



STUDENT REGISTRATION FORM

學生註冊表格

Part I

Student's Absence Policies 學生缺席守則

A. Private Individual Tuition/ Private Group Tuition 私人一對一補習/ 私人小組補習:

Regular Group Classes 常規課程小組補習:

- 1) All payment is to be made in advance of the class. Payment should be settled within a week the class is confirmed or at least two days before the class, whichever is sooner. 所有費用須在上課前預先繳交。必須在確認課程一星期內付款。若距離上課時間少於一星期，就必須在上課兩日前繳交。
- 2) **The student must give the School prior verbal or written notice of absence for cancellation of lesson not less than 2 working days of the School.** Working days do not include Sundays or other holidays of the School. Notice given after office hours are taken as notice given on the next working day. The School has the discretion to waive the tuition fees for that particular session if notice of absence is given in compliance with this provision; but exercise of discretion for waiver of tuition fees by the School as foresaid will be limited to once in a calendar month. **如學生需要缺席，必須於上課時間前，給予本校不少於兩個工作天的通知。** 工作天並不包括星期日及本校其他假期，而在辦公時間後發出的通知會當作是在下一個工作天所發出而計算。如學生遵守此規則，本校可以行使酌情權去豁免該堂的學費，但本校行使該酌情權去豁免學費則只限一個月一次。
- 3) If the student fails to give the requisite notice in advance according to the preceding provision A(2), we will charge half of the tuition fee for that particular session. No make-up classes will be arranged for Group Tuition. 任何學生沒有根據上述學生缺席守則 A(2) 條款事先向本校通知有關缺席，將要支付該課堂一半的學費，而本校將不會安排補課。
- 4) Any student who fails to give the School any notice of absence in advance needs to pay full tuition fee for that particular session. 任何學生若沒有事先向本校發出任何有關該缺席的通知，將要支付該課堂全部學費。
- 5) (i) **The student is required to give at least 2 hours' prior notice of absence during office hours of the School if such absence is due to sickness or other reasonable causes of emergency.** Notice can be given verbally or in writing during office hours. Should a student need to take leave from a class that begins less than 2 hours after the School opens on that day, 2 hours' prior notice in writing via email is acceptable. **學生如果因病或其他合理緊急事故缺課，必須在本校辦公時間內兩小時前通知本校。** 學生可透過口頭或書面形式通知。如果學生需要在課程開始前的兩小時請假，而該時間早於本校的辦公時間，可透過電郵在兩小時前通知。
(ii) The School has the discretion to waive the tuition fees for that particular session subject to the compliance of the preceding provision A(5)(i) if the cause of absence due to sickness is supported by a medical certificate. The School also has the right to determine what amounts to a reasonable cause of emergency. The School will exercise the discretion in favor of the student if we are satisfied that the cause of absence is acceptable as a reasonable cause of emergency. 如果符合上述 A(5)(i) 條款規定給予所需通知及又有醫生紙證明學生因生病缺課，本校可行使酌情權豁免該堂的學費。本校有權決定該緊急事故是否足以構成合理缺課，從而本校會行使酌情權豁免學費。
- 6) If the student fails to give the requisite advance notice of absence according to the preceding provision A(5) in the case of sickness (in spite of the production of the medical certificate) as well as in cases of absence due to other reasonable causes of emergency, the student is required to pay half of tuition fee for that particular session. 如果學生不能根據上述 A(5) 條款因病或其他合理緊急事故作出事前通知（儘管有提供醫生證明書），學生仍須支付該堂的一半學費。
- 7) No refund will be made. Fees waived will be carried forward as credit to set off future tuition payment. 本校不設退款。被豁免的費用將被用作支付下期的學費。

B. Seasonal Group Classes 季節性課程小組補習:**(CNY, Easter, Summer Holidays, Christmas, Term Break 農曆新年, 復活節, 暑假, 聖誕, 學期休假)**

- 1) All payment is to be made in advance of the class. Payment should be settled within a week the class is confirmed or at least two days before the class, whichever is sooner. 所有費用須在上課前預先繳交。必須在確認課程一星期內付款。若距離上課時間少於一星期，就必須在上課兩日前繳交。
- 2) Should a student need to be absent from a class, full tuition fee for that session will be charged except for cases under provision B(3). No make-up classes will be arranged. 如果學生於某一課堂缺席，需要支付該堂之全部學費，而本校將不會安排補課，若學生符合 B (3) 條款的規定除外。
- 3) No cancellation is allowed except in cases when such absence is due to sickness and to be supported by a medical certificate, or due to other reasonable causes of emergency. Provision A(5) and A(6) will also apply in these cases. 所有課堂不得取消，因疾病(需附有醫生證明)或其他合理的緊急原因而又符合 A(5) 及 A(6)條款的情況除外。
- 4) No refund will be made. Fees waived will be carried forward as credit to set off future tuition payment. 本校不設退款。被豁免的費用將被用作支付下期的學費。

