



2021 Nursery Summer Registration Form 幼兒園暑期課程報名表

Kowloon City Headquarter 九龍城總校

Please complete in **BLOCK LETTERS**. 請用英文正楷填寫所有部分。RECEIPT will be sent through the school's APP only. 收據將會通過學校應用程式發出。

Student Detail 學生資料

Surname 英文姓氏	First Name 英文名字		
Grade (09/2021) 新學年級別	DOB 出生日期	DD/MM/YYYY 日/月/年	Gender F / M 性別 女 / 男

Important Dates & Discounts 重要日期和優惠

15/5 (Sat)	5% off Imperial Preschool Course Early-Bird Offer Deadline 學前課程早鳥優惠截止日期	2/7 (Tue)	Summer Course Starts 暑期課程開始
4/8 (Wed)	New Academic Year Early-Bird Offer Deadline 新學年課程早鳥優惠截止日期	28/8 (Sat)	Summer Course Ends 暑期課程結束
1/9 (Wed)	New Academic Year Starts 新學年課程開始	TBC	Parents Day 家長日

Payment Options 付款方法

<input style="width: 100%;" type="text"/> Cheque Number 支票號碼 _____ (payable to 支票抬頭 "Imperial Academy Limited")	<input type="checkbox"/> Cash 現金
<input type="checkbox"/> Bank Transfer 銀行轉賬 HSBC 匯豐銀行 400-864062-001 (Please send bank-in slip to school application 'Instant Message') (請發入數紙到學校應用程式的即時通訊)	<input type="checkbox"/> FPS 轉數快 FPS ID: 160 568 317 (Please send bank-in slip to school application 'Instant Message') (請發入數紙到學校應用程式的即時通訊)

Allergies / Medical Conditions:

Course / Class	No. of Classes / Weeks	
		\$
		\$
		\$
Official Use Only Staff:	Discounts	\$
Collection Date:	Material Fee	\$
No.:	Total	\$
Balance Due		\$

Parent / Guardian Details and Consent 家長 / 監護人資料及同意聲明

By signing below I declare that I have read and understand the Terms and Conditions set by Imperial Academy Limited. I agree to be contacted by the Imperial Academy regarding this declaration. You may use my details to send me information about Imperial Academy's offers, discounts, events and services which may be of my interest. If I do not wish to receive the information, I will tick here . 以下簽署為本人確認已閱讀及明白 Imperial Academy 定下的條款。Imperial Academy 可以根據本人提供的資料，發放可能本人對中心感興趣的優惠、折扣、活動和服務的詳情。如本人不希望接收這些資料，會在內打勾。

Name of Parent / Guardian 家長/監護人姓名	Contact Number 聯絡電話
Signature of Parent / Guardian 家長/監護人姓名簽署	Emergency Contact 緊急聯絡電話

Disclaimer: Imperial Academy Limited takes all reasonable steps to provide continuity of services. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If our services are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. 聲明: Imperial Academy Limited 將採取所有合理措施，以確保課程順利完成。如果因任何超出本中心控制範圍的因素而被中斷，本中心既不負責。如課程被影響、取消或延遲，我們當盡力確保盡快恢復正常服務。

Please see the example in the box on the right and fill in the calendar.
 July and August 七月和八月

Example: 09:30 - 10:30 Reading 14:30 - 16:30 RWG 2 F
--

Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五	Saturday 星期六
28/6	29/6	30/6	1/7	2/7	3/7
5/7	6/7	7/7	8/7	9/7	10/7
12/7	13/7	14/7	15/7	16/7	17/7
19/7	20/7	21/7	22/7	23/7	24/7
26/7	27/7	28/7	29/7	30/7	31/7
AUG 2/8	3/8	4/8	5/8	6/8	7/8
9/8	10/8	11/8	12/8	13/8	14/8
16/8	17/8	18/8	19/8	20/8	21/8
23/8	24/8	25/8	26/8	27/8	28/8
30/8	31/8	1/9	2/9	3/9	4/9

Price List (All prices listed below are in Hong Kong Dollar)

