

# Mandarin Course Application Form

## Applicant Information

### Personal Information

First Name \_\_\_\_\_ Family Name \_\_\_\_\_ Gender  Male  Female  
 Nationality \_\_\_\_\_ Native language \_\_\_\_\_ Date of Birth \_\_\_\_\_ (YY/MM/DD)  
 Tel No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)  
 Company/School \_\_\_\_\_ Occupation/Grade \_\_\_\_\_ Website \_\_\_\_\_  
 Passport Number \_\_\_\_\_

### Current level of Chinese

Total Beginner  Beginner  Elementary  Pre-intermediate  Intermediate  Advanced

**Health Condition** Any medical conditions(Allergies, asthma, illnesses, previous injuries, disabilities)

None  Yes \_\_\_\_\_ (please specify here)

Symptoms \_\_\_\_\_ Medications \_\_\_\_\_

### Emergency Contact

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Tel No. \_\_\_\_\_ Mobile No \_\_\_\_\_

**Taken any programs with Mandarinrocks before?**  None  Yes \_\_\_\_\_ (please specify)

### How did you hear about us? Please specify here

Advertisement \_\_\_\_\_  Google Search  Yahoo Search  Agent \_\_\_\_\_

Friend \_\_\_\_\_  Company \_\_\_\_\_

## Program data

### Program you'd like to apply for

**General Chinese**  General Chinese 20  General Chinese 30  Combined 20+5  Combined 20+10

Individual 20  Private Tutoring (flexible time) \_\_\_\_\_ lessons

**Business Chinese**  Business Chinese 20  Combined 20+5  Combined 20+10  Individual 20

Private Tutoring (flexible time) \_\_\_\_\_ lessons

**HSK Preparation**  Individual 20  Private Tutoring (flexible time) \_\_\_\_\_ lessons

**Semester & Year Program**  Spring Semester (Mar 18)  Spring Semester (Apr 15)  Fall Semester (Sep 09)

Fall Semester (Oct 07)

**Location**  Shanghai  Beijing

**Start Date** (Non-beginners or individual courses may start every Monday)

Jan 08  Jan 19  Mar 18  Apr 15  May 06  May 20  Jun 03  Jun 17  Jul 01

Jul 15  Jul 29  Aug 12  Aug 26  Sep 09  Oct 07  Nov 04  Dec 02  Others \_\_\_\_\_

**Duration** \_\_\_\_\_ (weeks) **Finish Date** \_\_\_\_\_ (YY/MM/DD)

**Airport Pick-up**  No  Yes Arrival Date \_\_\_\_\_ (YY/MM/DD) Airline \_\_\_\_\_

Airport of Arrival \_\_\_\_\_ Flight No \_\_\_\_\_ Arrival Time \_\_\_\_\_

**Housing Arrangement**  No  Yes  Private Studio  Single room in shared apartment  Others \_\_\_\_\_

Check-in Date \_\_\_\_\_ (YY/MM/DD) Check-out Date \_\_\_\_\_ (YY/MM/DD)

## Other Information you need us to know

### I have read and agree to Mandarinrocks' Terms and Conditions

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

# Terms and Conditions

The following terms and conditions are an agreement between you and MandarinRocks

## I Application and Payment

- 1 Apply online or print and send PDF application form via email or in person
  - 2 We will contact you via e-mail or by phone
  - 3 Pay deposit 450USD/400EUR within 7 days to confirm application
  - 4 Pay full payment at least 4 weeks prior to your start date
- \* Accommodation payment should be paid at least 6 weeks prior to check-in date
- \* Late applicants are accepted on case to case basis

## II Passport & Visas & Formalities

It is a must that students possess valid passport, visa , medical and travel insurance throughout the program

## III Course

- 1 Minimum age: 15yrs
- 2 Lessons length: 50 min.
- 3 Lesson Length will be shortened to 25 min when there are less than two students in one intensive group course
- 4 Change course fee: 85USD/70EUR
- 5 Time and venue of course is subject to change in accordance with school capacity in different periods of year
- 6 For private tuition, surcharge may occur for lessons given outside of school
- 7 For private tuition, you should notify the teacher at least 24 hours in advance if you want to delay or cancel lessons. If you do not show up at the pre-scheduled time (and have not notified the teacher of any delays), the hours will be treated as taught and the teacher is not obligated to wait for you. Monies paid associated with these hours will be forfeited.
- 8 Course cannot be transferred to other students

## IV Accommodation

- 1 Bookings start from two weeks, specifically from Sunday (14:00) before the course begins to the Saturday (12:00) immediately following the end of the course.
- 2 Accommodation price is subject to change in accordance with different periods of year
- 3 Accommodation request should be proposed at least 6 weeks before start date
- 4 Extension beyond the duration of course is subject to availability of space. 10% surcharge on price will occur for extra weekly extension after course ends if it can be arranged. 4 or more additional days will amount to the cost of another week.
- 5 The number of persons must not exceed the number of sleeping places (1 in single room shared apartment, 2 in private studio apartment) unless prior approved by us and is subject to surcharge. Exceeded numbers of persons, substitution of persons, sub-let are forbidden. Such events will result in immediate vacation of accommodation without refund.
- 6 If you do not check-in on the reserved date (and have not notified us of any delays), the accommodation will be released after 48 hours from the check-in time. If you do not arrive for your rental period, all monies paid will be forfeited.
- 7 All accommodation requires a security deposit due upon arrival (3000RMB or equivalent in USD/EUR for private studio apartment; 2000RMB or equivalent in USD/EUR for single room, in cash only). We will refuse access to the property if the security deposit is not paid at the time of arrival. This fee will cover any accidental damage caused to the rented apartment /room and is kept on file until your departure. The security deposit is returned at the end of the stay, provided that there are no damages and the apartment/room is left in good condition.
- 8 Utilities are included on normal use basis; excessive use and waste is subject to surcharge and it will be deducted from security deposit.

## V Refund Policy

- 1 Deposit: non refundable but may be applied to future registration in the same calendar year
- 2 Tuition, textbook fee and airport-transfer: refundable only if cancellation is made two weeks (14days) or more prior to set start date. 10% of above fee is retained to cover our expenses
- 3 Accommodation: refundable only if cancellation is made four weeks (28days) or more prior to set check-in date. 10% of above fee is retained to cover our expenses
- 4 If cancellation is not made prior to abovementioned time but before start date, 4 weeks of tuition fee and accommodation, textbook fee and airport-transfer will be retained by the school. The remainder will be refunded.
- 5 None of the policy 2-4 will apply if a student has enrolled a course based on a visa letter issued by the school
- 6 No refund after program starts for personal drop-outs including situations arising from inclement weather, illnesses, visa expiry etc.
- 7 Refund will be made within 60 days. Students need to apply to agency for refund if they pay through agency. The amount is subject to currency fluctuation.

## VI Code of Conduct

Students should observe MandarinRocks' regulations and policy. Students will be removed without a refund if they engage in illegal, violent or improper behavior.