and Lesson Arrangement.

 APPLICANT or
 PARENT'S SIGNATURE*
 *For student 18 or under

 NAME IN BLOCK

 DATE