



## ENROLMENT FORM

### **STUDENT DETAILS**

English Full Name \_\_\_\_\_

中文姓名 \_\_\_\_\_

Date of Birth      Day                      Month                      Year

Gender \_\_\_\_\_

Address \_\_\_\_\_

Mobile/Contact # \_\_\_\_\_

### **BACKGROUND INFORMATION**

Languages spoken at home \_\_\_\_\_

	Mother	Father
Name		
Mobile Number		
Email		

***Emergency contact person:***

***Other Authorized person to collect child:***

Name		
Mobile Number		
Relationship to Child		

### **SPECIAL CONCERN**

Does the student have any allergy or medical conditions?  
 (Please provide details & **Action Plan**)

---

# Agreement & Consent to Terms and Conditions

## Enrollment

- a) A \$100 enrollment fee is required upon enrolment per student. This fee is non-refundable; it covers all administrative costs in relation to the processing of the enrollment.
- b) All tuition fees must be paid in advance on a termly basis. An invoice will be sent to parents' e-mail account before the commencement of each term. Fees are not refundable/transferable/creditable under any circumstances. Programs fees can be found on [www.hellomandarin.com.au](http://www.hellomandarin.com.au)
- c) Enrollment is only confirmed once the full tuition fee is received.

Hello Mandarin renders its accounts four times yearly. Invoices will be issued on **term** basis; all lessons must be paid in advance. Vacancy places will fill up when payment is not received by the due date. Fees must be paid by due day to receive Early bird special or bundle package discount offer which cannot be redeemed with pre-arrange absence offer (condition applied).

\*\* Please note that due to annual increase of fees, program fees may review and changed annually\*\*

## Discontinuing

Cancellations received in writing and by the Hello Mandarin learning Centre office no later than the first lesson date in each term will be refunded less a \$65 administration fee per student per course. No refund or credits will be made after this date for any reason.

## Absences

We understand that there will be instances when students cannot attend the class due to unforeseen circumstances. We appreciate your understanding that all Saturday group lessons cannot be rescheduled nor providing refund/credit.

Please E-mail to [info@hellomandarin.com.au](mailto:info@hellomandarin.com.au) or send us a text message on **0450825721 with your child's full name** to report the absence.

Class teacher will e-mail weekly class report of your child's Mandarin lesson which consists of the learning material and homework.

If a teacher is away or sick, a lesson credit will be given for the following term. Families plan away during school term, maximum 2 unpaid lessons per term will be allowed. This amendment needs to be organized before the payment made.

## Drop off and Pick up

Hello Mandarin weekday school age program venue: Little Lane Early Learning Centre, 555 Glenferrie Road, Hawthorn 3122. Different enrolment pack is required to complete.

Hello Mandarin Saturday program venue: Little Lane Early Learning Centre, 757 Station Street, Box Hill 3128. Saturday entry is from Thames Street through Car Park. Station street gate will be closed. Please drive or walk in from Car park entry on Thames Street. A staff will be waiting at the entry gate. During this special and difficult time, we do want to remain vigilant about Covid, we seek your cooperation to drop off and pick up your child at the car park entrance. Late pick up fee of \$20 per child for the first 15 minutes and \$10 per child for every 10 minutes thereafter.

## Emergency or Accidents

In the event of an emergency, illness or accident (when the Centre is unable to contact the Parents/Guardian or the authorised contacts), parents give the centre staff consent to provide Medical or Hospital attention for child. Parents agree to pay any expenses incurred for Medical treatment and Transport.

## Class Rearrangement

We endeavor to maintain the class day, time, and teachers for our programs. All programs are offered subject to minimum numbers and programs may be cancelled at the closing date if minimum of 4 students are not met. Classes listed are subject to change without notice. We value discussion with parents on areas of concern, provision of feedback on the lessons can be arranged with class teachers by phone or E-mail. Unfortunately, due to operation limitations, teachers will not be able to cater individual feedback time immediately after the class.

## Covid Safety

Students must **not** attend HM program when unwell. Child will be excluded from the Centre if they display any symptoms.

## Nuts Free Zone

Please do not bring any food containing NUTS to Box Hill Centre as children who are allergic to nuts may be in attendance. Strictly no outside food allowed at Hawthorn centre.

## Behaviour

Hello Mandarin expects appropriate and positive behaviour from students at all times. When these expectations are not met, Hello Mandarin will discuss behaviour issues with the parent/guardian. If inappropriate behaviour continues and poses a threat, harm or continued disruption to others, student will be asked to leave the program.

## Refusal of admission and cancellation of enrolment.

Hello Mandarin reserves the right to refuse admission to any person who presents a disciplinary problem to staff or a threat to the safety and wellbeing of other children. Unacceptable language or bullying will under no circumstances be tolerated and will result in the child being removed from the workshop with no refund.

## Permission for Publication

We may take photographs of students during our lessons and publish them for use on our website, social media pages, or publicity purposes. Please e-mail [info@hellomandarin.com.au](mailto:info@hellomandarin.com.au) to inform us if you do not want your child /children to be photographed.

## Acceptance of regulations

By signing this form parents will be deemed to have accepted the above terms and conditions.

## By signing this form I declare and confirm:

I give permission for my child (Name) \_\_\_\_\_ to participate in the activities of the Hello Mandarin Pty Ltd. program. I give my permission to the Centre personnel to take full charge of any emergency in the circumstances all the above. I will not hold the school or any staff members liable in the case of accidents or injuries.

I am lawfully authorized in relation to the Child referred to in this Enrolment form; all information provided in this form is true and correct; I have read, fully understand and agree to comply with all of the policies and procedures detailed in this enrolment form.

Full Name (Parent/Guardian): \_\_\_\_\_

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