



CapitalMandarin

Capital Mandarin School
天下汇友培训学校
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Day and Study Camp Registration Form

In order to register for the Summer Camp, this form should be sent to Capital Mandarin School (info@capitalmandarin.com) together with a digital copy of the participant's passport (Format: .jpeg / PDF).

Important:

- CMS will buy the insurance for students who join Day and Full Camp programs.
- The information of one responsible legal guardian is sufficient for security purposes.
However, for additional security we suggest to fill in the information for both legal guardians.
- Use capital letters when filling in the registration form
- Double check the information below to make sure it is correct
- Write the dates in the following format: Day/Month/Year (DD/MM/YY)



1. Contact information

Parent/Guardian 1:

Full Name: _____
Date of Brith: ___(DD)/___(MM)/___(YYYY)
Nationality: _____
E-Mail: _____
Phone: _____
Passport #: _____

Parent/Guardian 2:

Full Name: _____
Date of Brith: ___(DD)/___(MM)/___(YYYY)
Nationality: _____
E-Mail: _____
Phone: _____
Passport #: _____

Alternative emergency contact (If available):

Name: _____ Phone Number: _____ Adress: _____
Status: Relative Friend Other (please specify) _____
Location: China Home Country Other (please specify) _____

2. Student Information

Full Name: _____ Gender: M F
Date of Brith: ___(DD)/___(MM)/___(YYYY) Nationality: _____
Passport #: _____ School: _____
E-Mail: _____ Phone: _____
Favourite sports, food and hobbies: _____
Allergies/Health Information: _____

Any special circumstances we should be aware of? _____

How long have you learnt Chinese for? _____ How many hours a week? _____
Where did you learn Chinese? Tutor Online School (Name: _____)
What books did you use? _____

Your Chinese level:

Speaking: Good Fair Poor None
Listening: Good Fair Poor None
Writing: Good Fair Poor None

How many characters does s/he know? _____
Has s/he taken the HSK Test before? Yes No Level: _____ Score: _____



Program:

- Age 5-12: Study (K1) Day (K2)
- Age 13-18: Study (T1) Day (T2)
- Age 18+: Study (M1) Day (M2)
- Family Package: F

Program Dates:

Starting Date: ___(DD)/___(MM)/___(YYYY)
 End Date: ___(DD)/___(MM)/___(YYYY)

Checklist:

- a. Notebook, pen, other stationary
- b. Towel, toothpaste, toothbrush, shampoo...
- c. Comfortable shoes (for long walks)
- d. Swimming suit
- e. Adapter (for chargers)
- f. Some medicine (cough/headache/fever...)
- g. Cell phone (Chinese SIM Card can be bought in Beijing)
- h. RMB (Can be exchanged at the airport/bank)

Deposit:

Students are requested to pay a deposit of ¥1200 for accommodation (shared apartment) in CMS. Provided the student does not damage school property (beds, rooms, room key/card, furniture, TV-set, washing machine and dryer, etc.) and no minor medical emergency has occurred during their stay, the deposit will be returned full and in cash.

If you arrive between 22:00 and 8:00, ¥200 will be deducted from your deposit as a teacher will have to stay up to wait for you.

Bank Account:

Bank name / 开户行: Bank of Beijing - 北京银行商务中心支行
 Swift code / 银行国际代码: BJCNCNBJ
 Beneficiary / 账户名: Capital Mandarin School - 北京市朝阳区天下汇友培训学校
 A/C / 帐号: 010-910-229-001-201-090-012-94
 Bank Adress / 银行地址: E-Tower, Bing 12, Guanhua Road, Chaoyang District

Travel Information:

Airport Pick-up: Yes No
 Flight Number: _____
 Arrival: _____ (Time) / _____ (Date)
 Beijing Terminal: 2 3
 Airport Drop-off: Yes No
 Flight Number: _____
 Departure: _____ (Time) / _____ (Date)
 Beijing Terminal: 2 3

Accommodation:

Accommodation: Yes No
 Check-in Date: ___(DD)/___(MM)/___(YYYY)
 Check-out Date: ___(DD)/___(MM)/___(YYYY)

Gaobeidian Campus:

- Single room Double room
- 4 Bed Room Family room

Other Accommodation:

- Hotel Homestay

Recommended Arrival & Departure dates:

Arrival: After 8:00am on Sunday
 Departure: Before 11:00am on Sunday

Note: if your arrival is on Saturday morning we can not promise to have a room available for you, but we can help you book a hotel room for the day.

