

Student No.: _____

Handled By: _____

Submitted Date: _____

ROBOTICS COURSE 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: Existing student New applicant (Please fill in Student Admission Form separately)

*Pre-course assessment is required prior Enrolment

Student Information

First Name: _____ Surname: _____

Date of Birth (DD/MM/YY): _____ Gender: _____

School: _____ Year/Grade: _____

Parents Information

Parent's Name: _____ Parent's Mobile: _____

Parent's Email: _____

How did you learn about Robotics Course? (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: _____ |

ROBOTICS COURSE (AGE 9-12 / P4-S1 / G4-G7 / Y5-Y8)

- Course schedule is subject to change as we require a minimum number of students per class.
- All courses include **10 lessons total**. No make-up class could be arranged; if a student cannot attend the first lesson, the student will attend a private lesson (with extra charge) a week before the course start date.

A. Regular Weekly Course

Course Name	Available Time/ Dates*	Tue [#] <input type="checkbox"/> 5 th Jan – 9 th Mar <input type="checkbox"/> 16 th Mar – 25 th May	Thu <input type="checkbox"/> 7 th Jan – 11 th Mar <input type="checkbox"/> 18 th Mar – 20 th May	Sat [#] <input type="checkbox"/> 9 th Jan – 20 th Mar <input type="checkbox"/> 27 th Mar – 12 th Jun	Course Fee
Robotics Course (AGE 9-12 / P4-S1 / G4-G7 / Y5-Y8) 1.5 hrs/lesson, 10 lessons, 15 hrs total	10:00-11:30AM	N/A	N/A	<input type="checkbox"/>	\$8,700 (\$580/hr)
	3:30PM-5:00PM	N/A	N/A	<input type="checkbox"/>	
	5:00PM-6:30PM	<input type="checkbox"/>	<input type="checkbox"/>	N/A	

There is no class on 13th Feb and 6th Apr as public holiday

* We would recommend that you select as many available dates/times as possible and indicate your preference by putting 1,2,3 ... etc. in the boxes above.

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B. Holiday Intensive Course

Course Name	Available Time/ Dates	8 th – 20 th Feb Feb 8, 9, 10, 11*, 16, 17, 18, 20^ (Mon-Thu & Sat)	Course Fee
Robotics Course (AGE 9-12 / P4-S1 / G4-G7 / Y5-Y8) 1.5-2 hrs/lesson, 8 lessons, 15 hrs total	2:00PM-4:00PM *11 Feb 2:00PM-3:30PM ^20 Feb 3:30PM-5:00PM	□	\$8,700 (\$580/hr)

There is no class on 12th to 15th Feb as public holiday

IMPORTANT - Materials Checklist (Bring To Class Daily)

- RoboMaster S1# (values at HKD3,800) is included
 - Free RoboMaster S1 Gamepad# (values at HKD400) while stocks last
 - Your mobile phone (iPhone IOS 10.0+ / Android 8.0) capable to download free application: Robomaster*
 - Your laptop capable to download open source applications: Jupyter Notebook*, Python*
- * We will help students to download the apps during the lesson



Gift cards will be provided, ARCH will not responsible for any warranty, please contact DJI store for warranty and after-sales services.

PAYMENT SCHEDULE (5th Jan – 3rd Mar)

	Materials Fee*	1 st Instalment (Jan)	2 nd Instalment (Feb)	3 rd Instalment (Mar)
Course		4 Lessons	4 Lessons	2 Lessons
Robotics Regular Weekly	\$4,000	\$1,880	\$1,880	\$940
Robotics Holiday Intensive	\$4,000	N/A	\$4,700	N/A
Payment Due Date	1st Jan, 2020	1st Jan, 2020	1st Feb, 2020	1st Mar, 2020

*Materials fee is non-refundable in any event

REGULAR WEEKLY COURSE - CLASS DATES SCHEDULE (5th Jan – 3rd Mar)

