

Cantonese / Mandarin / Reading & Writing Courses



Enrollment Form

Please complete the enrollment form and return it to us with full payment by the following methods:

- 1) Cash: Come to our School
- 2) Bank Transfer: Name of the Bank: HSBC
Account number: 813-231-545292
Account name: Hong Kong Language School
- 3) Cheque: Please made payable to "Hong Kong Language School" and post to Rm 1701 – 2, Tung Chiu Commercial Centre, 193 Lockhart Road, Wan Chai, Hong Kong

Personal Details:

First Name		Last Name	
Gender	Date of Birth	Nationality	
Home Tel	Office Tel	Fax	
Mobile	Email Address		
Co. Name		Occupation	
Home Address			
Office Address			

Course Particulars:

Language	Level	Starting date	No. of weeks	Days	Time

How did you learn about the school? _____

Terms and Conditions:

1. Any client who has not paid the reservation fee does not hold a booking with the school.
2. All payments are NON-REFUNDABLE. NO REFUNDS will be offered in any case of non-attendance.
3. Due to the time structure of the program, NO make-up lesson is available to all the courses.
4. Classes will be cancelled once Typhoon Signal No.8 or Black Rainstorm Warning is hoisted. Classes cancelled due to inclement weather will not be re-scheduled or refunded as suspension is enforced by the Government. All classes will resume within 2 hours if the warning signals are lowered.
5. Minimum number of students in each class is 3, and maximum is 6. In the cases where there is a class with less than 3 students, a special arrangement will be applied respectively:

*1.5 hours instead of 2 hours for 2 students

*1 hour instead of 2 hours for 1 student

Hong Kong Language School reserves the right to reschedule, reduce the teaching hours, or cancel a course at any time without liability.

I understand and accept the terms and conditions on this form.

Date of Enrollment: _____

Signature: _____

Hong Kong Language School

Room 1701-2, Tung Chiu Commercial Centre,

193 Lockhart Road, Wan Chai, Hong Kong

Tel: 3622-2558 Fax: 3622-1419

Email: info@HKLS.com.hk

Website: www.HKLS.com.hk

For Official Use Only

Cash

Cheque

Amount: _____

Receipt No.: _____

Student No: _____