



Student No. _____

阳光英语学院报名表 Registration Form

Applicant's information 学生资料

Date: _____

Surname, Given Name: _____ English Name : _____

Tel 电话: _____ Mobile no.手机: _____

E-mail 电邮: _____ WeChat: _____

Address 地址: _____

Current School/Company 在读学校: _____ Grade 年级 _____

Emergency Contact 紧急联络方式

Mother 母 / Father 父/Guardian's 监护人姓名: _____

Tel 电话: _____ Mobile no.手机: _____

E-mail 电邮: _____

Course Selection 课程选择

	Program #	Duration	Starting Date	Time	Fees
Program 1					
Program 2					
Program 3					
Program 4					

Please indicate the official English proficiency test score here and send us a copy of the test result:

Test type: _____ Score: _____ Test type: _____ Score: _____

Test Date (mm/dd/yyyy): _____ Test Date (mm/dd/yyyy): _____

Payment 付款方法:

Cash Received from : _____

Cheque # _____ *Please make it payable to Sunny Academy Inc.

Total Tuition: _____ Total amount paid 总计: _____

Refund and Cancellation Policy 退款及课程取消规定:

- A written refund request must be submitted to the Sunny Academy before the class begins. No refund after the first class.
学生如有退款要求, 必须以书面申请并在课程开始前提出, 课程开始后, 将不接受退款申请.
- A refund request received prior to the start of the course receives **a tuition refund less \$100 administrative charge.**
如学生於课程开始前提出退款要求, **所有退款将扣除已缴费用中的\$100 作为行政费用.**
- Refund will not be given for occasional absence due to personal reasons.
如因个人理由而缺席的课堂, 将不获退款.
- If there is insufficient enrolment leading to the course cancelled, student will receive a full refund.
如课程取消, 学生可退回全数费用.
- All refunds will be issued by cheque. 所有退款将由支票寄还。
Sunny Academy reserves the right to dismiss students without tuition refund for violating school rules.
学生如在校内或课堂内严重影响老师及同学, 导致不能正常授课或听课, 屡劝不改, 校方可责令其退学, 并不予退回已缴费用。

The student agrees to being tutored by a tutor supplied by Sunny Academy Inc., at a mutually agreed location, starting on the date as registration form stated for as long as student needs. 学生守则:

As a Sunny Academy student I/we: 作为阳光英语学院的学生, 我同意做到:

SPACE/PREPARATION/LEGAL COMMITMENT:

1. Will be on time for each session at the agreed upon location. 准时上课
4. assume all risks arising from the tutoring sessions and hereby release and forever discharge Sunny Academy Inc., including her contractors, tutors, their respective successors, assigns, heirs and personal representatives and each of them of and from any and all actions, causes of actions, losses, claims, demands, damages, including personal injury or loss of life, interest, costs, expenses, and compensation of whatsoever kind and howsoever arising, whether known or unknown in which I at any time may have in any way resulting or arising from any cause, matter or thing whatsoever relating to this agreement or connected in any way with the provision of tutoring services pursuant to this agreement. In the event for any reason the above release provision is held not to be entirely effective, I agree that the liability of Sunny Academy Inc. to me shall be limited to an aggregate of \$250.00. In consideration of Sunny Academy Inc. providing a tutor pursuant to this agreement, I covenant with Sunny academy to fully indemnify Sunny Academy against any claim by or on my behalf.

CANCELLATIONS

5. will creatively re-schedule any cancelled lessons (by me or the tutor) within that calendar month, e.g. if I cannot schedule an entire session then I will ask the tutor to work for an additional 15 minutes, etc., over the next few tutoring sessions to make up the time missed.
6. will contact Sunny Academy or the tutor directly if the lesson time needs to change or to cancel a lesson **with 24 hours notice** (illness and/or emergencies only) and arrange for a make-up lesson.
7. agree that I will be respectful of Sunny Academy Inc.' commitment to provide a tutor for me and not cancel more than one lesson per month (illness and emergencies aside) and agree if I cancel more than one session per month I will pay for each missed session after that.
8. will pay Sunny Academy Inc. the equivalent to one hour of tutoring if the tutor arrives for a session we had booked and I had not cancelled with 24 hours' notice (illness or emergency aside).
9. agree that if the tutor is disrespectful of the pre-arranged schedule, i.e. misses a scheduled session without notifying me this will be marked as a "no-show" on the student form and agree that if the tutor cancels more than two sessions or repeatedly cancels sessions (s)he will enter into a probationary period and/or will be dropped from the schedule.

ADMINISTRATION:

10. Will call Sunny Academy Inc. if my tutoring requirements change, (add/delete hours, etc).
11. Will adhere to the schedule as arranged and if I need to change it will do so respectfully with the tutor.
12. Agree to promptly contact the office to address any complaints, positive feedback or concerns regarding the tutor and/or service being provided.
13. Will sign the timesheet section of the Student Form (parent/guardian or student) after each tutoring session.

ACCOUNTING:

14. Agree that the rate is \$35.00 per hour for K-12 subject/homework support. A month prepayment will be required to submit to the Center on or before the first session begins; schedule will be set and agreed by both parties of the Center and Student.
15. Agree that if paying by cheque: ensure the cheque is ready for the tutor to pick up on the first tutoring session of every month.
16. Agree that if paying by cash that the tutor and I will prepay for a month sign for the "cash given and cash received" at the first tutoring session of every month.
17. Will receive the original student form at the end of each month from the tutor.

CONTRACT TERMINATION and NON-SOLICITATION:

18. Will provide Sunny Academy Inc. (not our tutor) with two weeks' notice when I terminate the tutoring sessions.
19. Agree to not ask the tutor supplied by Sunny Academy Inc. to work independently of Sunny Academy Inc. ; this also includes if the tutor resigns from Sunny Academy.
20. Agree that if our Sunny Academy Inc. tutor offers to tutor me outside of the contract (s)he holds with Sunny Academy Inc. that I will refuse and contact the office about this matter immediately.

Student Printed Name: _____ **Parents/Custodian Printed Name:** _____

Student Signature: _____ **Parents/Custodian Signature:** _____