	Tue	Thu	Sat
Jan	Jan 5, 12, 19, 26	Jan 7, 14, 21, 28	Jan 9, 16, 23, 30
Feb	Feb 2, 9, 16, 23	Feb 4, 11, 18, 25	Feb 6, 20, 27
Mar	Mar 2, 9	Mar 4, 11	Mar 6, 13, 20

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PAYMENT SCHEDULE (9th Mar – 12th Jun)

	Materials Fee*	1 st Instalment (Mar)	2 nd Instalment (Apr)	3 rd Instalment (May)	4 th Instalment (Jun)
Course (Tue)		3 Lessons	3 Lessons	4 Lessons	N/A
Robotics Regular Weekly	\$4,000	\$1,410	\$1,410	\$1,880	N/A
Course (Thu)		2 Lessons	5 Lessons	3 Lessons	N/A
Robotics Regular Weekly	\$4,000	\$940	\$2,350	\$1,410	N/A
Course (Sat)		1 Lesson	3 Lessons	4 Lessons	2 Lessons
Robotics Regular Weekly	\$4,000	\$470	\$1,410	\$1,880	\$940
Payment Due Date	1st Mar, 2020	1st Mar, 2020	1st Apr, 2020	1st May, 2020	1st May, 2020

*Materials fee is non-refundable in any event

REGULAR WEEKLY COURSE - CLASS DATES SCHEDULE (9th Mar – 12th Jun)

	Tue	Thu	Sat
Mar	Mar 16, 23, 30	Mar 18, 25	Mar 27
Apr	Apr 13, 20, 27	Apr 1, 8, 15, 22, 29	Apr 10, 17, 24
May	May 4, 11, 18, 25	May 6, 13, 20	May 8, 15, 22, 29
Jun	N/A	N/A	Jun 5, 12

PAYMENT METHODS

After you have received the placement notification, please settle the course fee to secure the placement

CASH / EPS:	Must be settled in person at our center
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.

SCHOOL POLICIES (EFFECTIVE AS OF 14 February, 2020)

By enrolling into classes offered by ARCH, the applicant acknowledges and agrees to the school policies as specified below.

Enrollment Policy

- Enrollment in Term courses may be subject to pre-course assessment to determine applicant's suitability to enroll in the classes. ARCH reserves the right to refuse the admission of any applicant who, in its opinion, does not meet the minimum requirement for the courses and/or may impact the learning of other students at the center.
- ARCH reserves the right to discontinue an applicant's enrollment at any time due to non-payment of tuition fee, disruptive behavior in class or at the center, or negative impact on other students' learning.
- ARCH reserves the right to change the class instructor for courses as deemed appropriate or necessary. ARCH is not required to provide prior notice for such arrangements.

Payment Policy

- Tuition fee must be paid prior to the commencement of the class or as requested under the terms of the specific course.
- ARCH reserves the right to prevent a student from attending the class if tuition fee has not been paid as requested.
- A HK\$50 administration fee will be charged for any cheques returned by your bank.
- ARCH reserves the right to apply late fees for late payment of tuition fee as follows:
 - (i) 5% penalty charge will apply on outstanding fees after 5 working days of the assigned due date
 - (ii) 10% penalty charge will apply on outstanding fees after 10 working days of assigned due date
 - (iii) 15% penalty charge will apply on outstanding fees after 15 working days of assigned due date

Specific to private lessons:

- Any reservations made within the current month, the student must pay for all lessons **within 1 working day** after confirmation of the reservation or 48 hours before attending the class (whichever occurs first).
- Any reservations made for upcoming month, the student must pay for all lessons **within 3 working days** after confirmation of the reservation or 48 hours before attending the class (whichever occurs first).