Course 課程 / Month 月份	July 七月	August 八月	July and August 七月和八月	
Baby Playgroup (6 - 12 mths) 1 lesson/week Sat (六) 11:30 - 12:15 (English)	1,750	1,400	2,370	
Toddler Playgroup (12 - 18 mths) 1 lesson/week Sat 10:30 - 11:30 (English)	1,750	1,400	2,370	
Nursery (19 - 24 mths) 1 lesson/week Sat 9:30 - 10:30 (English)	1,750	1,400	2,370	
Nursery (19 - 24 mths) 1 lesson/week Wed 9:30 - 10:30 (Mandarin)	1,400	1,400	2,110	
Nursery (19 - 24 mths) 2 lessons/week Fri 9:30 - 10:30 (English) Sat 9:30 - 10:30 (English)	3,000	2,400	4,740	
Nursery (19 - 24 mths) 2 lessons/week Wed 9:30 - 10:30 (Mandarin) Sat 9:30 - 10:30 (English)	2,520	2,240	4,120	
Nursery (19 - 24 mths) 3 lessons/week Wed 9:30 - 10:30 (Mandarin) Fri 9:30 - 10:30 (English) Sat 9:30 - 10:30 (English)	3,500	3,000	5,480	
Imperial Preschool Course* 學前課程 / Month 月份	1	2**	3**	4**
4 days/week Tue, Wed, Thu (English) Fri (Mandarin) Drop off time: 9:30-9:45 School time: 9:45-11:45 Pick-up time: 11:45-12:00	4,800	9,120	12,960	16,320

*Imperial Preschool Course is an on-going course. 學前班是行常課程。

**To entitle discount and package fee, the months must be consecutive and course fee must be paid in full not by month. 折扣優惠只應用於報讀連續月份，並且必須全額支付課程費用，而不是按月支付。

暑期課程條款

註冊- 入讀 Imperial Academy 可能需要進行課前評估，以確定學生是否適合參加課程。- 如果有學生不符合課程的最低要求和/或可能影響其他學生在該中心的學習，Imperial Academy 保留拒絕錄取任何學生的權利。- 轉換課程或更改課程級別的申請，必須由 Imperial Academy 根據學生評估結果和學位的情況而決定。- **在暑假期間，最多 10% 的課程可免費更改壹次。**其後，每個改動將收取 100 元的行政費。

學費- 學生必須在課程開始前 2 週結算所有課程費用（例子：從 7 月 2 日開始的夏季學期，所有課程費用必須在 6 月 15 日前結算）。如果學生沒有支付課程費用，Imperial Academy 保留拒絕學生上課的權利。- 所有學費均根據夏季課程小冊子上公佈的收費或最新發布的修訂（如果有）計算。- 暑期課程小冊子中所示的一定數量/小時的優惠課程，**不接受按比例付款。**

支付學費- 本中心課程名額以先到先得形式報名，並須繳交報名費及全期學費方屬確認。- 付款可以通過現金/支票/銀行轉賬結算。

支付學費方式

現金- 請在 Imperial Academy 九龍城總部或西九分校接待處以現金支付。- 請不要通過郵件發送現金。Imperial Academy 不對郵寄的現金損失負責。支票- 請在劃線支票抬頭寫上“Imperial Academy Limited”。不接受過期支票。

通過銀行轉賬- 請存入匯豐銀行帳戶。帳戶名稱：Imperial Academy Limited，帳戶號碼：400-864062-001。轉賬請註明學生全名及家長聯絡電話。銀行存款單必須通過學校應用程式中的“即時通訊”送，或郵寄至香港九龍城福佬村道 18 號 1B 舖或親自遞交到我們的接待處

退回學費- **已繳交的按金和課程費用均不可退還，不可轉讓給其他學生和不可兌換其他服務。**

惡劣天氣安排

颱風- 在懸掛 8 號或以上颱風訊號時，課程將會取消。

雷暴和暴雨- 在上午 08:00（早上）和上午 10:30 至下午 1:00（下午）之前發出黑色雷暴/暴雨警告或更高級別的班級將取消課程。- 如果黃色和紅色暴雨警告發出時，課堂將如常舉行。- 對於因上述情況而被取消的課程，Imperial Academy 將盡力提供補課，但是不作任何保證。有關課程安排的信息將發佈在學校應用程式“通告”欄和學校的 Facebook 頁面上。

補課安排- **補堂上限不論原因每月最多為百分之十，並必須通過學校應用程式的“請假申請”中請假，才有資格安排補課。未經適當通知而缺席的課堂將未能安排補課。**- **缺席的課堂必須在 7 月和 8 月之間補回，不能轉到下一學期(9 月)補回。**- **如果我們提供的補課日期和時間與您孩子的時間未能配合，我們無法保證補課。**- **我們不會重新安排已經預先安排或錯過的補課。**

