

# Chinese Class Registration Form

## Important

- 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)

## Application Process

### 1. Consultation

- a. We will provide a personal consultation service and answer any questions you may have
- b. We shall discuss and finalise your course details including lesson type, price, timetable, etc
- c. We will provide an invoice with payment details

### 2. Confirmation

- a. You must confirm the payment details & fill in the registration form
- b. You must send the filled in registration form to CMS with a digital copy of your passport to [info@capitalmandarin.com](mailto:info@capitalmandarin.com)
- c. You must make the advanced payment/deposit specified in the invoice

### 3. Travel and Arrival

- a. We will provide the invitation letter needed for the Visa application
- b. The final payment must be done before the beginning of your first lesson



### 1. Personal Information

Full Name: \_\_\_\_\_ Gender: M  F   
 Date of Birth: \_\_\_(Day)/\_\_\_(Month)/\_\_\_(Year) Nationality: \_\_\_\_\_ City: \_\_\_\_\_  
 Passport #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Full Postal Address: \_\_\_\_\_

### Emergency Contact (If available)

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Status: Relative  Friend  Other  (Please specify) \_\_\_\_\_  
 Location: China  Home country  Other  (Please specify) \_\_\_\_\_

### Feedback - How did you find about Capital Mandarin School?

Facebook  Friend  Teacher  College   
 Internet  (Browser: \_\_\_\_\_ Words searched: \_\_\_\_\_)  
 Agent  (Please specify: \_\_\_\_\_)  
 Other  (Please specify: \_\_\_\_\_)

### 2. Chinese Level Information

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 do you know? \_\_\_\_\_

Have you taken the HSK Test before? Yes  No  Level: \_\_\_\_\_ Score: \_\_\_\_\_

Would you be interested in:

Listening  Reading  Speaking  Writing   
 Learning Chinese characters (Hanzi / 汉字) Yes  No  Maybe   
 Other cultural activities (Tea ceremony, Taichi...) Yes  No  Maybe



CapitalMandarin

Capital Mandarin School  
天下汇友培训学校  
[info@capitalmandarin.com](mailto:info@capitalmandarin.com)  
[www.capitalmandarin.com](http://www.capitalmandarin.com)  
+86 10 85705485

### Program:

**Standard Program:** 15 lessons/week

- Group (SG)
- Private (SP)

**Intensive Program:** 25 lessons/week

- Group (IG)
- Private (IP)
- Mix (IM)

### Test Preparation:

- HSK Standard Private
- HSK Intensive Mix

### Program Dates:

Starting Date: \_\_\_\_ (DD)/\_\_\_\_ (MM)/\_\_\_\_ (YYYY)

End Date: \_\_\_\_ (DD)/\_\_\_\_ (MM)/\_\_\_\_ (YYYY)

### Travel Information:

Airport Pick-up: Yes  No

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

Arrival: \_\_\_\_\_ (Time) / \_\_\_\_ (DD) / \_\_\_\_ (MM)

Beijing Terminal: 2  3

Airport Drop-off: Yes  No

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

Departure: \_\_\_\_\_ (Time) / \_\_\_\_ (DD) / \_\_\_\_ (MM)

Beijing Terminal: 2  3

### Accommodation:

Accommodation: Yes  No

Check-in Date: \_\_\_\_ (DD) / \_\_\_\_ (MM) / \_\_\_\_ (YYYY)

Check-out Date: \_\_\_\_ (DD) / \_\_\_\_ (MM) / \_\_\_\_ (YYYY)

Hotel

Homestay

### Feedback:

How did you find about Capital Mandarin School?

Friend

Internet  (please specify: \_\_\_\_\_)

Magazine  (please specify: \_\_\_\_\_)

Other  (please specify: \_\_\_\_\_)

### 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 Address / 银行地址:

E-Tower, Bing 12, Guanhua Road, Chaoyang District



## Terms and Conditions

### 1. PAYMENT

The course must be paid in full before the beginning of the lessons

### 2. REFUND POLICY

#### a. University issued Visa:

- i. All tuition fees are non-refundable.

#### b. CMS issued Visa:

- i. The course enrolment, study materials and bank transaction fees are all non-refundable
- ii. CMS will not be responsible for any value cost loss due to exchange rate or other financial fluctuations.
- iii. A cancellation fee of ¥1000 for courses will be charged
- iv. Course cancellations:
  - >30 days before the start: 100% 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. CLASS RULES

#### a. Group Classes:

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

#### b. Private Classes:

- i. Given 24h notice, the student can cancel a class with the right for compensation at the end of the scheduled course time.
- ii. For unannounced absence or notice less than 24h before class start, no compensation will be given.
- iii. Notices should be sent to the teacher (Skype, Phone or E-Mail) and to the school administration.
- iv. If you request for a leave for more than 10 business days, CMS reserves the right to change the teacher.
- v. The student must complete the course within 1 year of the start date.
- vi. The course schedule cannot be altered without prior discussion and confirmation of your CMS course consultant.



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4. 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.

5. 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

6. EXPULSION

Engaging in illegal violent or improper behavior 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.

Full Name: \_\_\_\_\_

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

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