



2019 – 2020 SCHOOL APPLICATION FORM

1. Student's Details

Name in English	Name in Chinese	Class/ Activity to undertake	Gender (M or F)	D.O.B. (under 18 only)	Ethnic Group Chinese (C), Non-Chinese (NC), Mixed Race (M)
1.					
2.					
3.					
4.					
<i>E-mail address (all correspondence will be sent via email)</i>					
<i>Correspondence Address</i>					
<i>Home Tel No</i>		<i>Mobile No</i>			

2. Parent's Details (To be filled in for students below 18 years old)

Father's Name		<i>Home Tel No</i>	<i>Mobile No</i>
Mother's Name		<i>Home Tel No</i>	<i>Mobile No</i>

3. Student's Agreement

<ul style="list-style-type: none"> I have read and will abide by the SCHOOL RULES and CODE OF CONDUCT. I will take responsibility for any damage to school property brought about by me. In medical emergency, the school may contact the nearest hospital to provide the necessary treatment. 			
Signature of Student (18 years old or over) :			Date:

4. Parent's Agreement (for student(s) under 18 years old)

<ul style="list-style-type: none"> I have read the SCHOOL RULES and CODE OF CONDUCT by which my child(ren) and I will abide. It is my responsibility to drop off and pick up my child(ren) on time. I confirm the child(ren) I enrolled is (are) at least 4 years old or above. I agree to supervise at all times while I am on the premises any child(ren) whom I may bring to the school. I confirm there is no medical reason to prevent my child(ren) named above from taking part in the school activities where the venue may or may not be at the school. I agree to my child(ren) named above taking part in the extra-curricular activities organised by the school where the venue may or may not be at the school. I take responsibility for any damage to school property brought about by my child(ren). I agree to inform the school in writing of any illness or allergy that I feel the school should be aware of, including treatment and medication required and complete the appropriate forms and actions as per policy. In medical emergency, the school may contact the nearest hospital to provide the necessary treatment. 			
Signature of Parent/ Guardian:			Date:

For Office Use Only			
CAW Membership No.		Receipt No.	



5. Classes offered

A.	Language classes (11 sessions per term)	Adult Mandarin (10am-12 noon)	£225 per year / £85 per term
		Child Mandarin (10am-12 noon)	£190 per year / £75 per term
		Child Cantonese (10am-12 noon)	£190 per year / £75 per term
		Exam Class (10am-12 noon)	£210 per year / £80 per term
B.	Paid Activity classes (10 sessions per term)	Tai Chi (10am-11:30am)	Adult:
		Art Class (1pm-2pm)	£165 per year or £65 per term
		Calligraphy (12:45pm-1:45pm)	Child:
		Child Dance (12:30pm-13:30pm)	£145 per year or £55 per term
		Kung Fu (1pm-2pm)	Adult dance: £80 per term paid
		Adult Chinese Dance (13:30pm-3pm)	direct to the teacher
C.	Free Activity classes (For members only)	Lion Dance (2pm-3pm)	

6. Fees

- School fees must be paid by the 2nd week of the term. A £5 penalty fee will be imposed on top of the school fees when a reminder is sent out to student for payment. This charge is applicable per student per term per subject/ activity. Book costs, examination fees and stationery are not included in the school fees.
- A CAW membership fee of £20 per family is payable every school year. This fee is exempted if any students in the family have paid upfront one year language fees. If a student is enrolled only in activity classes and does not have any direct family member who has paid a full year language class fee then the student's family must join CAW and pay the membership fee.
- All cheques to be made payable to: **Chinese Association of Woking.**
- Please return completed form and cheque to: Mrs Clara Chipping, 9 Hillary Crescent, Walton-on-Thames, Surrey, KT12 2DE.

7. Fees Refund and Class Cancellation

- Classes are run subject to there being sufficient students per class.
- Full refund will only be given on the first 2 weeks of the term from the date students enrolled. No refund after that unless the school cancels the class or activities.
- CAW membership fee is non-refundable.
- The school reserves the right to alter fee, or reschedule or cancel any classes or activities when it deems necessary.

8. Disclaimers

Liability

The CAW Chinese School cannot accept responsibility for the loss of, theft or damage to students'/parents' properties.

9. Data Privacy Notice for student and parents

Chinese Association of Woking is the data controller of the personal information you provide to us, as such it is fully committed to ensuring compliance with the General Data Protection Regulations. We collect your data in order to provide the language and cultural classes to you. Our full privacy policy accompanies this application form and can also be obtained from the School Administrator, CAW and our website www.cawoking.org.uk. The policy sets out what we collect, process and your rights in respect of the data collected.

By completing this form and submitting your data to the CAW Chinese School, you are accepting this privacy policy and authorise CAW to collect, store and process in the ways explained in the policy.

Photography

The school may take photos and or use images or pictures of you or your child(ren) in publications and social media associated with the CAW Chinese School to promote, publicise and market the activities of the school. Please consent if you are willing for such images to be used.

I / we do / do not give consent for photos of my child/student to be used in the school prospectus and any other publication including newsletters and social media posts we produce for promotional purposes.

I / we do / do not give consent for class photos of my child/student to be used to share learning activities with parents within each class.