

**REGISTRATION FORM 2012 CAMP**



☆ PERSONAL DATA:

You want your kid or kids to join our camp:

Name 1: \_\_\_\_\_ Birth: D/M/Y \_\_\_\_\_ Nationality: \_\_\_\_\_ Gender: Male  Female   
 Passport #: \_\_\_\_\_ Visa #: \_\_\_\_\_  
 Name 2: \_\_\_\_\_ Birth: D/M/Y \_\_\_\_\_ Nationality: \_\_\_\_\_ Gender: Male  Female   
 Passport #: \_\_\_\_\_ Visa #: \_\_\_\_\_  
 Name 3: \_\_\_\_\_ Birth: D/M/Y \_\_\_\_\_ Nationality: \_\_\_\_\_ Gender: Male  Female   
 Passport #: \_\_\_\_\_ Visa #: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile phone: \_\_\_\_\_  
 Birth: D/M/Y \_\_\_\_\_ Nationality: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 Passport number: \_\_\_\_\_ Visa Status: \_\_\_\_\_  
 Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile phone: \_\_\_\_\_  
 Birth: D/M/Y \_\_\_\_\_ Nationality: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 Passport number: \_\_\_\_\_ Visa Status: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home phone number: \_\_\_\_\_  
 Alternative emergency contact: Name: \_\_\_\_\_ a relative  a friend   
 Mobile phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Brief introduction of kid 1 character:

Favorite sports, fruit, allergy and any other information that may help us know your kid better:

\_\_\_\_\_

Can the kid swim? Yes  No  Level of Chinese: Good  Fair  Poor  None  other \_\_\_\_\_  
 Religion: Yes  No  If yes, it is: \_\_\_\_\_ Is your kid afraid of pets? Yes  No  If yes, it is: \_\_\_\_\_

Brief introduction of kid 2 character:

Favorite sports, fruit, allergy and any other information that may help us know your kid better:

\_\_\_\_\_

Can the kid swim? Yes  No  Level of Chinese: Good  Fair  Poor  None  other \_\_\_\_\_  
 Religion: Yes  No  If yes, it is: \_\_\_\_\_ Is your kid afraid of pets? Yes  No  If yes, it is: \_\_\_\_\_

Brief introduction of kid 3 character:

Favorite sports, fruit, allergy and any other information that may help us know your kid better:

\_\_\_\_\_

Can the kid swim? Yes  No  Level of Chinese: Good  Fair  Poor  None  other \_\_\_\_\_  
 Religion: Yes  No  If yes, it is: \_\_\_\_\_ Is your kid afraid of pets? Yes  No  If yes, it is: \_\_\_\_\_

☆ PROGRAM DATA:

I plan to start camp on:

D/\_\_\_\_M/\_\_\_\_Y/\_\_\_\_

I plan to finish camp on:

D/\_\_\_\_M/\_\_\_\_Y/\_\_\_\_

I want to choose Package:

AGE05-13: A1 (Day camp) A2 (Study camp)

AGE11-17: B1 (Day camp) B2 (Study camp)  
B3 (Full camp)

AGE18+: C1 (Study tour) C2 (Study camp)  
C3 (Full camp)

Family: D

Student will stay with:

Capital Mandarin school Beijing address:

Guomao School:

Room1006, Van Palace Center West Tower, Van  
Palace Center West Tower

Email:info@capitalmandarin.com

Tel: +86 10 65925672

☆ SERVICE DATA:

Airport pickup: Yes No

Flight Number:\_\_\_\_\_ Airline:\_\_\_\_\_

Airport of Arrival:\_\_\_\_\_

Arrival Date: D\_\_\_\_\_ M\_\_\_\_\_ Y\_\_\_\_\_

Arrival Time: \_\_\_\_\_Am \_\_\_\_\_Pm

L-visa: Scan our invitation and Email you:

Yes No

Extend L-visa to F-Visa or X-Visa:

Yes No

Extend to : F-Visa X-Visa

Accommodation: Yes No

Details:\_\_\_\_\_

Check-in Date: D\_\_\_\_\_ M\_\_\_\_\_ Y\_\_\_\_\_

Check-out Date: D\_\_\_\_\_ M\_\_\_\_\_ Y\_\_\_\_\_

Please transfer the following address:

Bank Of China Beijing World Trade Centre Branch

Account No.: 6013820100000133986

Swift Code: BKCHCNBJ110

Name: Ma Gai Zhen

Add: No. 1, Jian Wai Avenue Beijing, China  
China World Tower II. NB101-NB102

Signature or signature of parent/guardian

\_\_\_\_\_

Date:

\_\_\_\_\_

## Terms and Conditions

Please be advised these Terms & Conditions are effective 2011 and override any previously written and/or printed versions.

