



Programme Enrolment Form – Playgroup

Student Registration

To register your child at Bebegarten Education Centre, a registration fee of \$1,800 HKD (non-refundable) per child will be applied. Please complete this form and return to us by post. Please fill in one Enrolment Form per child.

Child's Information	
Family name:	Given name:
Name used at home:	Girl <input type="checkbox"/> Boy <input type="checkbox"/>
Date of birth (DD/MM/YYYY):	Nationality:
First language:	Other language(s):
Previous playgroup(s) / Nursery attended (if any):	
No. of siblings: _____ Are they attending Bebegarten Education Centre? Yes <input type="checkbox"/> (Name: _____) No <input type="checkbox"/>	

Parent / Guardian Information	
Primary Contact Emergency Contact <input type="checkbox"/>	
Family name:	Given name:
Relationship to child:	HKID / Passport no.:
Home address:	
Preferred contact no. (home/ business/ mobile): _____	
Alternate phone no. (home/ business/ mobile): _____	
Email address:	
Secondary Contact Emergency Contact <input type="checkbox"/>	
Family name:	Given name:
Relationship to child:	HKID / Passport no.:
Home address (if different from above):	
Preferred contact no. (home/ business/ mobile): _____	
Alternate phone no. (home/ business/ mobile): _____	
Email address:	

Child Medical / Allergies

Does your child have any allergies, medical conditions, dietary requirements, physical restrictions and / or individual needs?

Yes (if yes, please give full details)

No

Allergies: _____

Medical conditions: _____

Dietary requirement: _____

Physical restrictions: _____

Individual needs: _____

In the event of any emergency or condition requiring medical assistance, your child will be taken to the nearest Government hospital unless other specific instructions are given to Bebegarten Education Centre.

Authorisation for Caregiver and other designated person(s) other than Parents / Guardians to collect your child

Authorisation 1

Family name:

Given name:

Relationship to child:

HKID / Passport no.:

Contact no.:

Authorisation 2

Family name:

Given name:

Relationship to child:

HKID / Passport no.:

Contact no.:

How did you hear / find out about Bebegarten Education Centre?

- Magazine (please name: _____)
- Newspaper (please name: _____)
- Online (please name: _____)
- Email / eDM (please name: _____)
- Facebook
- Billboard
- Mini-Bus
- Family / Friends

Terms & Conditions

Playgroup

Student Registration

1. To enrol for Playgroup, registration at Bebegarten Education Centre is required.
2. To register your child/children at Bebegarten Education Centre, a Registration Fee of HKD 1,800 (non-refundable) per child will be applied. Should a child/children withdraw from Bebegarten programmes and re-enrol for English Nursery to Upper Kindergarten courses, an additional registration fee of HKD 1,800 (non-refundable) will be applied.

Programme Enrolment

1. Documents required to submit to Bebegarten Education Centre in hard copy upon notification of a place for Playgroup:
 - 1 copy of child's Birth Certificate or Passport
 - 1 copy of child's Immunisation Record
 - 2 Passport Photos of the child (approximately 4.5cm x 3.5cm)
2. An enrolment contract and invoice of a Two (2) Months deposit and One (1) Month Tuition Fee will be provided upon notification of a place for your child.
3. Failure in returning the signed enrolment contract together with deposit and first month's payment to the date as stipulated by the letter of offer will result in the forfeiture of the place.
4. Completed direct debit form.

Payment of Fees

1. Payment of Deposit
 - 1.1 Refers to the immediate payment of a (refundable) deposit equivalent to Two (2) Months Tuition Fee upon the notification of a place for your child.
 - 1.2 This deposit is fully refundable subject to Bebegarten Education Centre receiving a minimum of Two (2) Calendar Months written notice prior to the date of withdrawal within the academic year.
 - 1.3 Notice periods are not inclusive of the July Summer break.
 - 1.4 Failure to comply with the exact Terms and Conditions of the Two (2) Calendar Months advance notice period will result in the forfeiture of the deposit.
 - 1.5 If there is an increase in your child's course fee, an additional deposit proportionate to the increased fee will be required immediately.

2. Payment of Tuition Fee(s)*

Payment of Tuition Fees can be paid on monthly basis; auto pay should be set up for this payment. Tuition Fees are payable for Eleven (11) Months, as per each yearly academic calendar. When payments are made on a monthly basis:

- 2.1 The First Payment of Tuition Fees are due immediately upon notification of a place for your child(ren) and receipt of invoice.
- 2.2 Should the starting date for a new student fall after the 15th day of the starting month, the fee for the starting month will be half One (1) Month fee. There is no pro-rated amount for other starting dates.
- 2.3 Subsequent Payments of Tuition Fee(s) are deducted on the 1st day of each month.
- 2.4 Outstanding account(s) refer to account(s) where tuition fees for the month remain unpaid beyond the first due date of payment. A 10% surcharge will be levied on outstanding accounts beyond this date.
- 2.5 If the outstanding account remains unpaid after 7 days and unless satisfactory payment arrangements have been made, your child's place will be re-evaluated and it may be forfeited to another child on a class waiting list.

** Remarks: Tuition Fees are subject to review and may increase at the discretion of Bebegarten Education Centre. All Terms and Conditions remain unaffected.*

3. Refunding the Deposit / Course Fee(s)*

- 3.1 Closure

In case of centre closure prior to the commencement of a course, Bebegarten Education Centre will refund in full the course fee collected to students immediately.

