

## Programme Enrolment Form - Enrichment Education Classes

Please complete this form in block letters and return to Bebegarten Education Centre by post.  
Please fill in one Enrolment Form per person.

Student Information	
Family name	Given name
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	
Date of birth (dd/mm/yyyy)	Age
Nationality	HKID Card / Passport no.
First language	Other language

Parent / Guardian / Registrant Information	
Family name	Given name
HKID Card / Passport no.	
Relationship to child	
Mobile telephone no.	
Email address	
Home address	

Child Medical / Emergency Information	
Emergency contact name	Telephone no.
Family doctor's name Clinic address	Telephone no.
Family hospital name Hospital address	Telephone no.
Family dentist name Dentist address	Telephone no.
Does your child have any allergies, medical conditions, dietary requirements, physical restrictions or individual needs? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please give full details. Allergies Medical conditions Dietary requirement Physical restriction 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 or Guardians to collect your child**

<b>Authorisation 1</b>	
Family name	Given name
HKID Card / Passport no.	
Relationship to child	
Telephone no.	Mobile telephone no.
<b>Authorisation 2</b>	
Family name	Given name
HKID Card / Passport no.	
Relationship to child	
Telephone no.	Mobile telephone no.

**Programme Enrolment**

Please refer to the enrichment education classes schedule for selection.

**Payment Method**

Successful registration is on a first come first served basis, with payment settled by cash / cheque / bank transfer.

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

- Magazine (please name \_\_\_\_\_)
- Newspaper (please name \_\_\_\_\_)
- Online (please name \_\_\_\_\_)
- Email / eDM (please name \_\_\_\_\_)
- Facebook
- Mini-bus
- Family / friends

\* \* \* \* \*

- 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only**

Student ID number (For Playgroup / Nursery to upper kindergarten English classes)	
Submission date	
Programme fee amount	Fee payment by: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque (cheque no. _____) <input type="checkbox"/> Bank transfer
Handled by	Date

# Bebegarten Education Centre

School Registration Number 591840

Registered Address Level 3, One Island South, 2 Heung Yip Road, Wong Chuk Hang, Hong Kong

Telephone Number (852) 3487 2255

## 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](mailto: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 heither 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.

#### 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.

\*All Classes run weeks beginning Jan. 1<sup>st</sup> - Mar. 26<sup>th</sup> unless otherwise stated.  
 There will be no classes on February 16<sup>th</sup> – 24<sup>th</sup> inclusive due to CNY break.  
 There will be no classes on March 30<sup>th</sup> & 31<sup>st</sup> due to Good Friday Holidays.  
 Any enrolments mid-term will see remaining classes charged on a pro-rata basis.\*

Enrichment Education Class Schedules and Fees (January - March 2018)				
Monday		Tuesday		Wednesday
<input type="checkbox"/> 10:30 - 11:30 <b>Mandarin Play</b> <b>Monday &amp; Wednesday</b> HK\$6,900 <b>Ages 2.5 - 3</b> <b>(Caregiver on-site)</b>				<input type="checkbox"/> 10:30 - 11:30 <b>Mandarin Play</b> <b>Monday &amp; Wednesday</b> HK\$6,900 <b>Ages 2.5 - 3</b> <b>(Caregiver on-site)</b>
<input type="checkbox"/> 13:00 - 14:00 <b>Immersive Mandarin</b> <b>Monday &amp; Thursday</b> HK\$8,050 <b>Ages 3 - 5</b>	<input type="checkbox"/> 13:00 - 14:00 <b>Drama</b> HK\$4,200 <b>Ages 3 - 5</b>	<input type="checkbox"/> 13:00 - 14:00 <b>Art Adventurers</b> HK\$3,600 <b>Ages 3 - 5</b>	<input type="checkbox"/> 13:00 - 14:00 <b>Immersive Mandarin</b> <b>Wednesday &amp; Friday</b> HK\$7,700 <b>Ages 3 - 5</b>	<input type="checkbox"/> 13:00 - 13:45 <b>Music Builders</b> <b>Stage 1</b> HK\$3,600 <b>Ages 3 - 4</b>
<input type="checkbox"/> 13:00 - 14:00 <b>Art Adventurers</b> HK\$3,300 <b>Ages 3 - 5</b>	<input type="checkbox"/> 13:00 - 14:00 <b>Let's Get Physical!</b> HK\$3,300 <b>Ages 3 - 5</b>	<input type="checkbox"/> 13:00 - 14:00 <b>Science &amp; Experiments</b> HK\$3,600 <b>Ages 3 - 5</b>	<input type="checkbox"/> 13:00 - 13:45 <b>Mandarin Music Builders</b> <b>Stage 1</b> HK\$3,600 <b>Ages 3 - 4</b>	<input type="checkbox"/> 13:00 - 14:30 <b>Performing Arts</b> HK\$6,600 <b>Ages 3 - 5</b>
<input type="checkbox"/> 13:00 - 14:00 <b>Creative Cooks</b> HK\$3,850 <b>Ages 3 - 5</b>	<input type="checkbox"/> 14:00 - 14:45 <b>Musical Movers</b> HK\$3,000 <b>Ages 12 - 18 months</b> <b>(Accompanied)</b>		<input type="checkbox"/> 14:35 - 15:10 <b>Music Makers</b> HK\$4,800 <b>Ages 5+</b>	
<input type="checkbox"/> 15:45 - 16:45 <b>Art Adventurers Plus</b> HK\$1,500 (Starting from 26 <sup>th</sup> February 2018) <b>Ages 6 - 8</b>	<input type="checkbox"/> 15:00 - 16:00 <b>Science &amp; Experiments</b> HK\$3,600 <b>Ages 3 - 5</b>		<input type="checkbox"/> 15:40 - 16:15 <b>Music Makers</b> HK\$4,800 <b>Ages 5+</b>	<input type="checkbox"/> 16:25 - 17:00 <b>Music Makers</b> HK\$4,800 <b>Ages 5+</b>
				<input type="checkbox"/> 16:00 - 16:45 <b>Music Builders</b> <b>Stage 2</b> HK\$3,600 <b>Ages 4 - 5</b>

