



THE OPEN CLASSROOM Application Form
Christmas Program 2016

- Enrollment is confirmed upon the receipt of your application form and the settlement of full payment. Enrollment is done on a first-come first-served basis.
- Please return the completed application form by mail, hand, email or fax.

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 enter name of referral party:
Parent's Name:	Parent's Email:	Contact Number:

II. Tuition

- **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 in order to complete your enrollment.

5-Day Program (Dec 19-23) Tuition*	3-Day Intensive (Dec 28-30) Tuition*	Discount per student
<ul style="list-style-type: none"> • Phonics & Spelling: K1: \$2,100 / K2 & K3: \$3,000 • Grammar & Writing (G1-5): \$3,500 • Critical Reading & Writing (G6-10): \$4,000 • Vocab & Comprehension (G1-4): \$3,500 	<ul style="list-style-type: none"> • Phonics & Spelling: K1: \$1,260 / K2 & K3: \$1,800 • Grammar Boost (G1-5): \$2,100 • Vocab & Phrases Camp (G1-6): \$2,100 • Debate Workshop: G4-6 (1.5 hr): \$2,100 / G7-9 (2 hr): \$3,600 	<ul style="list-style-type: none"> • Sibling Discount: 5% discount for each sibling • Early Bird Discount: 5% discount for enrollment by Saturday, Dec 3rd

* All new enrollments are subject to a **one-time \$200 registration fee.**

IV. Schedule & Enrollment: Please check your preferred program and class time

5-Day Programs (Dec 19-23)	Class Level				
Grammar & Writing	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm
Critical Reading & Writing	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm
Vocab & Comprehension	Grade 1	Grade 2	Grade 3	Grade 4	
	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	
Phonics & Spelling	K1	K2	K3		
	<input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 2:30pm – 4pm		
3-Day Intensive (Dec 28-30)	Class Level				
Phonics & Spelling	K1	K2	K3		
	<input type="checkbox"/> 9:30am – 10:30am	<input type="checkbox"/> 9:30am – 11am	<input type="checkbox"/> 9:30am – 11am		
Grammar Boost	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm
Vocabulary & Phrases Camp	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5-6
	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm
Debate	Grade 4-6	Grade 7-9			
	<input type="checkbox"/> 11am – 12:30pm	<input type="checkbox"/> 9am – 11am	<input type="checkbox"/> 4pm – 6pm		

**If none of the above class times fit, please contact us directly. Enrollment is continuous and on a first-come first-serve basis.*

I. Signature

- By signing below, I confirm I understand and agree to The Open Classroom's "Terms and Conditions".

 Signature of Parent:

Terms and Conditions

Enrollment

- Enrollment is confirmed upon the receipt of your application form and the settlement of your full payment in the form of check or cash.
- Enrollment is continuous and on a first-come first-serve basis.
- A non-refundable registration fee of \$200 will be charged for all new enrollments.

Tuition

- Full tuition for all enrolled modules is due one week prior to the first class.
- 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 only upon the settlement of full payment. If full payment is not received by student's first class, we reserve the right to discontinue participation of the student until full tuition payment has been received.
- A fee of \$150 will be charged for bounced checks.

Makeup Class

- Makeup classes do not apply for holiday workshops, including summer, Christmas, CNY and Easter.. If you are unable to attend a class and could let us know during time of payment, we are happy to pro-rate your tuition.

Cancellation, Transfer and Refund

- We reserve the right to cancel a class. Unless such class is cancelled due to weather conditions, a full refund 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.

Public Holidays and Weather Conditions

- 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.
- We do not schedule makeup classes or refunds for classes cancelled due to weather conditions.
- We are closed on public holidays.

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 prior 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.
- Unless notified in writing by the parent, we reserve the rights 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.