



## THE OPEN CLASSROOM Application Form

Regular School Term Program 2023-24

Applications may also be submitted via Google Form. Please email us for the most up-to-date link.

### I. Student Information

Last Name:	First Name:	Sex (M/F):
Date of Birth (mm/dd/yy):	School:	School Grade/Level:
Home Address:	Student's Email:	How did you hear about us? If referred, please write name of referral party:
Parent's Name:	Parent's Email:	Contact Number:

### II. Tuition & Enrollment

Tuition per Class	Enrollment ( <i>Please check one</i> )	Discount per Student
<b>KINDERGARTEN TOPICAL*</b> : K1 (1 hr): \$620 / K2-K3 (1.5 hr): \$880 <b>PRESENTATION COURSE</b> : K1 (1 hr): \$620 / K2-G2 (1.5 hr): \$880 <b>P1 INTERVIEW COURSE</b> : K2-K3 (1.5 hr): \$880 <b>PUBLIC SPEAKING COURSE</b> (1.5 hr): G3+: \$920 <b>CAMBRIDGE COURSE</b> Starters/Movers/Flyers (1.5 hr): \$880 <b>WRITING*</b> (1.5 hr) <ul style="list-style-type: none"> <li>Foundation: \$880 / Enrichment: \$920 / Advancement: \$980</li> </ul> <b>PRIVATE/SEMI-PRIVATE</b> (all ages): Please contact us for pricing ( <i>we also offer home tutoring for an additional fee</i> )	I would like to enroll my child for: <input type="checkbox"/> <b>3 terms</b> (36 classes) <input type="checkbox"/> <b>2 terms</b> (24 classes) <input type="checkbox"/> <b>1 term</b> (12 classes) <input type="checkbox"/> <b>Private class</b> (8 classes)	<ul style="list-style-type: none"> <li><b>Early Bird Discount: 10% discount</b> for enrollment in our regular term courses by June 30<sup>th</sup>, 2023</li> <li><b>Loyalty Discount: 10% discount</b> for upfront enrollment of 3 consecutive terms (<i>a minimum enrollment of 30 group or 24 private classes is required</i>)</li> <li><b>Sibling Discount: 5% discount</b> for each sibling, which is applied to a single invoice for all siblings' tuition (<i>does not apply to private classes</i>)</li> </ul>
<p>* For all regular term students enrolled for kindergarten and writing course, there will be a <b>\$300 fee per term</b> (12 classes or less) for course material which includes professionally printed course material.</p> <p>** All new enrollments are subject to a <b>one-time \$350 registration fee</b>. Discount does not apply to this or the above fee.</p>		<p>The total discount per student will be <b>capped at 10%</b> per course. To be clear, if the total applicable discount amounts to 15%, the total discount applied to the tuition will still be 10%.</p>

### III. Weekly Class Schedule (Page 1)

Please check the preferred class timeslot for your child's level. Please also note that our class schedule is subject to change throughout the year based on enrollments, and the timeslots below assist us with placing your child. New students are advised to contact us and schedule a placement test to determine level of enrollment. Classes meet on a weekly basis.

