

## 2012 Summer Camp Registration Form

### PARENT/GUARDIAN DETAILS (main contact for our school)

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Nationality: \_\_\_\_\_

Father's Mobile: \_\_\_\_\_ Mother's Mobile: \_\_\_\_\_

Father's Email: \_\_\_\_\_ Mother's Email: \_\_\_\_\_

Resident Status:  Visitor  Permanent Resident, your child's current school: \_\_\_\_\_

Student will be residing with:  Parent  Guardian  Mandarin House

Guardian's Name (if applicable): \_\_\_\_\_ Guardian's Mobile (if applicable): \_\_\_\_\_

How did you hear about Mandarin House?

I attended a Mandarin House course before. What year \_\_\_\_\_ Which city  Beijing  Shanghai

Internet Website \_\_\_\_\_  Advertisement Publication \_\_\_\_\_  Friend. Name \_\_\_\_\_

Company. Name \_\_\_\_\_  Brochure. Where \_\_\_\_\_  Other, please specify \_\_\_\_\_

### STUDENT DETAILS

Name: \_\_\_\_\_  Male  Female Date of Birth: D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_

Student Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

My level of Chinese:  Total Beginner  Elementary  Lower Intermediate  Upper Intermediate  Advanced

Name: \_\_\_\_\_  Male  Female Date of Birth: D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_

Student Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

My level of Chinese:  Total Beginner  Elementary  Lower Intermediate  Upper Intermediate  Advanced

Name: \_\_\_\_\_  Male  Female Date of Birth: D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_

Student Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

My level of Chinese:  Total Beginner  Elementary  Lower Intermediate  Upper Intermediate  Advanced

### CAMP DATA

City I want to study in:  Beijing  Shanghai

Camp that I want to apply for:  Homestay Camp  Residence Camp  Day Camp  Family Package

From D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_ to D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_ # of weeks: \_\_\_\_\_

Accommodation:  No.  Yes. please arrange my accommodation as requested below:

Airport Pick-up:  No.  Yes, please arrange an airport pickup for me.

### PAYMENT

Bank Transfer  PayPal  Credit Card or Cash  Other, please specify \_\_\_\_\_

### QUESTIONS

## 2012 Summer Camp Waiver

1. Camp fees cover camp-related costs which are included in the invoice. Parents and participants are responsible for providing spending money for any incidental expenses. Participants who would like Mandarin House to organize extra activities, if available, must pay the additional expenses.
2. Parents and participants are solely responsible for transportation to the camp city. Mandarin House accepts no responsibility for travel delays or missed flight connections and strongly recommends that you book direct flights to the camp destination.
3. Field Trip Permission:  
**We give permission for our child to attend Mandarin Camp related field trips that involve traveling to other locations.**
4. Participants from 7 to 15 years old are supervised by teachers and coordinators at all times while at the camp location or on camp-related excursions. Participants wishing to leave the camp without our supervision MUST have written consent from their parents and have told Mandarin House 2 days in advance. Mandarin House is not liable for any damages suffered by participants not under our supervision with the prior consent from their parents.
5. Participants must attend all classes and planned excursions on time, if the participant is unable or will be late to participate, our staff must be informed with written notice 2 days in advance from the parents, and Mandarin House will not arrange for a make-up class or excursion or provide any refund.
6. Curfews must be observed. Homestay and Residence Camp participants must be in their rooms light off by 22:30.
7. Participants are expected to be courteous and respectful guests and must obey all local laws. Illegal drug use or abusive behavior or alcoholic consumption by participants will not be tolerated.
8. Mandarin House reserves the right to terminate participation or refuse service to any participant who fails to comply with the rules of the camp, or for any other reason deemed necessary at the sole discretion of Mandarin House. Mandarin House will notify the parents to take the participant home at the expense of the participant or his/her family and without any refund.
9. Mandarin House shall be responsible for providing the services outlined to the participant. In the event that the services and accommodation outlined cannot be provided due to causes beyond the control of Mandarin House, all efforts will be made to provide comparable services and accommodation. If, due to insufficient enrolments, a camp has to be cancelled, Mandarin House shall only be responsible for reimbursing the participant the amount paid for the camp (excluding any transportation expenses).
10. Liability  
While participating in this camp your child may be exposed to certain risks. These risks include, but are not limited to, accident and/or sickness without readily available medical facilities, the forces of nature and acts of war. By signing the waiver you are acknowledging and assuming these risks. Parents and participants in the camps waive any liability against Mandarin House and its staff and host families for any injury, loss, damage, accident or expense. The participant understands that he/she is traveling under his/her own responsibility (if a minor, the parent assumes this responsibility) and releases Mandarin House and its staff and host families from any liability.

### SIGNATURE

We have read and agree to the Camp Waiver.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_  
Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_

## 2012 Terms & Conditions

**When you register with Mandarin House, you are agreeing to:**

### Registration & Payment

Submit the Registration Form and make full payment upon receiving your invoice, in which the detailed fees charged by Mandarin House are listed.

### Passport & Visa

You are responsible for a valid passport, visa, medical and travel insurance to cover your stay period.

