



Shop B, G/F, Greenery Court, 250 Fa Yuen Street, Mongkok, Kowloon
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Website : www.mightyminds.com.hk

PHOTO
相片

Enrollment Form 課程報名表格

Student's Name 學生姓名 _____ (中文) _____ (English)

Date of Birth 出生日期 _____ (DD/MM/YYYY) Age 年齡 _____ 性別 : M/F

School 就讀學校 _____ Year 年級 _____

Special Attention Required (e.g. food allergies, Glucose-6-Phosphate Dehydrogenase Deficiency/ "G6PD", etc)
特別情況 (例：食物敏感、葡萄糖-六-磷酸鹽脫氫/“蠶豆症”等等)

Information of Parent/Guardian 家長/監護人資料

Name 姓名 _____ (中文) _____ (English)

Contact Tel. 電話 _____ Relationship 與學生關係 _____

Mobile 手提電話 _____ Fax No. 傳真 _____

Email 電郵 _____

Address 地址 _____

Emergency Contact 緊急聯絡資料

Name 姓名 _____ (中文) _____ (English)

Contact Tel. 電話 _____ Relationship 與學生關係 _____

How do you know us? (Please tick the appropriate box)

請問閣下怎樣認識我們? 請在適當方格內填上“√”號)

郵寄章程 Mail Circular 傳單派發 Handbill Distribution 網頁 Website

親友介紹 Introduced by friends or relatives (介紹人 Referee: _____)

其他 Others: _____

Course Information 課程資料

	Course 課程名稱	Commencement Date 開課日期	Course Schedule 上課日期							Time 上課時間	Fee 費用
			Mon	Tue	Wed	Thu	Fri	Sat	Sun		
1.										\$	
2.										\$	
3.										\$	
4.										\$	
總金額 Total Amount										\$	

For Office Use Only

Amount: _____ By Cash By Cheque (No.) _____

Application Date: _____ Handled by: _____

家長須知

1) 報名

- 家長須親身到本中心辦理報名手續。電話或傳真留位後於三天內完成及簽妥整個報名手續方為有效。
- 報名時須繳交報名費\$40 及攜帶三張學生證件相。
- 家長可選擇以現金或劃線支票繳付學費，支票抬頭請寫“Mighty Minds Learning Centre”，背後寫上學生姓名及課程名稱或編號。
- 請妥善保存學費收據以作記錄，收據須蓋有本中心印鑑才可作實。
- 如報名人數不足，本中心有權取消課程，中心職員會致電通知家長。

2) 學費

- 已繳交的學費，除課程額滿或取消外，一概不予退還或轉讓。
- 所有恒常課程，學費期以每月計算。請家長於每月最後一課或之前繳交下期學費，否則將視作自動放棄學位。
- 本中心有權因行政理由而更改任教之導師，家長不得爭議或要求退款。

3) 缺席或補堂

- 如無故缺席，已繳之學費恕不退還並不設補課。
- 如當天未能出席課堂者，必須於上課前三小時致電通知本中心。
- 恒常課程將不設補堂安排。
- 如請假達一個月以上者，需預繳下一期學費，否則本中心將不保留學位。
- 學生如因病請假，需出示醫生證明，方可獲得補課安排；所有補課每月只安排一次，補課必需於一個月內進行，否則將不另作安排。(本中心擁有最終補課安排決定權)
- 如導師因事請假，本中心將安排另一位導師代課，但不作另行通知。

4) 免責聲明

- 任何於本中心內發生之財物損失或毀壞，“Mighty Minds Learning Centre”概不承擔任何義務、責任或法律責任。
- 所有課程時間表、學費或條款上的更改將不作事先通知。
- 本中心保留刊登參加者活動照片之權利。本中心將可能把有關相片或錄像公開展出、刊登或播放，若參加者不希望在活動及興趣課程時被拍攝，可直接向活動負責人反映。
- 如有任何爭議，本中心保留一切最終決定權。