Courses	Class time by Level:			
<b>Topical / Presentation / Cambridge / PI Interview</b>	<b>K1 Topical</b> <input type="checkbox"/> TUE 10 – 11am <input type="checkbox"/> THU 10 – 11am <input type="checkbox"/> WED 3 – 4pm <input type="checkbox"/> FRI 3 – 4pm	<b>K2 Topical / K2-K3 Presentation / Starters / P1 Int.</b> <input type="checkbox"/> MON 10 – 11:30am <input type="checkbox"/> THU 2:30 – 4pm <input type="checkbox"/> TUE 10 – 11:30am <input type="checkbox"/> FRI 2:30 – 4pm <input type="checkbox"/> TUE 2:30 – 4pm <input type="checkbox"/> SAT 9:30 – 11am <input type="checkbox"/> THU 10 – 11:30am		<b>K3 Topical / G1-2 Presentation / Movers/Flyers / P1 Int.</b> <input type="checkbox"/> MON 2:30 – 4pm <input type="checkbox"/> FRI 2:30 – 4pm <input type="checkbox"/> TUE 10 – 11:30am <input type="checkbox"/> SAT 9:30 – 11am <input type="checkbox"/> WED 3 – 4:30pm <input type="checkbox"/> SAT 3 – 4:30pm <input type="checkbox"/> THU 4 – 5:30pm
<b>Writing Foundation Grade 1-5</b>	<input type="checkbox"/> <b>Level 0:</b> MON 4 – 5:30pm <input type="checkbox"/> <b>Level 0:</b> TUE 5:30 – 7pm <input type="checkbox"/> <b>Level 0:</b> WED 4:30 – 6pm <input type="checkbox"/> <b>Level 0:</b> FRI 4 – 5:30pm <input type="checkbox"/> <b>Level 0:</b> SAT 3 – 4:30pm	<input type="checkbox"/> <b>Level 1:</b> MON 4 – 5:30pm <input type="checkbox"/> <b>Level 1:</b> TUE 5:30 – 7pm <input type="checkbox"/> <b>Level 1:</b> WED 4:30 – 6pm <input type="checkbox"/> <b>Level 1:</b> FRI 5:30 – 7pm <input type="checkbox"/> <b>Level 1:</b> SAT 1:30 – 3pm	<input type="checkbox"/> <b>Level 2:</b> MON 4:15 – 5:45pm <input type="checkbox"/> <b>Level 2:</b> WED 4:30 – 6pm <input type="checkbox"/> <b>Level 2:</b> THU 5:30 – 7pm <input type="checkbox"/> <b>Level 2:</b> FRI 4 – 5:30pm <input type="checkbox"/> <b>Level 2:</b> SAT 3 – 4:30pm	<input type="checkbox"/> <b>Level 3:</b> MON 4:15 – 5:45pm <input type="checkbox"/> <b>Level 3:</b> TUE 5:30 – 7pm <input type="checkbox"/> <b>Level 3:</b> THU 4:30 – 6pm <input type="checkbox"/> <b>Level 3:</b> FRI 4 – 5:30pm <input type="checkbox"/> <b>Level 3:</b> SAT 11am – 12:30pm
<b>Writing Enrichment Grade 5-9</b>	<input type="checkbox"/> <b>Level 0:</b> MON 4:15 – 5:45pm <input type="checkbox"/> <b>Level 0:</b> WED 4:30 – 6pm <input type="checkbox"/> <b>Level 0:</b> THU 5:30 – 7pm <input type="checkbox"/> <b>Level 0:</b> FRI 5:30 – 7pm <input type="checkbox"/> <b>Level 0:</b> SAT 9:30 – 11am	<input type="checkbox"/> <b>Level 1:</b> MON 4:15 – 5:45pm <input type="checkbox"/> <b>Level 1:</b> WED 4:30 – 6pm <input type="checkbox"/> <b>Level 1:</b> THU 5:30 – 7pm <input type="checkbox"/> <b>Level 1:</b> FRI 4 – 5:30pm <input type="checkbox"/> <b>Level 1:</b> SAT 1:30 – 3pm	<input type="checkbox"/> <b>Level 2:</b> MON 5:45 – 7:15pm <input type="checkbox"/> <b>Level 2:</b> TUE 4 – 5:30pm <input type="checkbox"/> <b>Level 2:</b> THU 5:30 – 7pm <input type="checkbox"/> <b>Level 2:</b> FRI 5:30 – 7pm <input type="checkbox"/> <b>Level 2:</b> SAT 11am – 12:30pm	<input type="checkbox"/> <b>Level 3:</b> MON 5:45 – 7:15pm <input type="checkbox"/> <b>Level 3:</b> TUE 4 – 5:30pm <input type="checkbox"/> <b>Level 3:</b> THU 5:30 – 7pm <input type="checkbox"/> <b>Level 3:</b> FRI 4 – 5:30pm <input type="checkbox"/> <b>Level 3:</b> SAT 4:30 – 6pm

### III. Weekly Class Schedule (Page 2)

Please check the preferred class timeslot for your child's level. Please also note that our class schedule is subject to change throughout the year based on enrollments, and the timeslots below assist us with placing your child. New students are advised to contact us and schedule a placement test to determine level of enrollment. Classes meet on a weekly basis.

