



SCHOOL APPLICATION FORM INSTRUCTIONS

1. Application Process

- Download this form from <https://cawoking.org.uk/chineseschool.aspx>
- Fill in the form and email it to the Chinese School Administrator, schadmin01@cawoking.org.uk
- The Administrator will check the form, calculate the fees, inform you of the amount due and give you instructions for paying by bank transfer
- If you are unable to submit the application online or to pay by bank transfer, please contact the School Administrator for information on applying by post and/or paying by cheque

2. Classes offered

Group	Class/Activity	CAW Member		Non-CAW Member	
		Per year	Per term	Per year	Per term
A Language classes (11 sessions per term)	Adult Mandarin (10am-12 noon)	£225	£85	£255	£95
	Child Mandarin (10am-12 noon)	£190	£75	£220	£85
	Child Cantonese (10am-12 noon)	£190	£75	£220	£85
	Exam Class (10am-12 noon)	£210	£80	£240	£90
B. Paid Activity classes (10 sessions per term)	Tai Chi (10:30am-11:30am)	Adult: £165	£65	£195	£75
	Art Class (12:30 pm-2pm)				
	Calligraphy (12:30pm-2:pm)	Child: £145	£55	£175	£65
	Child Dance (12:30pm-1:30pm)				
	Kung Fu (1pm-2pm)				
Adult Chinese Dance (1:30pm-3pm)		£80*		£80*	
C. Free Activity classes	Lion Dance (12:15pm-1:15pm)		£0		£0

*Adult Chinese Dance fees are paid direct to the teacher each term

3. Fees and Membership

- Students may pay for the full year at the start of the year or termly at the start of that term, at rates shown in the table above.
- Students do not need to be members of the Chinese Association of Woking, however non-members will pay different fee rates as shown in the table above.
- The CAW membership fee is £20 per family per year. However, a student who has paid a full year language class fee at the beginning of a "School Year" will be given a free CAW annual associate membership for their family.
- A Membership Application form is included at the end of the School Application. Either mark on the form that you do not wish to have CAW Membership or complete the form to apply for membership.
- The membership form is for applying for associate membership or renewing membership of any class. If you wish to apply for full membership, please fill in the membership form then contact the CAW Membership secretary, <mailto:membership@cawoking.org.uk>, for details of applying for full membership.

4. Consent to photography

Please complete the consent to photography sections at the end of the school application and the membership forms



2020 – 2021 SCHOOL APPLICATION FORM

1. Student's Details

Name in English	Name in Chinese	Class/ Activity to undertake	Pay whole year (✓)	Gender (M or F)	D.O.B. (under 18 only)	Ethnic Group Chinese (C) Non-Chinese (NC) Mixed Race (M)	For Office Use Only
1.							
2.							
3.							
4.							
5.							
<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)

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

4. Student's Agreement (18 years old or older)

<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. 			
I agree	Student Name:		Date:

5. 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. 			
I agree	Parent/ Guardian Name:		Date:

For Office Use Only			
CAW Membership No.		Reference No.	



6. Fees, Refunds and Cancellations

- a) 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.
- b) Classes are run subject to there being sufficient students per class.
- c) 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.
- d) Any refund of school fee will be subject to a deduction of £20 administration fee.
- e) 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.

10. Membership

If you do not want CAW Membership, tick here

Otherwise fill in the Membership form below



2020 - 2021 MEMBERSHIP APPLICATION FORM

2020 - 2021 会籍申请表

1. Membership applied for 会籍申请	
New Associate Membership 新附属会员	Member No. 会员号码
Renew Associate Membership 更新附属会员	
Renew Full Membership 更新投票会员	

