



2011 In-House Programme Enrolment Form

Eduarts® Limited
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Trinity Guildhall Examinations - Communication Skills (8-12 years old)

Dates: 2011 Sept 3, 10, 17, 24; Oct 8, 15, 22, 29; Nov 5, 12, 19, 26
Time: 10:00am-11:30am
Fee: HK\$1,000 per month (1.5hr per session) (4 sessions per month)
A 10% discount is offered to 3 months enrolment.

Eduarts® Gifted Programme in Arts & Humanities

Dates: (Term 1) 2011 Sept 3, 10, 17, 24; Oct 8, 15, 22, 29
(Term 2) 2011 Nov 5, 12, 19, 26; Dec 3, 10, 17; 2012 Jan 7 (Open House)
Time: Junior (5-7 yrs) 1:30pm-3:30pm; Senior (8-12 yrs) 4pm-6pm &
Intermediate (13 yrs or above) 4pm-6pm
Fee: HK\$6,600 per term (2 hrs per session) (8 sessions per term)
Max 10 students per class
See full details sheet. By interview only.

The Dining Room®

Dates: Junior (Term 1) 2011 Sept 3, 10, 17, 24; Oct 8, 15, 22, 29
Junior (Term 2) 2011 Nov 5, 12, 19, 26; Dec 3, 10, 17; 2012 Jan 7 (Open House)
Senior (Term 1) 2011 Sept 3, 10, 17, 24; Oct 8, 15, 22, 29
Senior (Term 2) 2011 Nov 5, 12, 19, 26; Dec 3, 10, 17; 2012 Jan 14 (Open House)
Time: Junior (5-7 yrs) 9:30am-11:30am & Senior (8-12 yrs) 2pm-4pm
Fee: HK\$6,200 per term
See full details sheet. By interview only.

	Full Name	D.O.B (dd.mm.yy)	Sex (F / M)
Child 1			
Child 2			
Child 3			

I enclose a deposit of HK\$250 per child (in addition to programme fees):

No. of Children: _____ Total Deposit (Payable to *Eduarts Ltd*): HK\$ _____

Parent's Name: _____

Address: _____

Telephone No.: (Home) _____ (Office) _____ (Mobile) _____

Fax No.: (Home) _____ (Office) _____ Email: _____

I have read and agree with the terms and conditions.

Signature of parent

Date

Terms & Conditions

Age Groups

We accept children for Junior (5-7yrs), Senior (8-12yrs) and Intermediate (13yrs or above) programmes. However, there may be exceptional cases in which a child may move to a level that is suitable for his/her abilities. These will be considered on a case by case basis that may be brought to our attention through parents, teachers or the performance of the child during session.

By Interview and Invitation

Acceptance into the Dining Room[®] and Gifted & Talented programmes are by interview and invitation only. They are not open for make-up sessions by students not in these two programmes. If you are interested in these programmes, please let our staff know and we will make the necessary arrangements for an interview.

Session Size

Eduarts[®] would like to keep session sizes small for optimum attention to be given to each child. However, Eduarts[®] reserves the right to cancel programmes if there is insufficient enrolment. All fees paid up will be refunded under such circumstances.

Deposit

A refundable deposit of \$250 per child will be levied upon successful registration for a programme. Children who join more than one programme will be paying one deposit only. The deposit will be returned when the child leaves (or completes) the programme.

Duration Programmes

Unless otherwise stated, all sessions are 75 minutes long. There are 5 terms in a year: September to October; November to January; February to April; May to June; and the summer term of July and August.

Certificate of Attendance

Children who complete at least 80% of sessions will be awarded a Certificate at the end of the programme on condition that all fees have been paid.

Fees

All fees are payable in advance and are non-refundable except under Refund conditions. Fees are charged on a per term basis which is generally equivalent to 8 sessions. Please refer to details for specific programmes in each term. This does not apply to the summer term as sessions are arranged differently. All materials are included unless there are field trips outside of our premises. If inclement weather enforces the closure of Eduarts[®], we regret that no refund or make-up sessions are possible.

Make-Up Session (where available)

Generally, each term consists of 8 sessions. Should a session day fall on a public holiday or should your child miss a session for personal reasons, up to 2 make-up sessions will be offered within the same term. The exception is if the child is absent on the last few days of a term in which there are no more sessions for that particular term. In this event, the child can select a make-up session during the term immediately following. However, we cannot guarantee that the pace of learning or content of the make-up session is a continuation of the session that your child has missed. In the event that all sessions are fully, your child may choose a session from any other programme except for The Dining Room[®] and the Gifted & Talented programmes.

If sessions are cancelled due to inclement weather, we regret we will not be able to offer make-up sessions or refunds as suspension is enforced by the Government.

Food & Beverage on the Premises

The Dining Room[®] offers high tea as part of each session. F&B are provided by a professional caterer with high standards of hygiene in food preparation. While every care will be taken to maintain excellence, parents should notify Eduarts[®] if their children have food allergies or should not take specific F&B prior to the start of each term. All other programmes do not provide F&B. Children are asked not to bring their own food or drink aside from water as for reasons of hygiene and food safety.

Inclement Weather Arrangements

We follow the Government's decision on whether classes will take place or are suspended. This applies to all inclement weather conditions or special arrangements for bad weather. Please call us or check our voice recordings outside office hours for updates.

Start & Finish Times

Children are requested to arrive at Eduarts[®] 10 minutes before session begins. Sessions will start and finish on time. Latecomers will join the session when they arrive.

Registration for Programmes

All programmes are open for registration until they commence except for those that are by interview and invitation only. Enrolment forms are available from Eduarts[®] office. A child can join a programme after it has started provided there is a vacancy and fees will be pro-rated accordingly.

Trial Sessions

We are happy to entertain trial sessions for children who wish to join Living Arts. Payment for the trial session may be deducted from the fees upon successful registration in a class.

Refunds

In the event of a need to cancel a session, parents may choose a make-up session on another day within the same term or a refund may be made. We are not able to offer both a make-up session and refund. Should a child leave the programme early, 4 weeks written notification is required. We will refund the balance. A form will be made available. Refunds do not apply to enforced cancellations due to inclement weather.

Mobile Phones

While we do not recommend that children bring mobile phones with them, if they must be brought into Eduarts[®] premises, all mobile phones are to be switched off before the session begins. Parents who need to contact their children urgently are requested to call Eduarts[®] direct. In order to ensure that students maximize their learning, only emergency calls will be entertained.

Valuables

Students are asked not to bring any valuables with them. Eduarts[®] does not take responsibility for any loss of personal property.

Fire Safety

The premises are equipped with fire extinguishers that comply with fire regulations. Staffs are also trained to evacuate children in the event of an emergency.