### UNDER 18 STUDENTS - IMPORTANT

All students must include a completed waiver, signed by both themselves and their parents or guardians, with their enrollment. No enrollment will be considered without a signed waiver.

By signing the enrollment form, you are stating that you have read and agree to be bound by all our Terms and Conditions laid out below:

### DEPOSIT PAYMENTS

We encourage students to pay in full at the time of enrollment, however, at minimum, a deposit and enrollment must be received before we will attempt a booking.

The following non-refundable deposits are required of all students:

**Programs under RMB15000: A non-refundable deposit of 30% of the total fees is due.**

**Programs exceeding RMB15000: A non-refundable deposit of 40% of the total fees is due.**

We accept the following forms of payment: Chinese Credit Card, Chinese Bank Card, Cash or Bank Transfer. Should you choose to make a bank transfer, our bank details are available upon request.

### PAYMENT SCHEDULE

A non-refundable deposit is due at the time of enrollment. See above.

The balance of all program fees is always due no later than **45 days before the program start date**. If the balance of the program has not been received 45 days prior to the programs start date, Capital Mandarin School has the right to cancel the program with no notice. All deposits are absolutely non-refundable in this case.

### CHANGE OF PROGRAM

All program changes must be made in writing to Capital Mandarin School at least 2 weeks in advance of the change or program start. The date of the notification will be considered to be the date our office receives your email or fax notice. Any additional payments due because of the change must be paid immediately. Any refunds owed will be sent by check upon completion of the program.

### CANCELLATION NOTICE & REFUND POLICY

Notice of cancellation must be made in writing directly to Capital Mandarin School. The date of the cancellation will be considered to be the date the written notification is received by our office. The deposit is non-refundable upon cancellation by you. If we are refunding your credit card, a RMB1000.00 service fee will apply in addition to the cancellation terms outlined below.

45 or more business days prior to departure	deposit is non-refundable
30 - 44 Business days prior to departure	70% refund of program fees
15 - 29 Business days prior to departure	40% refund of program fees
1 - 14 Business days prior to departure	10% refund of program fees
Day of cancellation or no show	No Refund

### **LATE ARRIVALS AND ABSENCES**

If you arrive late to a course, or are absent during a course, no refunds will be granted for the missed days. Classes cancelled in honor of local public holidays will not be made up and are not subject to any refund. For your convenience, specific public holiday dates can be found on the school page on our website. We list holidays as accurately as we can, however this information is intended only as a guide and is not guaranteed.

### **EARLY RETURNS**

No refund will be given for early returns. However, if you must cancel your program due to a personal emergency, please notify Capital Mandarin School in writing as soon as possible prior to your departure from the program and we will review your claim. Capital Mandarin School reserves the right to make final decision on any refunds.

### **GRIEVANCES**

You must inform the school staff immediately of any situation affecting the quality of your program (including but not limited to course or accommodation). Capital Mandarin School reserves the right to refuse a refund if you have declined to accept reasonable solutions offered to you by the school staff or Capital Mandarin School. Matters outside of the control of the school shall not be considered for refunds.

### **PASSPORTS, PERMITS & VISAS**

It is your responsibility to have a valid passport and all visas required to enter the country of the chosen country. You should allow sufficient time to apply for any required visas or permits. Only the consulate or embassy of the country you are visiting can advise you on the necessity of a visa and the time frame needed to apply for it.