Part II**Course Leaflet 課程單張****A-Square Education Centre 賢坊教育中心**

School Registration Number 教育局註冊編號: 585386

Address/ Course Venue: 5/F, Capricorn Centre, 155 Sai Yeung Choi Street North, Mongkok, Kowloon

地址:九龍旺角西洋菜北街 155 號嘉康中心五樓全層

Telephone no.電話: (852) 2380 0868 / Email 電郵: info@asquare.edu.hk / Website 網頁: www.asquare.edu.hk

Course Details: 課程內容

Course Name/ Content 課程名稱/內容	Course Fee 學費	Course Date/ Time/ Duration 課程日期/ 時間/ 時段	Centre 上課地點	Remarks (e.g. Exam Board/ Level) 備註欄 (e.g. 考評局/級別)

Information of Principal: 校長資料**Ms. Wong Hing Hung, Amy**, Degree of Bachelor of Laws (Hons.), University of Hong Kong**Information of Teacher(s): 老師資料**

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Refund Policies and Procedures: 退款政策及程序:**A. Refund Policies: 退款政策:**

- 1) If a course cannot be operated according to the arrangements specified (including the stipulations as to the date and time of the course) in the fee receipt and the course leaflet; and the student declines the revised arrangements, the School will refund the student the full amount of the course fee collected or on a pro-rata basis, whichever is applicable, as soon as possible and in any event not later than one month after the student's request for the refund. 倘若課程未能按照學費收據及課程單張所載安排開辦(包括所列日期或時間開辦)，而學生又拒絕接受學校提供的新安排，在學生提出退款要求后，本校會儘快及在任何情況下不超過一個月，向學生全數或按比例退回課程費用。
- 2) In case of a permanent school closure prior to the commencement of a course, the School will refund the student the full amount of the course fee collected. 本校如在課程開課前關閉，便會向學生全數退回課程費用。

- 3) In case of an unplanned cessation of a course after its commencement, the School will refund the student 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. 倘若課程在開課後停辦，本校會儘快及在任何情況下不超過一個月，向學生按比例退回課程費用。

B. Refund Procedures: 退款程序:

- 1) The School will inform students of the refund arrangement either over the telephone or in writing. For students aged below 18, their parents or guardians can proceed with the refund procedures on behalf of the students. 本校會主動致電或以書面通知學生有關退款安排。十八歲以下的學生可由家長或監護人代辦退款手續。
- 2) The School will refund students in accordance with the above policies. 本校會按照上述政策向學生退款。
- 3) When processing the refund, the student has to show the original fee receipt. The School will not take away the original fee receipt. Upon receiving the refund, the student or parent or guardian is required to sign to acknowledge receipt of the refund. 處理退款時，學生需出示學費收據的正本，而本校不會取去學費收據的正本。學生或家長收到退款時，需要簽收確認。
- 4) The School will pay the refund either in cash or by cheque. 本校會以現金或支票支付退款。

Student/Parent/ Guardian Acknowledgement 學生/家長/監護人確認書

I understand and agree to comply with the Student's Absence Policies as stated in Part I herein. I also acknowledge that the School has the right to amend the aforesaid Policies and agree to comply with the prevailing Policies to be amended and enforced from time to time. 本人明白並同意遵守 Part I 所述之學生缺席守則。本人得悉學校有權修改上述的政策，若現行之政策被修訂，本人亦同意遵守。

Before enrolling in the following course, I have received the Course Leaflet provided by the School as stated in Part II herein. I am aware of the information contained in the course leaflet including course details, fees, information on the principal and teacher(s) and refund policies and procedures. I also understand that in accordance with the Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order, the fee is collected on an equal monthly basis. If the School fails to operate the course as scheduled, the School will give me a full or partial refund according to the refund policies and procedures stated in the Course Leaflet. 在報讀下列課程前，本人已接獲 Part II 所述學校提供的課程單張。本人知悉單張所載的資料，包括課程的詳情、費用、校長及教員的資料及退款政策及程序。本人明白按照《教育（豁免）（提供非正規課程的私立學校）令》，課程費用是按照每月等額計算。如學校未能按預定安排開辦課程，便會按照課程單張所載的退款政策及程序，向本人退回全部或部份費用。