Courses	Class time by Level:	
<b>Writing Advancement</b> Grade 9+	<input type="checkbox"/> <b>Level 0:</b> MON 5:45 – 7:15pm <input type="checkbox"/> <b>Level 0:</b> SAT 11am – 12:30pm	<input type="checkbox"/> <b>Level 1:</b> TUE 5:30 – 7pm <input type="checkbox"/> <b>Level 1:</b> THU 4:30 – 6pm
<b>Public Speaking</b>	Please list your preferred class times below. <b>1<sup>st</sup> choice:</b> <u>(day) _____ (time) _____</u> <b>2<sup>nd</sup> choice:</b> <u>(day) _____ (time) _____</u>	
<b>Private</b>	Please list your preferred class times below. <b>1<sup>st</sup> choice:</b> <u>(day) _____ (time) _____</u> <b>2<sup>nd</sup> choice:</b> <u>(day) _____ (time) _____</u> <b>3<sup>rd</sup> choice:</b> <u>(day) _____ (time) _____</u>	

If none of the above class times fit your schedule, please list your child's level and ALL available times. We will contact you once class is formed at your preferred class time.

Interested Course:	Class Level:	All available times:

### IV. Payment Methods

- **By check:** Please make checks payable to "The Open Classroom Limited". A fee of \$150 will be charged for bounced checks. Post-dated checks will not be accepted.
- **By bank transfer:** Please deposit to The Open Classroom Limited at Hang Seng account no. **773-875315-883** referencing full name of enrolled student and parent. Deposit slip must be emailed to [info@theopenclassroom.com.hk](mailto:info@theopenclassroom.com.hk) in order to complete your enrollment.

### V. Signature

By completing the payment process, you confirmed that you have read and agreed to our terms and conditions.

Signature of Parent:	Date:

**Terms and Conditions (Page 1 of 2)****Enrollment**

- Enrollment is continuous and on a first-come first-serve basis. Enrollment is confirmed only upon the receipt of your application form and the settlement of your full payment.
- For regular term enrollments, the first writing and vocab & comprehension assessment is free of charge. Subsequent assessments are priced at \$200 each.
- A non-refundable registration fee of \$350 will be charged for all new enrollments.

**Tuition**

- You are required to let us know at the time of payment if your child will be missing any of the classes. Tuition fees shall be pro-rated accordingly. Apart from situations stipulated under “Cancellation, Transfer and Refund” in our terms and conditions, we regret that no refunds will be granted for classes that have been paid for.
- Your child’s space in class is confirmed upon the settlement of full payment. If full payment is not received by the first class, we reserve the right to discontinue student’s participation until full payment has been received.
- For all regular term students enrolled in the writing program and kindergarten topical course, there will be a \$300 fee per term (12 classes or less) for course materials, which include professionally printed workbooks. \$300 will be charged to replace a lost workbook.

**Payment Methods**

- **By check:** Please make checks payable to “The Open Classroom Limited”. A fee of \$150 will be charged for bounced checks. Post-dated checks will not be accepted.
- **By bank transfer:** Please deposit to “The Open Classroom Limited” at Hang Seng account no. **773-875315-883**, referencing enrolled student’s and parent’s full name. The deposit slip/payment confirmation must be emailed to [info@theopenclassroom.com.hk](mailto:info@theopenclassroom.com.hk) in order to complete your enrollment.

**Makeup Class**

<b>Regular Program</b>	<ul style="list-style-type: none"> <li>• Makeup classes will be granted for missed classes with 24 hours’ advance notice or if student is sick with the presentation of a doctor’s note.</li> <li>• Each student is awarded <b>TWO</b> make up classes for a term of 12 paid classes, <b>ONE</b> makeup class for 11 paid classes and none for a term of 10 or less paid classes. Makeup classes cannot be carried over to any subsequent term.</li> <li>• Makeup classes are not transferable between students, modules or programs.</li> <li>• Makeup classes are subject to availability and we will try our best to place your child in a class at the same level. If such class is unavailable, we shall use our best efforts to offer a private session (shorter in duration than a normal group class) subject to our available timeslots and teachers. Makeup classes may or may not be conducted by the student’s regular teacher. We will try our best to accommodate your child, but cannot guarantee the availability of your desired class time.</li> <li>• Parents are responsible to initiate arrangement of makeup classes within one week of missing class. Students shall attend makeup classes within one month of missing class. Any outstanding makeup classes will be forfeited and will not receive a refund.</li> </ul>
<b>Holiday Program</b>	No makeup classes will be offered for holiday courses, including summer, Christmas, CNY and Easter.
<b>Private Classes</b>	To cancel or reschedule classes, we require a minimum of 24 hours’ advance notice unless the student is sick with the presentation of a doctor’s note. Otherwise, class will be charged in full if cancellations are made less than 24 hours or without a doctor’s note.