**Please note:** Should you require an invitation letter from the school in order to apply for a visa for the country of the program, you must request this at the time of enrollment. Capital Mandarin School charges a non-refundable fee of RMB1500 for all invitations/letters, to be paid with the enrollment fees. Should you require the original copy of the letter you should allow minimum 4 weeks for standard postal delivery. Should you require the letter to be sent via a courier or faster delivery service, there will be additional fees involved. Visa letters will only be sent to once full payment of your program fees has been received and the program has been confirmed. Should your visa be declined or is unavailable at the time of your departure, our normal cancellation policies will apply.

### **ARRIVAL & DEPARTURE DATES**

Unless otherwise noted in your confirmation letter, accommodation is available on the Sunday before the course begins until the Saturday following the end of the course. Extra night accommodation can be booked at the time of enrollment for an additional cost (subject to availability).

If you have booked an airport pick-up or one is included in the program of your choice, Capital Mandarin School must receive your arrival information at least 2 weeks prior to your start date. Airport pick-up includes transportation from the airport directly to your accommodation only.

If you have no airport pick-up booked or included and do not send us your arrival information we cannot guarantee that your family/landlord will be available to greet you upon arrival. Any additional costs (hotel, taxis, etc) incurred due to your failure to provide Capital Mandarin School with your arrival information at least 2 weeks in advance, are your responsibility.

### **COURSE LEVELS**

Upon arrival, all students (except absolute beginners) will take a written or oral test to determine at what level they should begin their studies. This placement test normally takes between 15 and 30 minutes to complete.

It is possible, though not common, that the results of the placement tests lead to cases of only one or two students at a particular level. In these cases the school reserves the right to continue the instruction as private or semi-private lesson with a reduction in the number of classroom hours. These situations are to be considered an upgrade to the program, at no extra cost.

### **CLASS HOURS AND SCHEDULES**

Throughout our brochures and website we refer to numbers of "lessons". All lessons last a minimum of 50 minutes. Classes are scheduled either in the morning or the afternoon. Capital Mandarin School CANNOT guarantee specific scheduling requests. Scheduling is set by each school and may be affected by the program selected, the scheduling of classes after placement tests, number of students enrolled in the school, etc.

### **ORGANIZED SOCIAL ACTIVITIES**

Many schools offer additional (optional) activities, beyond what is included in the program price, which may need to be paid for on-site. Transportation for activities is usually included, however, some locations require students to purchase local transport passes / tickets on-site.

### **SCHOOL RULES AND REGULATIONS**

Capital Mandarin School cannot be held responsible for providing supervision of any kind either through the schools or through the host families. Participants are expected to be courteous and respectful guests. Illegal drug use or abusive behavior at any age or alcoholic consumption by minors will not be tolerated.

Capital Mandarin School reserves the right to refuse to serve, to cancel and/or terminate participation for any person who fails to comply with the policies of the program provider (eg. the school, tour operator, program organizer), or for any other reason deemed necessary. We also reserve the right, without escort and without refund, to send home any participant who violates the rules stated above. The return trip will be at the expense of the participant.

### **CANCELLATION OF PROGRAM BY TEENAGERS ABROAD/LANGUAGES ABROAD**

All our programs require a minimum of 4 participants to take place. In the unlikely event that we do not have enough participants, alternate schools or dates might be offered, or the program will be cancelled with a full refund. In these rare circumstances, students will be informed 2 weeks prior to the starting date at the latest.

### **LIABILITY**

While participating, participants may be exposed to certain risks. These risks include, but are not limited to, accident and/or sickness without readily available medical facilities, the forces of nature, acts of war. By signing the enrollment form the participant is acknowledging and assuming these risks.

Participants in any Capital Mandarin School program waive any liability against Capital Mandarin School and its employees for any injury, loss, damage, accident, expense or delay caused by or related to means of transportation or lodging (including host families). The participant understands that he/she is traveling under his/her own responsibility (if a minor, the parents or guardian assumes this responsibility) and releases Capital Mandarin School and its employees from any liability related to health and safety.

Capital Mandarin School shall be responsible for providing the services outlined to the participant. In the event that the services and accommodation outlined cannot be provided due to causes beyond the control of Capital Mandarin School, all efforts will be made to provide comparable services and accommodation. If, due to insufficient enrollment, a class or program has to be cancelled, Capital Mandarin School shall only be responsible for reimbursing the participant the amount of moneys paid for the program (excluding any transportation expenses).