

Programme Enrolment Form – Enrichment Education Classes

To enrol your child for Enrichment Education Classes, please complete this form. Please fill in one Enrichment 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):

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 <input type="checkbox"/> (if yes, please give full details) No <input type="checkbox"/>
Allergies:
Medical conditions:
Dietary requirement:
Physical restrictions:
Individual needs:
<i>*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.*</i>

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

Enrichment Education Classes

Payment of Enrichment Education Class Fee(s)

1. Successful enrolment into Enrichment Education Class are on a first come first served basis with full payment. Payment can be settled by cash/cheque/bank transfer.

Payment Methods

1. By cash
 - 1.1 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.
2. By cheque
 - 2.1 Please make crossed cheques payable to "Bebegarten Education Centre Limited". Post dated cheques will not be accepted.
3. By Bank Transfer
 - 3.1 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, Level 3, One Island South, 2 Heung Yip Road, Wong Chuk Hang, Hong Kong.

Refunding the Enrichment Education Class Fee(s)*

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.
2. 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. 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.
4. Refund Policy and Procedures
 - 4.1 Written notice of withdrawal or cancellation is required from either party as appropriate and as detailed in these Terms and Conditions. For students aged below 18, their parents or guardians can proceed with the refund procedures on behalf of the students.
 - 4.2 Students / Parents or Guardians are required to sign the accompanying Acknowledgement of Refund Letter and return it to Bebegarten Education Centre.
 - 4.3 When processing the refund, Bebegarten Education Centre will not take away the original fee receipts. Upon receipt of the refund, Students / Parents or Guardians should sign the Acknowledgement of Receipt and return to Bebegarten Education Centre.
 - 4.4 Bebegarten Education Centre will refund students by cheque and in accordance with the Terms and Conditions detailed.

5. 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.*

6. Termination of Course Enrolment:

Bebegarten will issue a regular monthly invoice for your registered courses until 1 week's written notice of withdrawal or cancellation is provided by either party, as appropriate.

Legislated Enforced Closures*

1. Refers to the cancellation of classes subject to weather conditions:
 - 1.1 Typhoons

Class 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, e.g. 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.*

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 programme 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