Enrolled Course Name/ Level: 課程名稱/班級: _____

Enrolled Course Date and Time: 課程舉辦日期及上課時間: _____

Signature of Parent/ Guardian/ Student (aged 18 or above):
家長 / 監護人 / 學生簽名 (18 歲或以上): X _____

Name of Parent/ Guardian/ Student (aged 18 or above):
家長 / 監護人 / 學生姓名 (18 歲或以上): _____

Date: 日期: _____

Part III

Student Information 學生資料

1. HK ID Card No. ()
香港身份證號碼
2. Name Surname _____ Other Names _____
姓名 姓 _____ 名 _____
3. Gender M 男 F 女
性別
4. Date of Birth _____ 5. Education Level _____
出生日期 (DD/MM/YYYY) (日 / 月 / 年) 級別
6. Tel. 電話 _____ (Parent 家長) _____ (Student 學生)
7. E-mail 電郵 _____ (Parent 家長)
_____ (Student 學生)
8. Correspondence Address 通訊地址 _____
9. School Name 學校全名 _____
School District 學校區域 _____
10. Please list any medical condition that you want to bring to our attention: _____
如有需要本校注意的健康狀況, 請列明: _____

Emergency Contact 緊急聯絡人

Name 姓名	Relationship 關係	Home Tel. 住所電話	Office Tel. 辦公室電話	Mobile Tel. 手提電話

How Did You Find Us? 從何途徑認識我們?

- Referral by your classmate 同學介紹 _____ Referral by your friend/relative 親友介紹 _____
- Promotion pamphlet 宣傳單張 From outdoor advertising 戶外廣告牌
- Internet 互聯網: GOOGLE(谷歌) YAHOO(雅虎) FACEBOOK(面書)
- Others 其他 _____

Declaration and Acknowledgement 聲明及確認

- I, as the applicant/parent/guardian, confirm that I have already reached the age of 18.
本人乃申請人本人/申請人之家長/監護人, 並已年滿十八歲。
- I declare that all the above information is true and will inform the Centre if there is any change.
上列各項並正確無訛, 而資料如有更改, 本人盡快通知貴校。
- I understand that the School reserves the right to reject any students from enrollment for whatever reason.
本人明白貴校有權因任何原因, 謝絕任何人士報讀課程之申請。
- I have read, understood and accepted the attached "Declaration on the Collection of Students' Personal Information" as stated in Part IV.
本人已清楚閱讀, 理解及接受附件 Part IV 所述之《收集學生個人資料聲明》。
- I agree that the School can communicate with me or send courses/ promotional materials through email, phone call, WhatsApp and SMS.
本人同意貴校或會透過電郵、電話、WhatsApp 及 SMS 聯絡申請人及發放有關課程之資料/推廣資訊至申請人。
- I understand that if I do not wish to receive further courses/ promotional materials in future, I can contact and notify the School.
本人明白如將來不想繼續接收以上所述的課程資料/推廣資訊, 可隨時聯絡及通知學校。

X _____
Applicant/Parent/Guardian's Signature 申請人/家長/監護人簽署

Name 姓名: _____

Date 日期: _____
(DD/MM/YYYY)(日 / 月 / 年)

Part IV

Declaration on the Collection of Students' Personal Information

收集學生個人資料聲明

This is a declaration by the School on its privacy policy and rules on the collection of students' personal information.
此乃本校有關私隱政策及收集學生個人資料準則之聲明。

1. Privacy policy 私隱政策

- 1.1 The School is committed to protecting the privacy, confidentiality and security of all personal information held by complying with the Personal Data (Privacy) Ordinance (Cap. 486). The School shall ensure that its staff and agents uphold these obligations.
本校承諾保障《個人資料（私隱）保障條例》（香港法例第 486 章）所述的所有個人資料的私隱、保密性及安全性。本校會確保本校職員及代理人履行這些責任。
- 1.2 The School has the right to amend or change the contents of this Declaration without having to give any prior notification.
本校有權修改或變更本聲明之內容而無需事先通知。

