

Superior Education 沐惠中文學校

2011 - 2012 週六班報名表

Saturday School Registration Form

報名日期 Date Register: _____

中文姓名 Chinese Name		英文姓名 English Name		中文程度 Chinese Level		擬入班別	
				<input type="checkbox"/> 未讀 never <input type="checkbox"/> 注音 <input type="checkbox"/> 華語__冊 <input type="checkbox"/> 台灣版__冊			
性別 Sex	生日 DOB	年齡 Age	American School Name	City of the School		Current Grade	
<input type="checkbox"/> M <input type="checkbox"/> F	/ /						
父親姓名 Father's Name		母親姓名 Mother's Name					
				家 (H) Phone		住址 Home Address	
父工作電話(W)Father's No.		母工作電話(W)Mother's No.					
父行動電話(C)Father's No.		母行動電話(C)Mother's No.		緊急聯絡人 Emergency Contact		緊急電話 Emergency Number	
家庭醫生 Family Doctor		醫生電話 Doctor's No.		醫生地址 Doctor's Address			

Authorized Personnel to Pick up Students:

EMERGENCY AUTHORIZATION & INSURANCE WAIVER DECLARATION 緊急處理及免醫療保險聲明書

This is to declare that the above named student has our permission to participate in the Superior Education activities. He/She is in good physical condition and has adequate medical insurance coverage. In case of an accident Superior Education has my (our) authority to provide necessary emergency medical attention. In consideration of my (our) child's participation, I(We) hereby release any responsibility that Superior Education their officers, employees and agents from any and all liability that may occur as a result of his/her attendance in any programs at Superior Education.

Parent Signature: **X**

Date: _____

班別 Classes	上課時間 Class Schedules	費用 Fee Schedule	其他費用 Additional Fee	應繳各項費用 Subtotal/ Class
(一)週六中文班 Saturday Chinese Classes	週六 Saturday 9 a.m. - 12 p.m.	1 st Child: \$400 元 2 nd Child: \$380 元	新生註冊費: \$30 元 New Student Registration Fee \$30 教材費:Material Fee: \$40 元	
(二) 幼兒中文課:	週六 Saturday 9 a.m. - 12 pm.	每期十一堂課\$200.(同一家庭第二子女 10%OFF)	教材費:Material Fee: \$20 元/ session	
(三)SATII 中文考試考前衝刺班 Advanced SAT II Chinese Test Review Course (Test Date 11/5/2011)		全期 \$450 元, 9/10/11~10/29/11 Every Sat. 1:00 p.m. - 3:30 p.m.	教材費:Material Fee:\$30 元	
(四) IQ Chinese 家教班		學費:每期十堂課,每次上課兩小時,共 20 小時,學 費 \$350, 教材費每級(初級\$35, 中高級\$60. 可任 選時間, 適合忙碌的學生.)	教材費:Material Fee:\$30 元	
(六) AP 中文課(9/10 開課) Review Course (Test Date 5/7/10)		學費每期\$450 元,每期十堂課	教材費:Material Fee:\$50 元	

➤ **We also carry many other programs- ESL, TOEFL, Private tutoring and other special customized programs.**

T O T A L

總計 TOTAL	Check Payable to Superior Education INC. 支票抬頭: Superior Education INC	支票面額	支票號碼	存款日期
		Check Amount	Check #	Deposit Date

---Please Read the School/ Refund Policy on the Back---

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Policy

I/We, _____, the parent(s) of _____, have read, understand, and agree to Superior Education 沐惠中文學校 policy.

- 1) Tuition is due at the beginning of the month and no later than 3 days. Otherwise, there will be a penalty of \$25 tuition late fee. By the end of the week, late fee is 10% of regular tuition – NO EXCEPTIONS! We do understand that in some circumstances it may slip your mind due to busy schedules, but we have a busy schedule as well and a business to run. It is not a personal preference, but a matter of ethics and common courtesy; a service is being provided to you.
- 2) There will be NO make-up classes, credit, or refund for missed after-school classes (and/or transportation fee/s) unless it's an extreme emergency (according to Superior Education). In the event that your child misses a day, you may request for your child to receive a one-hour private tutoring session (a \$35 – \$50 value) to be completed within the month (if it's at the end of the month – must be completed by the first week of the following month).
- 3) If you decide to withdraw your child, please give us at least 10 days advance notice. In the event that you withdraw your child without proper notice, you will still owe for the week for after-school program and classes. For private tutoring sessions, you will still owe for two sessions.
- 4) If you sign your child up for a class, you are paying the CLASS RATE. DO NOT expect to have PRIVATE TUTORING or special privileges just for your child! If you want private tutoring for your child, expect to pay the required rate. Sometimes, when you sign your child up for a class, your child is the only one at the moment (so in a sense, it is like private tutoring), BUT Superior Education has the right to enroll other students in the class as time progresses.
- 5) There will be NO make-up classes, credit, or refund for missed private tutoring lessons unless Superior Education was given 48 hours advance notice (or in an emergency 24 hours notice and agreed upon by Superior Education). DO NOT expect your child to tell us when he/she is missing a day. If they forget, it's still the parents' responsibility, so make sure you double-check that we do know your child is missing a day.
- 6) Parents or students are NOT allowed to request the tutor's phone number nor give their phone number(s) to the tutors. Tutors have a contract that they are not allowed to tutor Superior Education students outside of the facility, unless it's arranged by Superior Education for in-home tutoring. If you are found to be in violation of Superior Education policy, Tutor World will have the right to charge for the services, and/or refuse continuing service (without refund) and/or sue either party. ALL CHANGES must be made directly through the office director.
- 7) Student(s) must be picked up on time (at the finish of program you signed up for). There will only be a 10-15 minutes courtesy period (unless uncontrollable circumstances arise, agreed upon by Superior Education). After that, it'll be \$5 for the first 15 minutes overtime due upon pick-up (otherwise it'll be added to your child's tuition), \$25 after that (up to the hour), otherwise additional fees will apply. Please try to be prompt. If you have an emergency or KNOW you will be running late, please call in advance.
- 8) We are NOT a daycare so if you want a tax i.d. number (to report on taxes) at the end of the year, a receipt can be given to you for your record of services rendered, but it will say STRICTLY tutoring service(s) provided. Use to your advantage at your own risk but Superior Education must be notified in writing of your uses (and ONLY if Superior Education agrees). We will NOT be responsible for how you report your taxes and for any misunderstandings due to misuse of Superior Education information. If Superior Education encounters any complications as a result of your actions, you will be liable and responsible for any and all expenses that arise to correct the issues(s).
- 9) Tuition is based on 4-weeks/month (20 school days Monday – Friday). If there is an excess amount of days or 5-weeks, you will be pro-rated for services provided, same goes for weekend tutoring.
- 10) There is no refund for one/two-day national holidays during the month (i.e. Thanksgiving/Christmas). However, upon request, your child will be entitled to obtain a 1-hour private tutoring session/day, catered to him/her as compensation – to be completed within the month (if it's at the end of the month – must be completed by the first week of the following month).
- 11) All materials provided to your child are for your child's use ONLY. Materials are not to be duplicated or given to others, without prior notice to Superior Education.

Parent or Guardian (print) Date

Parent or Guardian (sign) Date