## Terms and Conditions (Page 2 of 2)

### Cancellation, Transfer and Refund

- We reserve the right to cancel a class. Unless such class is cancelled due to weather conditions, a refund in full or on a pro-rata basis will be issued.
- We reserve the right to cancel an enrollment for any reason we see fit and issue a full refund of the tuition for the remaining classes.
- Classes paid in full are not transferable.
- For private classes, we have a 24-hour cancellation policy. Cancellations made less than the specified notice period will be charged in full.
- All paid classes will not be refunded for reasons other than those stated above.

### Public Holidays and Weather Conditions

- We are closed on public holidays (with the exception of July 1<sup>st</sup>).
- We do not hold classes when typhoon signal 8 or black rain signal is hoisted. In cases when such weather signals are lowered two hours before the scheduled start time of the class, students are expected to attend class as normal. We do not schedule makeup classes or issue refunds for classes cancelled due to weather conditions, but we may offer the option of attending online via Zoom at the usual class time.

### Rights

- All of The Open Classroom's materials are strictly limited for our current students and may not be reproduced, republished, distributed or otherwise exploited in any manner without our company's written consent.
- The Open Classroom's name and logo and all related trademarks, and other intellectual property are the property of The Open Classroom and cannot be used without our company's prior written consent.
- Soliciting our employees and staff for tutorial outside of The Open Classroom without our company's permission is strictly forbidden.
- The Open Classroom reserves the right to cancel and refund any class with less than three students.

### Disclaimer

- The Open Classroom will not be held responsible for any personal injuries, accidents, losses and damages to the students and their belongings. You further agree to waive any and all claims you may have against, and release from all liability, and agree not to sue The Open Classroom and its officers, employees, agents, volunteers and representatives for any personal injury, accident, property damage or loss sustained as a result of your child's participation in any activities held within or outside our premise during class time, arising out of any cause whatsoever.
- By enrolling your child in our courses, you acknowledge that this course is suitable for your child, and you are not relying on any oral or written representation or statements made by The Open Classroom or its agents, employees, or authorized volunteers, to induce you to permit your child to participate.
- Unless notified in writing by the parent, we reserve the right to use the works, photos, sound recordings and videos of our students for The Open Classroom's curriculum, teaching and marketing material.
- The Open Classroom reserves the right of final decision.

### 2023-24 Regular Term Class Dates (12 classes / term)

     Term 1 class dates           Term 2 class dates

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug	27	28	29	30	31	Sep 1	2
Sep	3	4	5	6	7	8	9
Sep	10	11	12	13	14	15	16
Sep	17	18	19	20	21	22	23
Sep	24	25	26	27	28	29	30
Oct	1	2	3	4	5	6	7
Oct	8	9	10	11	12	13	14
Oct	15	16	17	18	19	20	21
Oct	22	23	24	25	26	27	28
Oct	29	30	31	Nov 1	2	3	4
Nov	5	6	7	8	9	10	11
Nov	12	13	14	15	16	17	18
Nov	19	20	21	22	23	24	25
Nov	26	27	28	29	30	Dec 1	2
Dec	3	4	5	6	7	8	9
Dec	10	11	12	13	14	15	16
Dec	17	18	19	20	21	22	23
Dec	24	25	26	27	28	29	30

Red dates indicate public holidays (no class)

     Term 3 class dates           Holiday workshops

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan	31	Jan 1	2	3	4	5	6
Jan	7	8	9	10	11	12	13
Jan	14	15	16	17	18	19	20
Jan	21	22	23	24	25	26	27
Jan	28	29	30	31	Feb 1	2	3
Feb	4	5	6	7	8	9	10
Feb	11	12	13	14	15	16	17
Feb	18	19	20	21	22	23	24
Feb	25	26	27	28	29	Mar 1	2
Mar	3	4	5	6	7	8	9
Mar	10	11	12	13	14	15	16
Mar	17	18	19	20	21	22	23
Mar	24	25	26	27	28	29	30
Apr	31	Apr 1	2	3	4	5	6
Apr	7	8	9	10	11	12	13
Apr	14	15	16	17	18	19	20
Apr	21	22	23	24	25	26	27
Apr	28	29	30	May 1	2	3	4
May	5	6	7	8	9	10	11
May	12	13	14	15	16	17	18
May	19	20	21	22	23	24	25
May	26	27	28	29	30	31	Jun 1
Jun	2	3	4	5	6	7	8
Jun	9	10	11	12	13	14	15
Jun	16	17	18	19	20	21	22