2. Collection of Student Information 學生資料的收集

- 2.1 The School will collect students' personal information ("Student Information") from the students and/or their parents/guardians, including but not limited to:
本校會從學生和/或其父母/監護人中收集學生的個人資料（“學生資料”），包括但不限於：
- a) Name 姓名
 - b) Hong Kong identification card number 香港身份證號碼
 - c) Date of birth 出生日期
 - d) Telephone number 電話號碼
 - e) Email address 電郵地址
 - f) Correspondence address 通訊地址
 - g) Name of school 學校名稱
 - h) Name and telephone number of an emergency contact person 緊急聯絡人姓名及電話號碼
- 2.2 It is mandatory for students and/or their parent(s)/guardian(s) to provide all Student Information as stated on the application form, otherwise students may fail to be registered with the School.
學生和/或其父母/監護人必須提供申請表上所載的學生資料，否則學生可能無法與學校註冊。

3. Use of Student Information 學生資料的用途

- 3.1 Unless otherwise agreed, Student Information shall be used for the following purposes:
除非另獲同意，否則學生資料應用於以下目的：
- a) Processing the student application for the purpose of class enrolment
處理學生申請以進行課程註冊
 - b) Assessing the suitability of class/teacher for the student
評估課程/老師對學生的適合性
 - c) School administration and operation after registration, including but not limited to communication via email, phone call and/or WhatsApp and record-keeping
註冊後的學校的行政管理及運作，包括但不限於通過電郵、電話和/或 WhatsApp 進行的溝通和記錄保存
 - d) Analyzing general student statistics and distribution
分析整體學生的統計數字和分佈情況
 - e) Responding more effectively to student' requests and needs
更有效地回應學生的要求及需要
 - f) Sending periodic information on our Seasonal Courses and commencement of new courses and updated information. We will include detailed instructions at the bottom of the email for you to unsubscribe from receiving such future emails.
當我們定期發送季節性課程、新課程資訊與其他最新訊息，我們會在電郵底部附上詳細指示給您，以便將來取消訂閱接收此類電郵之用。

4. Handling of Student Information 學生資料的處理

4.1 The School has staff training such that members of the staff have access to Student Information on a need-to-know basis for the sole purpose of carrying out their respective duties for the necessary operation of business.

本校有職員培訓，使有關職員能在有需要知情的情況下獲取學生資料，而其唯一目的只為履行其業務職責。

4.2 All members of the staff are obliged to keep such Student Information strictly confidential.

所有職員都有義務嚴格保密此類學生資料。

5. Disclosure of Student Information 披露學生資料

5.1 The School may disclose Student Information to trusted third parties such as agencies, service providers and contractors appointed to undertake some of its academic or administrative functions, provided that such recipients of Student Information agree to maintain the same strict confidentiality standards.

本校可向受信任的第三方披露學生資料，如代理機構、服務提供商和承擔某些學術或行政職能的承包商，前提是這些學生資料接收者同意遵守相同的嚴格保密標準。

5.2 The School will disclose Student Information to Education Bureau or any Authority as required.

學校會根據要求向教育局或任何官方機構披露學生資料

5.3 Subject to obtaining express prior consent from the student and/or parent(s)/guardian(s), the School may place a student's photo together with name, some personal data (e.g. school name) and examination results on its website or publications for marketing purposes.

在獲得學生和/或家長/監護人的明確事先同意的情况下，本校或會在其網站或出版物上刊登學生的照片、姓名及一些個人資料（例如學校名稱）和考試成績作市場推廣用途。

5.4 Subject to clauses 5.1 to 5.3, the School shall not disclose Student Information to any third party, unless:

根據第 5.1 至 5.3 條的規定除外，本校不會向任何第三方披露學生資料，除非：

- a) Such disclosure is expressly provided for under this Declaration;
該披露明確地在此聲明內提及
- b) Permitted to do so by the student or his/her parent/guardian in the application form; and/or
學生或其父母/監護人允許;和/或
- c) Permitted or required by law.
法律允許或要求

6. Access to and Correction of Student Information 獲取或更正學生資料

6.1 Students or their parent(s)/guardian(s) may submit a signed, written request to any staff of the School to access or to correct Student Information held by the School.

學生或其家長/監護人可以向學校的任何職員提交已簽名的書面請求，以獲取或更正本校持有的學生資料。

To contact us 聯絡我們

Address: 5/F, Capricorn Centre,
155 Sai Yeung Choi Street North,
Mongkok, Kowloon
Phone: 2380-0868
Fax: 2380-0232
Email: info@asquare.edu.hk

This Declaration has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

此中文聲明為英文版本譯本。如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。