

## 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](mailto: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 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 Birth: \_\_\_(DD)/\_\_\_(MM)/\_\_\_\_(YYYY)  
Nationality: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Passport #: \_\_\_\_\_

### Parent/Guardian 2:

Full Name: \_\_\_\_\_  
Date of Birth: \_\_\_(DD)/\_\_\_(MM)/\_\_\_\_(YYYY)  
Nationality: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Passport #: \_\_\_\_\_

### Alternative emergency contact (If available):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_  
Status: Relative  Friend  Other  (please specify) \_\_\_\_\_  
Location: China  Home Country  Other  (please specify) \_\_\_\_\_

## 2. Student Information

Full Name: \_\_\_\_\_ Gender: M  F   
Date of Birth: \_\_\_(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: \_\_\_\_\_



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:

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:

- Notebook, pen, other stationary
- Comfortable shoes (for long walks)
- Adapter (for chargers)
- RMB (Can be exchanged at the airport/bank)

### 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  Airbnb

### 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



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.
- 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 ¥1000 for courses will be charged
- e. Program 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. 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. 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. COPY OF PASSPORT

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

8. 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

9. 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: \_\_\_\_\_