

## **Summer Workshop 2019 Application Form**

Enrollment is confirmed upon the receipt of completed application form and the settlement of full payment. Please return the completed form by mail, hand, email or fax.

\* Please note that summer classes will be held at our new office located on <u>14/F, East Exchange Tower (PCCW Building), 38-40</u> Leighton Road, Causeway Bay.

## I. Student Information

Last Name:	First Name:			Sex (M/F):
Date of Birth (mm/dd/yy):	School:			School Grade ( <u>AFTER</u> summer):
Home Address:				hear about us? If referred, please name of referral party:
Parent's Name:		Email:	•	Contact number:

# II. Tuition & Discount

A. Academic Courses	B. Courses for Application Purposes
• <b>Presentation</b> ( <i>K2-G2 1hr</i> ): <b>\$ 2,800</b>	International School Entrance 2-week Prep:
• Public Speaking (G3-8 1.5hr): \$ 4,300	<b>\$ 8,800</b> (Academic Prep 1.5hr) / <b>\$ 16,800</b> (Full Course 3hr)
<ul> <li>History (<i>G5-10 1.5hr</i>): \$ 4,300</li> <li>Writing 5-day Workshop:</li> </ul>	<ul> <li>U.S. Boarding School 2-week Intensive:</li> <li>\$ 9,800 (Essay Writing 2hr)/\$5,600 (Interview Training 1hr)</li> </ul>
<ul> <li>\$ 3,900 (Foundation G1-4 1.5hr)</li> <li>\$ 4,300 (Enrichment G5-8 1.5hr)</li> </ul>	<ul> <li>U.S. College Application 1-week Intensive : \$ 5,600 (Personal Statement 2hr)</li> </ul>
<ul> <li>\$ 4,500 (Advancement G9-11 1.5hr)</li> <li>Vocab, Reading Comp &amp; Grammar (G1-5 1.5hr): \$ 3,900</li> </ul>	<ul> <li>Private Test Prep (SSAT, SAT, ACT, ISEE)/ School App Advisory taught by Founder: Contact us for pricing</li> </ul>

\* All new enrollments are subject to a non-refundable \$250 one-time registration fee. Discount does not apply to this fee.

# Discount:

• Early Bird Discount: 10% discount with full payment by Fri May 17<sup>th</sup>, 2019; 5% discount by Fri May 31<sup>st</sup>, 2019.

## III. Payment

- <u>By check</u>: Please make checks payable to "The Open Classroom Limited".
- <u>By bank transfer</u>: Please deposit to our Hang Seng account no. **773-875315-883** referencing full name of student and enrolled course(s). To complete enrollment, please email deposit slip to <u>info@theopenclassroom.com.hk</u>.

## IV. Signature

By signing below, I confirm I understand and agree to The Open Classroom's terms and conditions.

Signature of Parent:	Date:

Official Use Only:

# V. Program Schedule and Enrollment

- Please indicate your **preferred program(s)** and **class time(s)**. You may check more than one class time to facilitate matching. We will notify you through email once we have a confirmed class at your preferred time.
- All class levels are matched to your child's grade level <u>AFTER summer</u>, i.e. student entering Grade/Primary 5 this coming September should enroll in G5 classes. Classes meet on a daily basis from Monday to Friday.

Presentation (K2 – G2)	Class time by Level:			
(Select all that apply)	K2 to K3		Grade 1 & 2	
U Week 5: JUL 22-26	🗆 11am-12pm	□ 5-6pm	🗆 11am-12pm	□ 5-6pm
<b>Week 6:</b> JUL 29 – AUG 2	🗆 11am-12pm	□ 5-6pm	🗆 11am-12pm	□ 5-6pm
<b>Week 7:</b> AUG 5-9	🗆 11am-12pm	□ 5-6pm	🗆 11am-12pm	□ 5-6pm
<b>Week 8:</b> AUG 12-16	🗆 11am-12pm	□ 5-6pm	🗆 11am-12pm	□ 5-6pm
<b>Week 9:</b> AUG 19-23	🗆 11am-12pm	□ 5-6pm	□ 11am-12pm	□ 5-6pm
<b>Week 10:</b> AUG 26-30	🗆 11am-12pm	□ 5-6pm	🗆 11am-12pm	□ 5-6pm