2. Annual Membership Fee 会员年费

a) The Annual Associate or Full Membership fee is £20 per family per Membership Year. This Annual Membership Fee is waived if any students in the family have paid upfront one year of language fees. 附属或投票会员年费为每个家庭二十镑。若一次付清全年语文班学费之学生的家庭, 可获豁免这项收费。
b) CAW's 2020/2021 Membership Year runs from 1st September 2020 to 31st August 2021 和景華人聯誼會会籍 2020/2021 期限为 2020 年 9 月 1 日至 2021 年 8 月 31 日
c) The CAW Annual Membership Fee is non-refundable. 和景華人聯誼會会员年费一经缴交, 概不退还
d) Full Members have voting rights at CAW's general meetings and they are eligible to stand for election as a director of CAW. 投票会员拥有参加周年大会, 投票权和获选为和景華人聯誼會理事会理事之权利 Associate Members have no voting rights at CAW's general meetings and they are not eligible to stand for election as a director of CAW. 附属会员沒有参加周年大会, 投票权和获选为和景華人聯誼會理事会理事之权利
e) New applicants for <i>Full Membership</i> will require recommendations by 2 introducers who have been Full Members of CAW for at least the last 2 Membership Years. 欲申请成为投票会员的新会员, 需要有两位投票会员(已成为投票会员两年)作介绍人
f) All enquiries to be addressed to Ms Nikita Lim 所有问题可查询: membership@cawoking.org.uk
g) The Association reserves the right to adjust fees as deemed necessary. 本会保留调整会费的权利
h) "Association" or "CAW" means the "Chinese Association of Woking". "本会" 或 "CAW" 的定义是和景華人聯誼會

3. Applicant's Details 申请人资料

APPLICANT 申请人	Title 称号	Name 姓名	Occupation 职业
SPOUSE 配偶	Title 称号	Name 姓名	Occupation 职业
Name of child(ren) 子女姓名		D.O.B. 出生日期 (under 18 only)	Gender 性别 (M or F)
Address 地址			
Email Address 电子邮件地址			
Home Tel. 住址电话号码		Mobile 手机号码	
Applicant's Name 申请人签名		Date 日期	



Data Privacy Notice for members 数据隐私声明 - 致会员

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 meet our charitable aims. Our full privacy policy accompanies this application form and can also be obtained from the CAW membership administrator and our website www.cawoking.org.uk. 对于您提供的个人信息的数据，和景华人会在控制数据的时候将确保严格遵守《一般数据保护条例》。我们之所以收集您的数据是 为了履行并实现我们的慈善目标。会员申请表格中附有我们完整的隐私政策，您也可向会员行政人员咨询或者在我们的网站www.cawoking.org.uk 查询有关内容。该政策注明我们要收集、操作的数据内容以及您对所收集的数据的权利。

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 you are accepting this privacy policy and authorise CAW to collect, store and process in the ways explained in the policy.

一旦填写申请表格并向和景华人会递交您的个人信息，就表明您同意隐私政策并授权和景华人会如上所述的方式收集、储存和操作。

Email 邮件

We will from time to time email or publish on our website details of our activities and CAW membership. To be kept informed, please complete the email field above. You may withdraw your consent at any time by notifying us.

有关我们的活动通知和华人会会员信息将通过电邮传达或者发布在我们的网站。为了通知到各位，请在以上空格填写邮箱地址。您

可以随时通知我们撤销同意书。

Social media 社交媒体

We will publish on social media such as WeChat or Facebook details about our activities and CAW membership. By being part of these groups, you are consenting to receive such communications. You may withdraw your consent at any time by removing yourself from the group.

有关我们的活动和华人会会员信息将发布在微信、脸书的社交网站上。若您同意加入以上社交网站群，将自动同意接受以上信息。您可以随时退群并撤销同意书。

Photography 相片

The CAW 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 Community Project, Playgroup or other CAW groups to promote, publicise and market its activities. Please consent if you are willing for such images to be used.

在推广、公布华人会活动的时候，比如社区项目、幼儿班或者其他华人会活动小组，华人会可能需要拍照并使用您或者你孩子的相片

片用于发布信息、在社交媒体上分享。请声明您是否同意我们使用您的相片。

I / we do / do not give consent for photos of me /my family to be used in CAW promotional printed materials including newsletters and leaflets

我 / 我们同意 / 不同意 我 / 我的家人的相片用于具备推广性质的华人会传单和通讯发布。

I / we do / do not give consent for photos of me /my family to be used in CAW social media posts including but not limited to CAW websites, Facebook groups or pages.

我 / 我们同意 / 不同意 我 / 我的家人的相片用于社交媒体平台公布，但不局限于华人会网站、脸书和网页。

I / we do / do not give consent for photos of me/my family to be used in the media, examples of which, but not exclusive to, local or national newspapers.

我 / 我们同意 / 不同意 我 / 我的家人的相片用于媒体，比如（但不局限于）当地或者国家报纸。

FOR OFFICE USE ONLY	Approval Date	Receipt No.	Received by
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