



THE OPEN CLASSROOM Application Form

Christmas Program 2018

- 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.

4-Day Program (Dec 18-21) Tuition*	3-Day Intensive (Jan 2-4) Tuition*	Discount per student
<ul style="list-style-type: none"> • Kindergarten Topical (K2-K3): \$2,600 • Writing Workshop: G1-5: \$2,960 / G6-10: \$3,280 • Vocab & Comprehension (G1-6): \$2,960 • Current Events Workshop (G3-8): \$2,960 	<ul style="list-style-type: none"> • Kindergarten Topical (K2-K3): \$1,950 • Grammar & Writing (G1-6): \$2,220 • Vocab & Comprehension (G1-6): \$2,220 • Current Events Workshop (G3-8): \$2,220 	<ul style="list-style-type: none"> • <u>Sibling Discount:</u> 5% discount for each sibling • <u>Early Bird Discount:</u> 5% discount for enrollment by Saturday, Nov 24th

* All new enrollments are subject to a **one-time \$250 registration fee.**

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

4-Day Program (Dec 18-21)		Class Level				
Writing Workshop (G1-5)	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	
Writing Workshop (G6-10)	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"/> 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	
Vocab & Comprehension	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
	<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	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm
Kindergarten Topical	K2	K3	Current Events	Grade 3-4	Grade 5-6	Grade 7-8
	<input type="checkbox"/> 11am – 12:30pm	<input type="checkbox"/> 11am – 12:30pm		<input type="checkbox"/> 11am – 12:30pm	<input type="checkbox"/> 9:30 am– 11am	<input type="checkbox"/> 2:30pm – 4pm
3-Day Intensive (Jan 2-4)		Class Level				
Kindergarten Topical	K2	K3				
	<input type="checkbox"/> 11am – 12:30pm	<input type="checkbox"/> 11am – 12:30pm				
Grammar & Writing	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 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	<input type="checkbox"/> 9:30am – 11am <input type="checkbox"/> 4pm – 5:30pm
Vocab & Comprehension	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
	<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	<input type="checkbox"/> 11am – 12:30pm <input type="checkbox"/> 2:30pm – 4pm
Current Events	Grade 3-4	Grade 5-6	Grade 7-8			
	<input type="checkbox"/> 11am – 12:30pm	<input type="checkbox"/> 9:30 am– 11am	<input type="checkbox"/> 2:30pm – 4pm			

**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 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 \$250 will be charged for all new enrollments.

Tuition

- 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.
- For all regular term students enrolled for the writing program and kindergarten topical course, there will be a \$150 fee per term (12 classes or less) for course materials which include online student writing portal service and professionally printed workbooks. \$200 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. Deposit slip must be emailed to info@theopenclassroom.com.hk in order to complete your enrollment.

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.
- To cancel or reschedule private 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.

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 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 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.

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.