5) 颱風及暴雨安排

惡劣天氣指引	課堂安排	注意事項
一號或三號風球或黃色或紅色暴雨警告訊號	本中心照常上課	家長可自行決定應否送子女上課；若缺席者，將不獲補堂
八號風球或以上或黑色暴雨警告訊號	本中心停課	所有課程將不設補堂
天文台若於上課前 2 小時改掛一號或三號風球或除下所有風球 天文台若於上課前 2 小時除下黑色暴雨警告訊號	本中心之課程將於 2 小時後照常上課	家長可自行決定應否送子女上課；若缺席者，將不獲補堂
天文台若於下午 3:00 或之後除下八號風球或黑色暴雨警告訊號	當天之課程將全部取消，所有課程將不設補堂	

* 若對有關上課情況有任何疑問，請致電本中心向職員查詢

家長簽署 (家長姓名： _____)

日期 _____

Note to Parents:

1) Application

- Applications must be made in person. Parents may choose to reserve a class placement by phone or fax and complete the application procedures in person within 3 days.
- Please submit 3 student photos and HK\$40 as application fee during application.
- Payment can be made in cash or by crossed cheque. Cheques should be made payable to “Mighty Minds Learning Centre”. Please print the students’ name, course name or course code on the back of the cheque.
- Receipts are only valid if affixed with the Centre’s chop. Parents should retain the receipt for record.
- In case of insufficient enrollment for a class/course, the Centre reserves the right to cancel the class/course. Parents will be notified in such a case.

2) Course Fees

- Fees paid are non-refundable and non-transferable unless a class is full or cancelled.
- Fees for all year-round regular classes are paid monthly. Payment for the next month should be made on or before the last class of the current month, otherwise the enrollment would be deemed canceled.

3) Absence and Substitute Lessons

- No substitute lessons or refund of school fees will be arranged in cases of absence without leave, absence due to sickness or withdrawal from the course.
- Please call the Centre 3 hours before class starts if a student cannot attend his/her class.
- No substitute lessons will be arranged for year-round regular classes.
- If a student requires leave of one month or more, payment in advance for the next enrolled class should be made; otherwise no places will be reserved.
- If student is absent due to sickness, upon production of a certificate issued by a medical practitioner, substitute lessons will be arranged. The substitute lesson will be arranged within one month and only one arrangement will be entertained per month. The Centre reserves the right to determine arrangements for substitute lessons at their own discretion.
- If a tutor has taken leave, the Centre will arrange for a substitute tutor without prior notice to parents.

4) Disclaimer

- The Centre shall not be responsible or liable for any loss or damage to any property which took place at the Centre.
- Timetables, fees and terms & conditions are subject to change without prior notification.
- The Centre retains the copyright of all images and videos taken of enrolled students during classes. The Centre reserves the right to exhibit, publish or broadcast images or videos taken of enrolled students for public viewing. Students and parents may contact the Centre if they object to such uses.
- The Centre reserves the right to make personnel changes in accordance with their administration needs. The Centre will not entertain parents’ complaints or request for refund of school fees as a result of such personnel changes.
- Notwithstanding the above, in case of any dispute, the decision of the Centre shall be final.

5) Arrangements for Tropical Cyclones and Heavy Persistent Rain

Weather Condition	Class Arrangements	Special Notice
When Tropical Cyclone Warning Signal No. 1 or 3 is issued; or when Amber or Red Rainstorm Warning Signal is issued	Operate as usual	Parents can decide by themselves whether they should bring their child to the Centre. However, no substitute lessons will be arranged for absent students.
When Tropical Cyclone Warning Signal No. 8 or above is issued; or when Black Rainstorm Warning Signal is issued	No classes at the Centre	No substitute lessons will be arranged.
When Tropical Cyclone Warning Signal No. 8 is replaced by Signal No. 1 or No. 3. When all signals are cancelled 2 hours before the classes. When Black Rainstorm Warning Signal is cancelled.	Classes will resume after 2 hours	Parents can decide by themselves whether they should bring their child to the Centre. However, no substitute lessons will be arranged for absent students.
When Tropical Cyclone Warning Signal No. 8 or Black Rainstorm Warning Signal is cancelled after 3 p.m.	Classes for the entire day are cancelled. However, no substitute lessons will be arranged.	

* If you have any enquires about the class arrangement, please feel free to contact us.