Feedback:

How did you find about Capital Mandarin School?

- Friend
- Internet (please specify: _____)
- Magazine (please specify: _____)
- Other (please specify: _____)



Terms and Conditions

1. PAYMENT

- a. A booking and enrolment fee must be paid 60 days before the start of the program. The booking fee will be 30% of the total course fee and is non-refundable.
- b. The final payment must be done 30 days before the start of the program

2. REFUND POLICY

- a. The course enrolment, study materials and bank transaction fees are all non-refundable
- b. CMS will not be responsible for any value cost loss due to exchange rate or other financial fluctuations.
- c. No refund will be issued for early returns. However, should you cancel your program due to a personal emergency, please notify CMS in writing as soon as possible prior to your departure from the course and we will review your claim. CMS can keep the fee up until the year after
- d. A cancellation fee of ¥2000 for accommodation and ¥1000 for courses will be charged
- e. Program cancellations:
 - >30 days before the start: 90% of the course fee will be refunded
 - 29-15 days before the start: 50% of the course fee will be refunded
 - 14-01 days before the start: 20% of the course fee will be refunded
 - No fee will be refunded after the beginning of the course

3. ORGANISED SOCIAL ACTIVITIES

CMS may offer additional optional activities, which may need to be paid on-site.

4. SCHOOL RULES AND REGULATIONS

- a. No smoking for underage camp participants.
- b. No alcohol for underage camp participants.
- c. Students are not allowed to bring drugs / laser tools / knives to CMS.
- d. Students are not allowed to fight neither in nor out of the school premises.
- e. Students participating in individual activities before 10:00pm must let teachers know where they are at all times.
- f. Curfew is at 10:00pm
- g. CMS reserves the right, without an escort nor a refund, to send home any student who violates the rules stated above. The return trip will be at the expense of the student.

5. CLASS RULES

- a. If enrolled in a group class, students are expected to participate and follow the teaching schedule.
- b. Lessons missed due to the student's absence will not be compensated.
- c. Lessons missed due to the teacher's absence will be made-up at a later date or compensated.
- d. CMS reserves the right to change the composition of the class during the course duration.



6. TEACHERS

- a. Other teachers may, on occasion, attend class in order to monitor the teaching quality.
- b. CMS reserves the right to change or substitute a teacher in case of emergencies such as illnesses, family urgencies or any other reasons.

7. ACCOMMODATION AT GAOBEIDIAN CAMPUS

CMS reserves the right to switch students between rooms (to allow new students to settle in), if someone stays at Gaobeidian Campus for a longer time than what the course requires (arrive early or leave late).

8. COPY OF PASSPORT

Parents should email one copy of the child's passport identity page to CMS

9. USE OF PHOTOS/IMAGES/VIDEOS

CMS may use any photo/image/recording of the student taken during their stay in the school for marketing purposes (e.g. brochures/website...) without getting their further specific permission or making any payment

10. EXPULSION

Engaging in illegal violent or improper behaviour will result in the student's removal from CMS. No refund will be given in case of the cancellation due to the aforementioned reasons. CMS reserves the right to explain the aforementioned terms and conditions.

I confirm that I have read, understood and accepted the above Terms and Conditions

Student:

Name: _____

Signature: _____

Date: _____

Parent/Guardian 1:

Name: _____

Signature: _____

Date: _____

Parent/Guardian 2:

Name: _____

Signature: _____

Date: _____