



Registration Form

PERSONAL DATA

Name: _____ Gender: Male Female Date of Birth: D ____ M ____ Y ____
 Passport : _____ Nationality: _____
 Company: _____ Home Address: _____
 Mobile : _____ E-mail : _____
 Emergency contact person and number: _____ Mother Tongue _____
 How did you hear about Smile Chinese?
 Online Marketing _____ Offline Marketing _____ Referral _____
 Renewal _____ Alumni _____ Other _____

My level of Chinese:

Total Beginner
 HSK level 1 HSK level 2
 HSK level 3 HSK level 4
 HSK level 5 HSK level 6

Course(s) I want to apply for:

Intensive Course Children's Chinese
 Part Time Course Business Combined
 Long Duration Course Online Course
 HSK Combined Summer Camp Course
 Executive Private Tutoring
 Other _____

Preferred schedule:

I plan to start on : D ____ M ____ Y ____
 I plan to finish on: D ____ M ____ Y ____

The course that I want to apply for : _____

SERVICE DATA

Accommodation: please arrange my accommodation as requested below: No Yes,
 Homestay Shared Apartment Private Studio Apartment Hotel Other _____
 Check-in Date: D ____ M ____ Y ____ Check-out Date: D ____ M ____ Y ____ Number of days ____
Airport Pick-up: please arrange an airport pickup for me. No Yes,
 Arrival Date: D ____ M ____ Y ____ Arrival Time: _____ AM P M
 Flight Number: _____ Airline: _____
 Departure: Do you require transfer on departure? No Yes,
 Flight Number: _____ Time of Departure: _____

* We can provide free airport pick-up service, but airport drop-off service for 30 USD.

PAYMENT

Bank Transfer PayPal Credit Card Cash Other, please specify _____

BANK INFORMATION

Bank Name : **BANK OF CHINA DALIAN ZHONGSHAN SQUARE SUB BRANCH**
 Account Number: **621786 050000 1125 170** Swift Code: **BKCH CNBJ 82N** Beneficiary: **ZHENG WEI**

QUESTIONS



Terms & Conditions

When you register with Smile Chinese, you are agreeing to:

Registration & Payment

Submit the Registration Form and make full payment upon receiving your contact, in which the detailed fees charged by Smile Chinese are listed.

Passport & Visa

You are responsible for a valid passport, visa, medical and travel insurance to cover your stay period.

Course Terms & Conditions

- One lesson lasts fifty minutes.
- You are required to inform Smile Chinese that you will not attend this lesson or change one working day before your private lesson. If prior notice is not received, one lesson will be deducted from your timetable, as if the lesson had been used.
- All courses must be finished within one year from their starting dates. If students not complete their courses within one year will be deemed to waive their remaining lessons and no lesson transfer or refund will be available.
- In order to ensure the quality of your study, Smile Chinese reserves the right to adjust the study location and teaching method
- The course reservation deposit is 50% of the tuition.
- Tuition is refundable in full for those who cancel the course four weeks or more before their intended start date, two weeks before 50%, less than two weeks 20%. Students who have paid for their tuition through agents must apply to that agency for a refund. Besides, the school will charge 500RMB service fee above all the canceled circumstance.
- No tuition refunds will be made after courses begin.
- If you want to change course arrangements after registration, you must give Smile Chinese a written notice two weeks in advance. Change is not guaranteed and will only be made upon availability.

Accommodation Terms & Conditions

- The accommodation reservation deposit is 50% of the accommodation fee.
- Accommodation fees are refundable in full for those who cancel four weeks or more before their intended start date, two weeks before 50%, less than two weeks 20%. Besides, the school will charge 800RMB service fee above all the canceled circumstance.
- If you want to cancel accommodation arrangements after arrival, all fees paid for the remaining accommodation will not be refunded.
- Refunds will be made to the person or agency that paid. Students who have paid for their accommodation through agents must apply to that agency for a refund.
- If you want to change accommodation arrangements after registration, you must give Smile Chinese a written notice two weeks in advance. Change is not guaranteed and will only be made upon availability.

Unusual Circumstances

Your program may be disrupted by an unusual event or circumstances that Smile Chinese could not reasonably have foreseen. If the unusual event is serious enough to significantly affect your program, we will try to arrange a suitable alternative if possible. We do not make any refunds in these situations and you will be responsible for any travel costs involved. We cannot accept liability for the effect of any unusual event or for any loss, damage, expense or claim of any disruption you suffer as a result.

Use of Photos and Comments

By agreeing to these terms and conditions you agree that we may use any photo(s)/image(s) we or someone on our behalf take of you or any comments (written or verbal) you make during or in connection with your stay for our promotional/marketing purposes (such as including them in our brochure/website) without obtaining your further specific permission or making any payment to you. Such use may include mentioning your name, nationality, etc.

Code of Conduct

All participants of Smile Chinese programs are expected to adhere to proper conduct and obey the instructions of Smile Chinese. This covers, but is not limited to, respecting others' cultures and beliefs, respecting the accommodation and avoiding drugs and illegal activities. Participants will be removed from the program without a refund if they engage in illegal, violent or improper behavior. Participants are responsible for any and all damages they cause and must directly compensate the owner of the property involved. All the rights and obligations are stated expressly above. Any verbal communications and promises by the staff are invalid and unenforceable. Smile Chinese reserves the right to explain the aforementioned terms and conditions.

Signature

I have read and agree to the Terms & Conditions.

Student Signature: _____ D _____ M _____ Y _____

For students of 17 years of age and below:

As the student's parent/guardian, I give permission for my child to attend this Chinese language program.

Signature of parent/guardian: _____ D _____ M _____ Y _____ (end of the form)