### Course Terms & Conditions

- One lesson lasts fifty minutes.
- Maximum twelve students per group. If a group has two or less participants, Mandarin House reserves the right to reduce each lesson from fifty minutes to thirty minutes.
- If you cannot attend a group lesson on schedule, Mandarin House will not arrange for a make-up lesson.
- You are required to inform Mandarin House in writing of any absences or changes one working day before your private lesson. If prior written notice is not received, one lesson will be deducted from your timetable, as if the lesson had been used.
- All courses must finish within one year from their starting dates. Students that fail to complete their courses within one year will be deemed to waive their remaining lessons and no lesson transfer or refund will be available.
- In order to ensure the quality of your study, Mandarin House reserves the right to adjust the study location and teaching approach giving prior notice.
- The course registration fee is non-refundable.
- A cancellation fee of 1000rmb will be charged if you cancel the course before the intended start date.
- Tuition is refundable in full for those who cancel the course four weeks or more before their intended start date, two weeks before 50%, less than two weeks 20%. The cancellation fee of 1000rmb will be charged. Refunds will be made to the person or agency that paid. Students who have paid for their tuition through agents must apply to that agency for a refund.
- No tuition refunds will be made after courses begin.
- If you want to change course arrangements after registration, you must give Mandarin House a written notice two weeks in advance. Change is not guaranteed and will only be made upon availability. Course change fee is 500rmb.

### Accommodation Terms & Conditions

- Participant should arrive on Sunday after 2pm and depart on Saturday before 12pm.
- Accommodation is subject to availability and cannot be guaranteed for students beyond the dates of their course.
- The accommodation placement fee is non-refundable.
- A cancellation fee of 2000rmb will be charged if you cancel the accommodation arrangement.
- Accommodation fees are refundable in full for those who cancel four weeks or more before their intended start date, two weeks before 50%, less than two weeks 20%.
- If you want to cancel accommodation arrangements after arrival, you must give Mandarin House a written notice four weeks in advance. All fees paid for the remaining accommodation after these four weeks less cancellation fee will be refunded.
- Refunds will be made to the person or agency that paid. Students who have paid for their accommodation through agents must apply to that agency for a refund.
- If you want to change accommodation arrangements after registration, you must give Mandarin House a written notice two weeks in advance. Change is not guaranteed and will only be made upon availability. Accommodation change fee is 500rmb.

### Unusual Circumstances

Your program may be disrupted by an unusual event or circumstances that Mandarin House could not reasonably have foreseen. If the unusual event is serious enough to significantly affect your program, we will try to arrange a suitable alternative if possible. We do not make any refunds in these situations and you will be responsible for any travel costs involved. We cannot accept liability for the effect of any unusual event or for any loss, damage, expense or claim of any disruption you suffer as a result.

### Use of Photos and Comments

By agreeing to these terms and conditions you agree that we may use any photo(s)/image(s) we or someone on our behalf take of you or any comments (written or verbal) you make during or in connection with your stay for our promotional/marketing purposes (such as including them in our brochure/website) without obtaining your further specific permission or making any payment to you. Such use may include mentioning your name, nationality, etc.

### Complaints Policy

You should lodge your complaint in writing within 5 working days of the incident, please view the Students Complaints Policy at: [http://www.mandarinhouse.cn/images/student\\_complaints\\_policy.pdf](http://www.mandarinhouse.cn/images/student_complaints_policy.pdf)

### Code of Conduct

All participants of Mandarin House programs are expected to adhere to proper conduct and obey the instructions of Mandarin House. This covers, but is not limited to, respecting others' cultures and beliefs, respecting the accommodation and avoiding drugs and illegal activities. Participants will be removed from the program without a refund if they engage in illegal, violent or improper behavior. Participants are responsible for any and all damages they cause and must directly compensate the owner of the property involved.

All the rights and obligations are stated expressly above. Any verbal communications and promises by the staff are invalid and unenforceable. Mandarin House reserves the right to explain the aforementioned terms and conditions.

### SIGNATURE

We have read and agree to the Terms & Conditions.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ D \_\_\_\_\_ M \_\_\_\_\_ Y \_\_\_\_\_

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ D \_\_\_\_\_ M \_\_\_\_\_ Y \_\_\_\_\_



## 2012 Summer Camp Medical Record

The following information is needed. Please assist us, as your child's health is our primary concern.

Name: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: D _____ M _____ Y _____	Nationality: _____
Passport #: _____	Visa #: _____	
Name: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: D _____ M _____ Y _____	Nationality: _____
Passport #: _____	Visa #: _____	
Name: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: D _____ M _____ Y _____	Nationality: _____
Passport #: _____	Visa #: _____	

Persons to notify in an emergency:

Name: \_\_\_\_\_ Home Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Name: \_\_\_\_\_ Home Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Allergies: ① _____
② _____
③ _____
Other medical conditions: ① _____
② _____
③ _____
Is your child taking any regular medication? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify: _____

Parents and participants are responsible for medical and travel insurance to cover their camp period.

By signing this form you give Mandarin House permission to transfer your child to a medical facility at the expense of the participant or his/her family.

<b>SIGNATURE</b>	
We have read and agree to the above.	
Parent Name: _____	Signature: _____ D _____ M _____ Y _____
Student Name: _____	Signature: _____ D _____ M _____ Y _____