Public Speaking (G3 – G8)	Class time by Level:				
(Select all that apply)	G 3-4	G 5-6	G 7-8		
<b>Week 5:</b> JUL 22-26	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm		
<b>Week 6:</b> JUL 29 – AUG 2	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm		
<b>Week 7:</b> AUG 5-9	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm		
<b>Week 8:</b> AUG 12-16	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm		
<b>Week 9:</b> AUG 19-23	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm		
<b>Week 10:</b> AUG 26-30	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm	□ 11-12:30pm □ 2-3:30pm		

History (G5 – G10)	Class time by Level:			
(Select all that apply)	G5-6	G7-8	G9-10	
<b>Week 5:</b> JUL 22-26	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	
<b>Week 6:</b> JUL 29 – AUG 2	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	
<b>Week 7:</b> AUG 5-9	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	
<b>Week 8:</b> AUG 12-16	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	
<b>Week 9:</b> AUG 19-23	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	
<b>Week 10:</b> AUG 26-30	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	

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

Interested course:	Which week?	All available times:

14/F East Exchange Tower (PCCW Building), 38-40 Leighton Road, Causeway Bay

# V. Program Schedule and Enrollment

Writing Workshop	Class time by Level:				
(Select all that apply)	Foundation 0	Foundation 1	Foundation 2	Foundation 3	Enrichment 0
	(Grade 1)	(Grade 2)	(Grade 3)	(Grade 4)	(Grade 5)
<b>Week 1:</b> JUN 24-28	🗆 9:30-11am	🗆 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
<b>Week 2:</b> JUL 1-5	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
U Week 3: JUL 8-12	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 4:</b> JUL 15-19	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 5:</b> JUL 22-26	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 6:</b> JUL 29 – AUG 2	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 7:</b> AUG 5-9	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 8:</b> AUG 12-16	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 9:</b> AUG 19-23	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
Week 10: AUG 26-	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
Writing Workshop	Class time by Leve		, ·	, ·	
(Select all that apply)	Enrichment 1	Enrichment 2	Enrichment 3	Advancement 0	Advancement 1
	(Grade 6)	(Grade 7)	(Grade 8)	(Grade 9)	(Grade 10-11)
<b>Week 1</b> : JUN 24-28	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
<b>Week 2:</b> JUL 1-5	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 3:</b> JUL 8-12	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 4:</b> JUL 15-19	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 5:</b> JUL 22-26	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 6:</b> JUL 29 – AUG 2	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 7:</b> AUG 5-9	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 8:</b> AUG 12-16			□ 9:30-11am	□ 9:30-11am	□ 9:30-11am
	□ 9:30-11am □ 3:30-5pm	□ 9:30-11am □ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm	□ 3:30-5pm
<b>Week 9:</b> AUG 19-23				□ 3:30-5pm □ 9:30-11am □ 3:30-5pm	□ 3:30-5pm □ 9:30-11am □ 3:30-5pm

14/F East Exchange Tower (PCCW Building), 38-40 Leighton Road, Causeway Bay

# V. Program Schedule and Enrollment

Vocab, Reading Comp &	Class time by Level:				
Grammar	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Week 1: JUN 24-28	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
L Week 1: JUN 24-28	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm
<b>Week 2</b> : JUL 1-5	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
L Week 2: JUL 1-5	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm
	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
<b>Week 3:</b> JUL 8-12	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm
<b>Week 4:</b> JUL 15-19	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
ш week 4: JUL 15-19	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm
<b>Week 5:</b> JUL 22-26	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
<b>Week 5:</b> JUL 22-26	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm
	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
<b>Week 6:</b> JUL 29 – AUG 2	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm
	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
<b>Week 7:</b> AUG 5-9	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm
	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
<b>Week 8:</b> AUG 12-16	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm
<b>Week 9:</b> AUG 19-23	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
ш week 9: АОС 19-23	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm
	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm	□ 11-12:30pm
<b>Week 10:</b> AUG 26-30	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm	□ 5-6:30pm

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

Interested course:	Which week?	All available times:

Official Use Only:

# V. Program Schedule and Enrollment

- Please indicate your preferred program(s) and class time(s).
- If you enroll in any of the below programs, we will email you a survey to be filled out to better understand your child's profile, your timeline and potential school list.