\*All Classes run weeks beginning Jan. 1<sup>st</sup> - Mar. 26<sup>th</sup> unless otherwise stated.  
 There will be no classes on February 16<sup>th</sup> – 24<sup>th</sup> inclusive due to CNY break.  
 There will be no classes on March 30<sup>th</sup> & 31<sup>st</sup> due to Good Friday Holidays.  
 Any enrolments mid-term will see remaining classes charged on a pro-rata basis.\*

Enrichment Education Class Schedules and Fees (January - March 2018)				
Thursday	Friday		Saturday	
	<input type="checkbox"/> 09:00 - 10:00 <b>Art Explorers</b> HK\$3,000 <b>Ages 2.5 - 3</b> (Caregiver on-site)		<input type="checkbox"/> 09:30 - 10:05 <b>Singing &amp; Voice Play</b> HK\$4,000 <b>Ages 5+</b>	
<input type="checkbox"/> 11:00 - 12:00 <b>Art Explorers</b> HK\$3,600 <b>Ages 2.5 - 3</b> (Caregiver on-site)	<input type="checkbox"/> 09:45 - 10:30 <b>Musical Foundations</b> HK\$3,000 <b>Ages 2.5 - 3</b> (Caregiver on-site)	<input type="checkbox"/> 10:30 - 11:30 <b>Art Explorers</b> HK\$3,000 <b>Ages 2.5 - 3</b> (Caregiver on-site)	<input type="checkbox"/> 10:15 - 10:50 <b>Music Makers</b> HK\$4,000 <b>Ages 5+</b>	<input type="checkbox"/> 11:00 - 11:35 <b>Music Makers</b> HK\$4,000 <b>Ages 5+</b>
<input type="checkbox"/> 13:00 - 14:00 <b>Art Adventurers</b> HK\$3,600 <b>Ages 3 - 5</b>	<input type="checkbox"/> 11:00 - 11:45 <b>Musical Movers</b> HK\$2,500 <b>Ages 12 - 18 months</b> (Accompanied)		<input type="checkbox"/> 10:30 - 12:00 <b>Performing Arts</b> HK\$5,500 <b>Ages 3 - 5</b>	
<input type="checkbox"/> 13:00 - 14:00 <b>Immersive Mandarin Monday &amp; Thursday</b> HK\$8,050 <b>Ages 3 - 5</b>	<input type="checkbox"/> 13:00 - 13:45 <b>Music Builders Stage 2</b> HK\$3,600 <b>Ages 4 - 5</b>	<input type="checkbox"/> 13:00 - 14:00 <b>Immersive Mandarin Wednesday &amp; Friday</b> HK\$7,700 <b>Ages 3 - 5</b>	<input type="checkbox"/> 13:00 - 13:45 <b>Music Builders Stage 1</b> HK\$3,000 <b>Ages 3 - 4</b>	<input type="checkbox"/> 11:45 - 12:20 <b>Music Makers</b> HK\$4,000 <b>Ages 5+</b>
<input type="checkbox"/> 14:30 - 15:15 <b>Music Builders Stage 1</b> HK\$3,600 <b>Ages 3 - 4</b>	<input type="checkbox"/> 13:00 - 14:00 <b>Drama</b> HK\$3,500 <b>Ages 3 - 5</b>		<input type="checkbox"/> 12:30 - 13:05 <b>Music Makers</b> HK\$4,000 <b>Ages 5+</b>	
<input type="checkbox"/> 15:30 - 16:15 <b>Music Builders Stage 1</b> HK\$3,600 <b>Ages 3 - 4</b>	<input type="checkbox"/> 14:30 - 15:15 <b>Music Builders Stage 1</b> HK\$3,000 <b>Ages 3 - 4</b>		<input type="checkbox"/> 13:30 - 14:30 <b>Drama</b> HK\$3,500 <b>Ages 3 - 5</b>	
<input type="checkbox"/> 15:45 - 16:45 <b>Art Adventurers Plus</b> HK\$1,500 (Starting from 1 <sup>st</sup> March 2018) <b>Ages 9 - 11</b>	<input type="checkbox"/> 15:00 - 15:35 <b>Music Makers</b> HK\$4,000 <b>Ages 5+</b>		<input type="checkbox"/> 14:30 - 15:15 <b>Music Builders Stage 1</b> HK\$3,000 <b>Ages 3 - 4</b>	
<input type="checkbox"/> 16:20 - 16:55 <b>Music Makers</b> HK\$4,800 <b>Ages 5+</b>	<input type="checkbox"/> 15:40 - 16:15 <b>Music Makers</b> HK\$4,000 <b>Ages 5+</b>	<input type="checkbox"/> 16:25 - 17:00 <b>Music Makers</b> HK\$4,000 <b>Ages 5+</b>		