



UKTelfordChineseSchool

# 英國泰爾福中文學校 UK Telford Chinese School

<b>STUDENT ENROLMENT FORM</b> 學生報名表		<i>OFFICE USE – Student Reference</i> 學校專用
<i>Surname (in English)</i> 英文姓氏 Mr/Mrs/Miss/Ms		<i>Other names</i> 其他英文名字
<i>Name (in Chinese)</i> 中文姓名	<i>Date of birth (dd/mm/yy)</i> 出生日期(日/月/年)	<i>Sex (M / F)</i> 性別(男/女)
<i>Address</i> 地址		<i>Post Code</i> 郵寄代碼
<i>Telephone No.</i> 電話號碼	<i>e-mail address</i> 電子郵箱地址	
<i>Details of any medical conditions that you wish our School to be aware :</i> 請列明學生的健康狀況及需注意的特殊性病徵:		
<i>Persons to contact in case of emergency (please leave a mobile telephone number if this is more convenient)</i> 如有緊急時事故，可通知下列人仕。(如果學生在十八歲以下，請提供父母或兩位監護人資料)		
<i>Contact No 1</i> 第一位聯絡人		<i>Contact No 2</i> 第二位聯絡人
<i>Full Name</i> 姓名		
<i>Relations</i> 關係		
<i>Telephone No</i> 電話號碼		
<b>Photographs Permission for Children under 16</b>		
<i>I give permission for my child / children _____ to have photographs taken and for them to be used for publicity purposes by UK Telford Chinese School.</i> 我准許英國泰爾福中文學校拍照我子女_____並使用照片。		
<b>Declaration</b> <i>I confirm that the information given on this form is correct to the best of my knowledge and belief and I will notify the School of any subsequent changes.</i> 我證明以上所提供的資料正確及如有任何變更將會通知學校。		
<i>If under 18, parent/guardian please sign.</i> 十八歲以下，請由父母簽署。		
<i>Name</i> 姓名	<i>Signature</i> 簽名	<i>Date</i> 日期

## What you should know before you enrol 報名須知

**Definitions :** “School”, “we”, “us”, “our” and “ours” refer to UK Telford Chinese School. “you”, “your” and “yours” refer to the student named on the enrolment form. If the student is under 18 at time of enrolment, then his/her parents or guardians are jointly responsible for noting the information given below.

1. The School operates on a voluntary and not-for-profit basis.
2. You should ensure the class you enrolled into suit your needs. We however reserve the rights to transfer you to a class which we believe it is more suitable for you.
3. Students are expected to observe our current school rules and all future variations or additions that may be applied from time to time. If you are unclear about any aspect of our rules, please ask for clarification.
4. Students are expected to behave in such a way as not to bring the School into disrepute.
5. Places are subject to availability and we cannot guarantee that you will get a place in the class of your choice or into any class.
6. You must let us know of anything that we should be aware of or special precautions that we should take whilst you are attending our School e.g., if you have a serious medical condition, contagious disease or are subject to court orders.
7. If we should decide to increase fees, we will usually give you one term’s notice but if felt necessary, we reserve the right to increase fees at any time without notice.
8. If you wish to leave the School, please give one full term’s written notice. You will then be entitled to a refund of the unused portion of the fees you have paid less an administration charge.
9. We may ask you to leave if it is in the best interests of either our School or yourself. If you leave under such circumstances, you will not be entitled to a refund of fees.
10. We reserve the right to cancel classes at any time or make alternative arrangements for various reasons such as inadequate enrolment, staff shortage, unavailability of suitable premises, bad weather, civil disorder or any other cause outside our control. If we cancel classes, our total liability to you will be limited to a refund of fees on a pro-rata basis. In all other cases, we will have no liability to you whatsoever.
11. We reserve the right to vary the School calendar and to implement other changes as necessary to the running of the School in general and to classes in particular.
12. Your full co-operation is expected in all matters relating to Health & Safety.
13. For security reasons all parents and visitors entering the non-public area of the School must report to the School Office.

E&OE

Address for postal applications (please do not send cash by post) :  
UK Telford Chinese School  
3 Fallow Road, Shawbirch, Telford, TF5 0LS  
Telephone: 01952-256972