Make-up Class Policy

- No make-up classes for Holiday courses or private lessons.
- Students must notify ARCH by e-mail of the absence at least one week in advance of the class, unless the student can provide a Doctor's certificate.
- ARCH will not accommodate a make-up class request for notification given on the day or after the scheduled class, without a Doctor's certificate.
- It is the student's responsibility to contact ARCH to schedule a make-up class.
- We offer three make-up classes per term. However, we may not be able to guarantee alternative timeslots or available timeslots that will fit the student's schedule.
- The student will only be able to join a make-up class in the same week and at the same level of the missed class.
- Make-up classes cannot be carried forward to another week.
- No refund or additional make-up classes will be offered if the student is unable to attend any scheduled / proposed make-up classes.
- Materials from the missed class will be distributed to the student if the student is unable to attend a make-up class.
- Missed / Make-up classes are non-refundable and non-transferable between students or courses.

Rescheduling / Shortening / Cancellation Policy

- Rescheduling, shortening or cancellation of confirmed private lessons is granted only if the request is made 48 hours prior the scheduled lesson, otherwise ARCH has discretion to charge for the lesson.
- The rescheduled private lesson must be within the 6 days from the date of the original lesson.
- All paid and confirmed private lessons are non-refundable and non-transferable between students or subjects.

Course Withdrawal Policy

- Students must provide ARCH with at least one month's prior notice in writing (email, fax or letter) if the student wants to withdraw from any courses.
- Without proper notification, ARCH will not accept the student's withdrawal from the course and the student must pay for the following month's tuition fee.
- Paid classes are non-refundable and non-transferable between students or courses.

Refund Policy

- In the case of ARCH closure prior to the commencement of a course, we will refund in full the outstanding tuition fee to the student.
- There is no refund for courses and private lessons. However, in the event that a confirmed course needs to be canceled by ARCH or a course which has commenced ceases to continue, and the student declines the revised arrangements offered by ARCH, then ARCH will refund in full or on a pro-rata basis the tuition fee collected no later than one month after the notification date of the cancellation.
- Refunds will be by cheque only.
- With regards to refund procedure:
 - (i) We will inform the student of refund arrangements in writing (e-mail, fax or letter).
 - (ii) We will issue a refund receipt which the student is required to sign to acknowledge receipt of the refunded amount.

FOR INTERNAL USE ONLY
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Adverse Weather Conditions Policy

- Morning classes will be cancelled if Black Rain Warning / Typhoon Signal No. 8 or above is hoisted within two hours of the scheduled start time.
- All afternoon classes will be cancelled if Black Rain Warning / Typhoon Signal No. 8 or above is hoisted at 4pm.
- There will be no make-up classes, rescheduling or refund for any cancelled / dismissed classes resulting from adverse weather conditions.

General terms of use of Online Consultations and Lessons

- By registering ARCH online consultations and lessons, students and parents must accept and agree to General Terms of Use. Please refer the full version of terms and conditions at www.arch-education.com/terms-and-conditions.

Students' Responsibilities

The student 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;
- to arrange appropriate transportation or pick-up for the student to and from ARCH premises. ARCH does not require students to sign-out or notify us when they are leaving the premises;
- to abide by the ARCH Code of Conduct;
- to share their experience for marketing purposes of the Programme;
- to check emails regularly for notifications from ARCH; and
- to attend all lessons of their enrolled courses in order to gain the most benefit from the 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 student arising from or in any way connected with classes at ARCH.
- ARCH shall not be held responsible for personal injuries, accidents, losses and damages incurred by the student while at the ARCH premises or any other places where classes are being held.

Privacy

- ARCH reserves the right to use the student's work for promotional or educational purposes, without prior consent obtained from the said student.
- 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, without prior consent obtained from the said students/participants.

Intellectual Property

- ARCH reserves all rights and interests in any intellectual property (i.e. drilling/mock exam papers) arising as a result of any lessons, courses 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.

SIGNATURE & DECLARATION

ARCH Education is committed to protect your privacy, and we will only use your personal information to administer your account and to provide the products and services you requested from us. From time to time, we would like to contact you about our products and services, as well as other content that may be of interest to you. If you consent to us contacting you for this purpose, please tick "✓" below boxes:

- I read and agree to the [Terms and Conditions](#) and [Privacy Policy](#).
- I would like to receive more information about ARCH's products, services, events, news and offers.

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

 NAME IN BLOCK

 DATE