



August 2009 to September 2010

NTK Learning Center - Student Registration Form

STUDENT INFORMATION

Registration Date: _____ Staff Name: _____

Student ID #: _____

New Student

Old Student

Student Name (Full legal name, last name first):

Address:

Date of Birth (MM/DD/YYYY):

Parent / Guardian Full Name:

School Name:

Grade Level:

School System:

Telephone Number:

Parent's Contact Number:

Student Email Address:

Parent's Email Address:

CONSULTATION / REQUESTS:

Would you like to meet with our Education consultant? YES NO

Subject / Course

Time / Lesson Duration / Course

Special Requests / Remarks:

DIAGNOSTIC TEST:

Test Date:

Subject Tested:

Test Results:

Recommendations or Remarks (Consultation Advice):

ADDITIONAL INFORMATION:

- Standardized Exams: US - SAT, SSAT, ACT, PSAT, AP, TOEFL, GMAT, GRE
- Standardized Exams: UK - IELTS, Entrance Exams, Common Entrance
- International Curriculums: I/GCSE, GCE A Levels, IB, US
- Speical Request: Boarding School, University Applications, Personal Statement Writing
- Specialized Courses: Workshops, Private Groups, Private, MOEMS
- NTK Study Guides: SAT Math, SAT Biology, SAT, IB Math

Terms & Conditions:

- I confirm the information herein is correct and true and that I am the lawful Parent / Guardian of the student who details are provided.
- My name provided is the same as that on my Hong Kong ID Card / passport.
- Payments must be settled before the lesson or class start date, or NTK reserves the right to preclude the student from attending the lesson.
- NTK does not offer any type of make-up classes or refunds for missed classes due to ANY reason.
- All classes or lessons that are booked & confirmed cannot be rescheduled, cancelled or refunded.
- All students and parents agree that they will not solicit any of NTK's staff to teach or work outside of NTK premises or privately.
- NTK reserves the right to amend the terms & conditions on this form and our company policy without prior notice.

PARENT / GUARDIAN SIGNATURE: _____

DATE: _____



NTK Learning Center Policies

<p>Make-up / Cancellations:</p> <ul style="list-style-type: none"> • Individual • Private Group(s) • Courses 	<ul style="list-style-type: none"> ♣ NTK <u>does not offer make-up classes or refunds</u> for any kind of missed classes due to any personal affairs. ♣ If Individual lessons / private group lessons are <u>missed because of major sickness, accidents, or emergencies, a medical certificate or explanation must be supplied</u> and the decision will be based upon management discretion. <u>Any rescheduling must be done within 14 days based upon schedule availability.</u> ♣ If a course is missed because of major sickness, accidents, or emergencies, a medical certificate or explanation must be supplied and the decision will be <u>based upon management discretion to reschedule the missed lesson to a private lesson (payment of fee difference required) within 14 days to the allocated times arranged by NTK.</u>
<p>Lesson Reservations:</p>	<ul style="list-style-type: none"> ♣ To ensure your enrolment and schedule confirmation for any courses or lessons, please settle your <u>payment 3-days prior to the start date.</u> ♣ Students <u>MUST pay for all lessons before attending class.</u> Should a student come to a lesson before payment, NTK reserves the right to preclude the student from attending the class. To avoid such situations, <u>please ensure payment prior to attending the lessons.</u> ♣ Students are encouraged to attend all enrolled sessions in order to keep up with the teaching progress and retain their regular reserved schedules. If a student misses more than 40% of a regular monthly schedule, the reserved timeslot may be released. ♣ NTK <u>reserves the right to change the class teachers for courses / individual lessons / private group as seen appropriate without prior notice</u> and to cancel any lesson as deemed necessary.
<p>Admissions:</p>	<ul style="list-style-type: none"> ♣ NTK reserves the right to refuse the admission of any student who, in its opinion, is detrimental to the general welfare of the school. ♣ NTK reserves the right to <u>discontinue a student's enrolment at any time for poor attendance, non-payment or underpayment of tuition, disruptive behavior, or any behavior that is disrupting of the school operations</u> or other students' learning. ♣ NTK operates a <u>"first-come first-serve" and confirmation-by-payment policy</u> in allocating teaching schedules and reserves the right to release any reserved lessons that have only been verbally confirmed or have passed confirmation deadline. <u>Full payment must be received prior to the indicated deadline.</u>
<p>Adverse Weather Conditions:</p>	<ul style="list-style-type: none"> ♣ <u>NTK will be closed when typhoon signal No. 8 or above or black rainstorm warning is hoisted.</u> Classes will resume two hours after such warnings are lowered or removed. ♣ At times, a typhoon may increase in intensity or a rainstorm signal is raised while students are at school. If this happens, NTK must dismiss students before the end of the regular class; parents will be contacted with the approximate dismissal time. ♣ <u>Courses / Individual Lessons / Private Group Lessons that are disrupted or cancelled due to adverse weather conditions will not be refunded or rescheduled.</u> ♣ Individual lessons / Private Group Lesson <u>that are canceled due to adverse weather conditions will be rescheduled within 14 days of allocated times arranged by NTK.</u> If students cannot attend the lessons at the given times, there will be no additional re-scheduling or refund for the lessons.