

## 2008 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  Combined 20+5  Combined 20+10  Individual 20  Home Tuition

**Business Chinese**  Business Chinese 20  Individual 20  Home Tuition

**HSK Preparation**  HSK Preparation 20  Home Tuition

**Others**  Spoken  Character  Writing  Kids

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

Jan 07  Feb 11  Mar 17  Apr 07  May 05  Jun 02  Jun 30  Jul 14

Jul 28  Aug 11  Aug 25  Sep 22  Oct 20  Nov 17  Dec 22  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)

#### Payment

Bank Transfer  Credit Card (in person)  Cash (in person)

### 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 Complete Application Form and send in person, by mail, fax or via internet
  - 2 We will contact you by telephone, fax or via internet
  - 3 Bookings with Application & Registration Fee (75USD/50EUR) will be confirmed
  - 4 Pay full payment upon confirmation 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 Lessons length: 50 min.
- 2 Lesson Length will be shortened to 30 min when there are less than two students in one full time group course
- 3 Change course fee: 45USD/30EUR
- 4 For private tuition, surcharge may occur for lessons given outside of school
- 5 For cancellation or reschedule of private tuition, 24 hour notice should be given or there won't be make-up lessons
- 6 Course cannot be transferred to other students

## IV Accommodation

- 1 Bookings start from two weeks, specifically from Sunday before the course begins to the Saturday immediately following the end of the course.
- 2 Accommodation price is subject to change in accordance with different period 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

## V Refund Policy

- 1 Registration & Application Fee: non refundable but may be applied to future registration in the same year
- 2 Internship Placement: non refundable
- 3 Tuition, textbook fee and airport-transfer: refundable only if cancellation is made two weeks (14days) or more prior to set start date. 5% of above fee is retained to cover our expenses
- 4 Accommodation: refundable only if cancellation is made four weeks (28days) or more prior to set check-in date. 5% of above fee is retained to cover our expenses
- 5 If cancellation is not made prior to abovementioned time, 4 weeks of tuition fee and accommodation, textbook fee and airport-transfer will be retained by the school. The balance will be refunded. However, this will not apply if a student has enrolled a course based on a visa letter issued by the school
- 6 No refund after program starts
- 7 Refund will be made within forty days. Students need to apply to agency for refund if they pay through agency

## 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.