相片、攝影、音頻及其他媒體- Imperial Academy 保留使用參與計劃活動的兒童和家長/監護人的照片，視頻和/或錄音的權利，用於教師培訓，課程和/或宣傳目的。

更新資料- 如有任何個人資料變更，請告知 Imperial Academy。- Imperial Academy 保留更改導師或重新安排或取消任何課程的權利，恕不另行通知。- Imperial Academy 保留更改上述條款的權利，恕不另行通知。

免責聲明：將採取所有合理措施，以確保服務包括課程及活動順利完成。如果因任何超出本中心控制範圍的因素而被中斷，本中心既不負責。如課程及活動被影響、取消或延遲，我們當盡力確保盡快恢復正常服務。（本譯文只供參考，內容如有爭議，概以原文英文本為準）

Summer Course Terms & Conditions

Enrollment- Enrollment in Imperial Academy may be subject to pre-course assessment to determine student's suitability to enrol in lessons.- Imperial Academy reserves the right to refuse the admission of any student who, in its opinion, does not meet the minimum requirement for courses and/or may impact the learning of other students' at the centre.- Requests to switch courses or skip course levels will be subject to Imperial Academy's assessment and course availability.

Tuition- Students must settle all course fees 2 weeks before course commencement (ie. For Summer Term that starts on 2 July, all course fees must be settled by 15 June). Imperial Academy reserves the right to withdraw or preclude the student from attending class if student had not settled the course fee.-

All tuition fees are calculated according to the published rates in the current brochure and website or the latest published amendment, if any.- Courses encompass a package of a certain number of class/hours as indicated on the Summer brochure. Therefore, no pro rata payment will be accepted.

Payment of fee(s)- Successful enrolment into classes are on a first come first served basis with full payment.- Payment can be settled by cash/cheque/bank transfer.

Payment Methods

1. By cash- Please pay in cash at Imperial Academy Kowloon City Headquarter or West9 Branch reception.- Please do not send cash by mail. Imperial Academy will not be responsible for loss of cash payment sent by mail.

2. By cheque- Please make crossed cheques payable to “Imperial Academy Limited”. Post-dated cheques will not be accepted.

3. By Bank Transfer- Please deposit to Imperial Academy Limited at HSBC account no. 400-864062-001 with reference made with enrolled student's full name and parents' contact number. Bank-in slip must be sent through “Instant Message” in our school Application or sent by post to Shop IB, No.18 Fuk Lo Tsun Road, Kowloon City, Hong Kong or hand in to our reception in person.

Refunding the fee(s)- Our deposit and course fee(s) is non-refundable, non-transferable and non-exchangeable.

Extreme Weather Arrangement- Refers to the cancellation of classes subject to weather conditions:

1.1 Typhoons- Class(es) will be cancelled at the hoisting of a Typhoon Signal Number 8 or higher.

1.2 Thunderstorms and Rainstorms- Classes will be cancelled at the announcement of a Black thunderstorm/rainstorm warnings or higher before 08:00 am for morning and between 10:30 am to 1:00 pm for the afternoon session. Classes will run as normal for the Amber and Red thunderstorm warnings.- For classes cancelled due to the above conditions, Imperial Academy will try to accommodate with make up lessons with no guarantee. Information regarding class arrangement will be posted on “Notice” of school Application and the company Facebook page.

Make-up Classes- Make-up class policy only apply to students who miss their classes due to their sickness.- A maximum of 10% classes may be rescheduled once without charge during the summer term. Thereafter, a \$100 administrative fee will be charged.- Leaves must be taken through the “Leave Application” function in the school Application in order to be eligible for scheduling make-up classes. Classes missed without proper notice will not be made-up later.- Make-up classes must be taken within July and August and cannot be carried over to the next term, i.e. September.- If our available dates for make-up lessons do not match your child's availability, we cannot guarantee a replacement class.- We do not reschedule a missed or pre-arranged make-up class.

Photography, audio and video capture- Imperial Academy Limited reserves the right to use photos, videos, and/or sound recordings of children and parents/guardians participating in programme activities, for teacher training, curriculum and/or promotional purposes.

Change of Information- Please inform Imperial Academy on any changes of personal information.- Imperial Academy reserves the right to change tutors or reschedule or cancel any classes as deemed necessary without prior notice.- Imperial Academy reserves the right to change the above terms & conditions without prior notice.

Disclaimer: Imperial Academy Limited takes all reasonable steps to provide continuity of services. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If our services are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. We reserves the right to make the final decision in case of disputes and to make changes to policy.