- 3.2 Refunding the Deposit

The collected deposit is fully refundable in respect to whole months only (not part thereof) subject to the giving of Two Calendar Months written notice prior to withdrawal from the course. The last day of each month will still be respected as the cut-off day of notice in the event of weekends, public holidays and Bebegarten holiday closure. Notice periods are not inclusive of the July Summer break.

- 3.3 Disagree on Revised Arrangements

If a course cannot be operated according to the arrangements specified in the fee receipts or in the course leaflet and students decline the revised arrangements offered by Bebegarten Education Centre, Bebegarten Education Centre will refund in full or on a pro-rata basis the course fee collected from the student as soon as the student has requested for the refund.

- 3.4 Course Cessation

In the case of cessation of a course after its commencement, Bebegarten Education Centre will refund to students the course fee collected on a pro-rata basis as soon as possible and in any event not later than one month after the cessation of the course.

- 3.5 Refund Policy and Procedures

- 3.5.1 Written notice of withdrawal or cancellation is required from either party as appropriate and as detailed in these Terms and Conditions.

- 3.5.2 Parents or Legal Guardians are required to sign the accompanying Acknowledgement of Refund Letter and return it to Bebegarten Education Centre.

- 3.5.3 When processing the refund, Bebegarten Education Centre will not take away the original fee receipts. Upon receipt of the refund, Parents or Legal Guardians should sign the Acknowledgement of Receipt and return to Bebegarten Education Centre.

- 3.5.4 Bebegarten Education Centre will refund by cheque and in accordance with the Terms and Conditions detailed.

- 3.6 Make-up Classes

Make-up classes will be offered in the case of a child being unwell when supported by a medical doctor certificate. Date/Time will be advised by Bebegarten Education Centre and are final.

** Remarks on Refunds: Refunds are not available for periods of absence, such as for holiday(s), travel or legislated enforced closures by the Government of HKSAR; All accounts are calculated to the end of the month, any outstanding balance on account will be debited from the deposit.*

Payment Methods for Playgroup

1. Deposit and First Month Tuition Fee

The deposit and first month tuition fee for Playgroup courses must be settled by cash / cheque / bank transfer upon receipt of invoice. Subsequent tuition fees can be settled by direct debit auto pay. Instruction of payment to be given to Bebegarten Education Centre upon the first payment. A Two (2) Months written notice to Bebegarten Education Centre is required prior to any change of payment instruction. Please contact Bebegarten Education Centre for any additional requirement for payment and invoice.

- 1.1 By Cash

Please pay in cash at Bebegarten Education Centre reception. Please do not send cash by mail. Bebegarten Education Centre will not be responsible for loss of cash payment sent by mail.

- 1.2 By Cheque

Please make crossed cheques payable to "Bebegarten Education Centre Limited". Post-dated cheques will not be accepted.

- 1.3 By Bank Transfer

Please deposit to Bebegarten Education Centre Limited at HSBC account no. **848-344073-292** with reference made with enrolled student and parents' full names. Bank-in slip must be emailed to info@bebegarten.com or sent by post to:

Bebegarten Education Centre
Unit 301-305, Level 3, One Island South,
2 Heung Yip Road, Wong Chuk Hang,
Hong Kong

2. Subsequent Monthly Fees

- 2.1 By Direct Debit Authorization (Form attached)

Please complete and return the form to Bebegarten Education Centre by post or in person.

Legislated Enforced Closures*

1. Refers to the cancellation of classes subject to weather conditions:
 - 1.1 Typhoons
Classes will be cancelled at the hoisting of a Typhoon Signal number 3 or higher. Information will be posted on the company website.
 - 1.2 Thunderstorms and Rainstorms
 - Classes will be cancelled at the announcement of a Red thunderstorm/rainstorm warnings or higher before 08:00 am for morning and between 10:30 am to 1:00 pm for the afternoon session.
 - Classes will run as normal for the Amber thunderstorm warnings unless the Government announces class closures.
 - 1.3 Government Closures
When the Government announces class closures based on medical and health reasons, eg H1N1, H5N1, etc.

* Remarks: Please note that our classes follow the school's academic calendar. There is no refund or credit for any classes missed resulting from a legislated and/or government enforced school closures.

Seesaw Platform Service

1. Seesaw is an education platform exclusively provided to parents who enroll their child(ren) into Bebegarten Education Centre's mainstream courses.
2. Primary contact's email address is used to send you the login details. For your security and personal data protection purposes, your personal login name and password should not be released to others under any circumstances. Bebegarten will not have access to your password at any time and you will be solely responsible for the protection of your login details.

Photography, audio and video capture

1. Bebegarten Education Centre reserves the right to use photos, videos, and / or sound recordings of children and parents/guardians participating in school activities, for teacher training, curriculum and / or promotional purposes.

Change of Information

1. Please inform Bebegarten Education Centre on any changes of personal information.
2. Bebegarten Education Centre reserves the right to change the above terms & conditions without prior notice

- I certify that the information provided above is true and correct.
- I understand, accept and will be bound by the terms and conditions detailed.
- I would like to receive news and promotional materials from Bebegarten Education Centre.
- I understand that by typing my name below in lieu of a signature, Bebegarten will treat this as your official signature.

Signature: _____

Date: _____

For Office Use Only		
Student Name / ID:		Submitted on:
Registration Fee:	Deposit Fee:	Tuition Fee:
Date Received:	Date received:	Date received:
Payment Method: CHQ/CASH/BT	Payment Method: CHQ/CASH/BT	Payment Method: CHQ/CASH/BT
<input type="checkbox"/> Birth Certificate/Passport	<input type="checkbox"/> Immunisation Record	<input type="checkbox"/> Enrolment Contract