

2008 Study-Internship Application

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. _____

Do you have experience living or working in China or any other countries?

None Yes _____

(please specify when and for how long)

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 _____

Internship Intention

Preferred fields of internship (advertising, communication, education, engineering, finance, marketing, media, real estate, sales, trade, etc.)

First choice _____ Second Choice _____ Third Choice _____

What department would you like to work in? For what reasons?

What do you expect to gain from internship experience in China?

Other Information you need us to know

Program Data

Program you'd like to apply for

- Beginner 8 weeks Chinese course+ 4-12 weeks internship
 Elementary/Above 4 weeks Chinese course+ 4-12 weeks internship
 Elementary/Above 8 weeks Chinese course+ 4-12 weeks internship
 Others, please specify_____

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_____

Internship Duration

- 4weeks 8weeks 12weeks Others_____

Extra individual lessons during internship

- No Yes + 4 lessons per week + 6 lessons per week

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)

I have read and agree with Mandarinrocks' Study-Internship 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 with resume 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 8 weeks prior to your start 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 Internship

- 1 Participants must be aged between 18 and 27 , completed secondary school and speak fluent English
- 2 An interview may be organized with the host company before internship
- 3 Should the host company not accept the participant, we would make efforts to find a replacement company
- 4 Participants should abide by the regulations of MandarinRocks and host company
- 5 Attendance is mandatory unless prior agreement is given by MandarinRocks or host company
- 6 The internship is unpaid during internship period

V 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 program is subject to availability of space

VI 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

VII 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.