



Student Enrolment Form

- New client
- Reenrolment
- Add. change

Student Details

Family Name:	First Name(s):
Date of Birth:	Gender: <i>Male / Female</i>
Home Address:	
Company or School Name / Address:	
Occupation:	Work Phone:
Home Phone:	Mobile Phone:
Email :	Siblings at ALA:
Language Required: <input type="checkbox"/> Mandarin <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Cantonese <input type="checkbox"/> Hindi <input type="checkbox"/> Other_____	Level: <input type="checkbox"/> Beginners <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced Class type: <input type="checkbox"/> Individual <input type="checkbox"/> Group Term: <input type="checkbox"/> Summer <input type="checkbox"/> T 1 <input type="checkbox"/> T 2 <input type="checkbox"/> T 3 <input type="checkbox"/> T 4
Course Day: <i>Monday / Tuesday / Wednesday / Thursday</i>	Time: _____

Medical Information

How did you find out about ALA?

Illness, disability, allergies (including any medication)	<input type="checkbox"/> Recommendation from friend (name) _____ <input type="checkbox"/> Walked/Drove past <input type="checkbox"/> Advertisement _____ <input type="checkbox"/> Whitepages/Yellowpages <input type="checkbox"/> Internet/Search engine <input type="checkbox"/> Other : _____
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Parent/Guardian (if child under 18)

Family Name:	First Name(s):
Home Address:	
Company Name/Address:	
Occupation:	Work Phone:
Home Phone:	Mobile Phone:
RALationship to student: <i>Father / Mother / Guardian / Other (specify):</i>	
Email Address:	

Student Declaration (Read the conditions of enrolment carefully, then complete this section)

<p>1. I declare the information in this application to be true and correct.</p> <p>2. I understand that it may be necessary for the ALA to hold and use information about me in accordance with this statement and the Privacy Act 1993. I agree to ALA collecting, using and disclosing information about me, subject to the provisions of the Privacy Act, 1993.</p> <p>3. I have read the attached student information sheet and accept all of the conditions of enrolment and I acknowledge that by signing below I agree to be bound by those conditions.</p> <p style="text-align: center;">Signature _____ Date...../...../.....</p> <p style="text-align: center;">(If the applicant is under 18 years of age, this application must be signed by a parent or guardian)</p>

Note: Please enclose registration fee and course fee.

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Student Information Sheet and Enrolment Policy

Conditions of enrolment

Fees and Payment

- Course fees must be paid in full before commencement of a course.
- All fees include GST and the cost of materials unless otherwise stated.
- All new students will be charged a registration fee of \$30 per student.
- Payment can be made by cash/cheque/Visa/Mastercard.
- Refunds can only be made on notification 1 week prior to the start of the course and will incur a \$30 administration fee.
- No refunds will be given after the course has commenced. Refunds are not given for absence from class.

Classes

- Sessions will not be run on public holidays but will be made up thereafter.
- ALA reserves the right to postpone or cancel any class or, if necessary, substitute course tutors, but will make every effort to inform enrolled students or their caregivers.
- ALA staff will exercise all reasonable care and safety during the course to ensure your well-being. However, ALA will not be liable for any loss, damage or injury incurred within the academy or on a school tour/excursion.
- In the event of a child requiring urgent medical treatment the supervisor will arrange this at the child's caregiver's expense.
- All students are responsible for their own personal property.
- In starting a course with ALA, you will be deemed to have accepted all of our enrolment conditions.

For more information on ALA, check out our website at www.asialang.co.nz

For office use only:						
Day	Time	Tutor	Start date	Amt Paid	Method	Initial