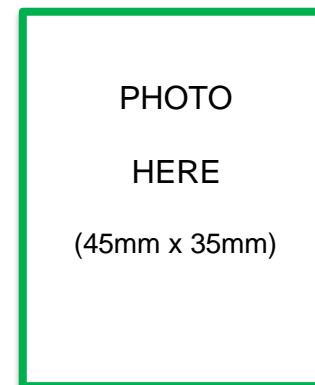




# MAPLE ACADEMY

## PRE-NURSERY BRIDGING CLASS

Shop 27, G/F, Corinthia By The Sea, 23 Tong Yin Street,  
Tseung Kwan O, Hong Kong  
T: +852 2185 6646 W: +852 6849 2840



Reference Number: \_\_\_\_\_

### Student Enrollment Form

#### STUDENT INFORMATION

English Full Name: Last \_\_\_\_\_ Middle \_\_\_\_\_ First \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
Chinese Full Name: Last \_\_\_\_\_ First \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ How many months: \_\_\_\_\_

Child's 1<sup>st</sup> Language: \_\_\_\_\_ Child's 2<sup>nd</sup> Language: \_\_\_\_\_

Name of sibling(s) (age): \_\_\_\_\_ (\_\_\_\_) Child is toilet trained YES / NO

#### SCHEDULE & FEES

### FULL ENGLISH IMMERSION CLASS (1 teacher to 8 students)

Start Date of 1<sup>st</sup> lesson (ddmmyy): \_\_\_\_\_

Circle your preference:

Age	21-36 months				
No. of sessions per week	1	2	3	4	5
Fees	\$3,000 / month	\$3,500 / month	\$4,000 / month	\$4,500 / month	\$5,000 / month
Which days? (Mon-Fri)					
Time	8:30-10:30am		11:00-1:00pm		2:00-4:00pm

\*10% discount if more than 3 lessons

\*Certificate, personalized portfolio and report card will only be available for children who attend a minimum of 3 months

Registration Fee\*: HK\$500 per new student

Class Deposit\*\*: HK\$3,000 per new student

Refundable by giving one full calendar month notice for class cancellation

\*\*Note: For all Maple Academy existing students, both the registration fee and the class deposit will be waived

## PARENT / GUARDIAN'S INFORMATION

Full Name: _____	Relationship: _____
Mobile Number: _____	Occupation: _____
Email: _____	
Full Name: _____	Relationship: _____
Mobile Number: _____	Occupation: _____
Email: _____	

## IMPORTANT NOTES

Does your child have any allergies, medical conditions, physical abnormalities or learning difficulties?  Yes  No

If "Yes", please give more details:

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPLICATION GUIDELINES

Application checklist, please submit the following documents:

- |   |   |
|---|---|
| <input type="checkbox"/> a completed student enrollment form for admission  | <input type="checkbox"/> a copy of your child's vaccination record                  |
| <input type="checkbox"/> a photocopy of your child's birth certificate / child's HKID / Passport (for non-HK residents) | <input type="checkbox"/> 2 passport photos of your child (Within the last 2 months) |
| <input type="checkbox"/> HK\$500 application fee# per new student (non-transferrable and non-refundable)                | <input type="checkbox"/> HK\$3,000 class deposit* (refundable)                      |

How did you hear about Maple Bear?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Online Search | <input type="checkbox"/> Event:               | <input type="checkbox"/> Word of Mouth          |
| <input type="checkbox"/> Social Media  | <input type="checkbox"/> Living Nearby: _____ | <input type="checkbox"/> Friend Referral: _____ |

## PARENTAL CONSENT AND ACCEPTANCE

1. I understand that there are limited places, a meeting with the family and child is required to assess the application. The school reserves all final rights.
2. I certify that the information provided is true and correct.
3. I understand and accept that a signed Student Enrolment Form is required before my child can start school.
4. I agree that in the event of a medical need, my child should be taken to the nearest hospital and pay all medical and other expenses incurred in the treatment of my child.
5. I consent to the use of images of my child participating in school activities on the school website, social media pages and promotional materials, unless I inform the Director of School with written declaration.
6. I know that all paid school fees are non-refundable and non-transferable. Deposit will be refunded by cheque with sufficient 1 month notice.
7. All documents provided will be used for admission related purposes only.
8. All documents of cancelled or unsuccessful applications will be destroyed.
9. School Fees are subject to change in the future. Parents will be notified in due course.
10. The personal data collected is strictly confidential and will not be disclosed to any external parties without prior consent or as required by law.
11. Class dates and seat can be postponed once only and can be maximum postponement for 1 month. If course fees need to be postponed any further, a new registration fee will be charged.
12. I agree to follow your school health policy and will not send my child to school if they have any sick symptoms. No make-up class nor refund will be provided.
13. Classes will not be available on public holidays. Classes run as normal during all Christmas, Chinese New Year, Easter and Summer holidays.
14. Classes will be cancelled in case of BLACK and above rainstorm warnings or Typhoon signal 8 or above is hoisted. No make-up class nor refund will be provided.
15. I understand that if teachers are sick or on holidays, the school will be responsible to arrange a qualified staff to teach the class.

I UNDERSTAND and ACCEPT the Terms and Conditions as stated above.

Signature of

Parent/

Guardian: \_\_\_\_\_

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

## PAYMENT INFORMATION

By Cheque Please make cheque payable to: MAPLE ACADEMY LIMITED	By Bank Transfer Bank: HSBC Name: MAPLE ACADEMY LIMITED Account number: 040-154-148-838	FPS Name : MAPLE ACADEMY LIMITED ID : 162658538
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\*\*Please put your child's name as the reference on the payment and send the bank confirmation to 6849-2840\*\*