International School Entrance 2-Week Prep (Select all that apply)	Academic Prep (1.5 hour/day)	Full Course (3 hours/day)
<b>Series 1</b> : JUL 22-26 & JUL 29 – AUG 2	□ 2-3:30pm	□ 2-5pm
<b>Series 2</b> : AUG 5-9 & AUG 12-16	□ 2-3:30pm	□ 2-5pm
<b>Series 3</b> : AUG 19-23 & AUG 26-30	□ 2-3:30pm	□ 2-5pm

U.S. Boarding School Essay Writing & Interview Training (Select all that apply)	Essay Writing (2 hours / day)	Interview Training (1 hour / day)
<b>Part I:</b> JUN 24-28	🗆 11am-1pm	□ 1-2pm
Part II: JUL 1-5	🗆 11am-1pm	□ 1-2pm
<b>Part I:</b> JUL 8-12	□ 5-7pm	□ 4-5pm
<b>Part II:</b> JUL 15-19	□ 5-7pm	□ 4-5pm
Part I: JUL 22-26	□ 5-7pm	□ 4-5pm
<b>Part II:</b> JUL 29 – AUG 2	□ 5-7pm	□ 4-5pm
Part I: AUG 5-9	□ 5-7pm	□ 4-5pm
<b>Part II:</b> AUG 12-16	□ 5-7pm	□ 4-5pm
<b>Part I:</b> AUG 19-23	□ 5-7pm	□ 4-5pm
<b>Part II:</b> AUG 26-30	□ 5-7pm	□ 4-5pm

U.S. College Application 1-week Intensive (Select all that apply)	Personal Statement (2 hours / day)
<b>Week 1:</b> JUN 24-28	□ 1:30-3:30pm
<b>Week 2:</b> JUL 1-5	□ 5-7pm
<b>Week 3:</b> JUL 8-12	□ 5-7pm
<b>Week 4:</b> JUL 15-19	□ 5-7pm
<b>Week 5:</b> JUL 22-26	□ 5-7pm
<b>Week 6:</b> JUL 29 – AUG 2	□ 5-7pm
<b>Week 7:</b> AUG 5-9	□ 5-7pm
<b>Week 8:</b> AUG 12-16	□ 5-7pm
<b>Week 9:</b> AUG 19-23	□ 5-7pm
<b>Week 10:</b> AUG 26-30	□ 5-7pm

14/F East Exchange Tower (PCCW Building), 38-40 Leighton Road, Causeway Bay Tel. +852 2541 1336 • Email: info@theopenclassroom.com.hk • www.theopenclassroom.com.hk

#### **Terms and Conditions**

#### **Enrollment**

- Enrollment is continuous and on a first-come first-serve basis. Enrollment is confirmed only upon the receipt of completed and signed application form and the settlement of your full payment.
- A non-refundable registration fee of \$250 will be charged for all new enrollments.

### <u>Tuition</u>

- You are required to let us know at 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.
- Space in class is confirmed upon the settlement of full payment. If full payment is not received by first class, we reserve the right to discontinue student's participation until full payment has been received.
- A fee of \$150 will be charged for bounced checks. Post-dated checks will not be accepted.

### Makeup Class

• No makeup classes will be offered for holiday courses, including summer, Christmas, CNY and Easter.

## 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 full refund of the tuition for remaining classes.
- Classes paid in full are not transferable.
- For private classes, we have a 24-hour cancellation policy unless student is sick with the presentation of a doctor's note. Cancellations made less than specified notice period will be charged in full.

## Public Holidays and Weather Conditions

- We are closed on public holidays.
- We do not hold classes when typhoon signal 8 or black rain signal is hoisted. In cases when such weather signals are lowered <u>two hours</u> 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 bad weather conditions.

### **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 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 area 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.