



# Cuckoo Arts Limited

Shop No. GD32, Site D, 25 Tai On Street, Lei King Wan, Hong Kong

Tel: 3580 1138 Fax: 3580 1148

Email: info@cuckooarts.com

Website: www.cuckooarts.com

## Enrolment Form



Cuckoo art bag

(Please Fill in BLOCK letters)

Student Reference No: \_\_\_\_\_

Name in English: \_\_\_\_\_ Name in Chinese: \_\_\_\_\_

Sex: ☐ M ☐ F Date of Birth (DD/MM/YY): \_\_\_\_\_

Language: English / Chinese / Both

Tel (Home): \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_

Please specify if there is anything we should know about your child (eg. existing health condition, allergies, etc.)

Parent's Name: \_\_\_\_\_ (mother / father / legal guardian) \_\_\_\_\_

Parent's Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Art class(es) / workshop(s) you would like to enrol:

Course code:	Date / time:	Fee:
_____	_____	_____
_____	_____	_____

Brother / sister study here ☐ Yes ☐ No state the name if Yes: \_\_\_\_\_

Remarks: (Office Use Only)

I accept the terms and conditions on this form

Date: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

(Please print this form and sign here)

Parent's signature: \_\_\_\_\_

(Please print this form and sign here)

Date returned form:

Cheque no.:

Amount:

Staff:

## Terms and Conditions

### 1. Fees and Tuition:

- 1.1 We only accept cash or cheque payable to Cuckoo Arts Limited.
- 1.2 Tuition is paid by sessions per month (except CAC): each session includes 4-5 classes. Unless a new student joins in or is here for a trial class, we do not accept payments by class.
- 1.3 Next month's tuition will be paid during the last class of the current month.
- 1.4 There are no refunds on tuition.
- 1.5 For environmentally friendly reason, receipts will only be given on request.

### 2. Absence and Make-up Class:

- 2.1 If you are sick and unable to attend class, we must receive a phone call two hours prior to class. If so, you will be given a make-up class.
- 2.2 If you are unable to attend class, we must receive a phone call three days prior to class. If so, you will be given a make-up class.
- 2.3 If the student is absent without any notifications and reasonable circumstances, there will be no refund or make-up class given.
- 2.4 Make-up class must be completed within a month: please arrange the time with us and no extensions will be accepted.
- 2.5 We only allow one make-up class during each session. If sick leave or other leave is more than one class, no additional make-up classes will be offered and no refunds will be given. Summer sessions and special sessions, no make-up classes will be given.

### 3. The Fifth Week:

If there is a fifth week that month, there is no class. Notification will be given.

### 4. Weather:

- 4.1 If the forecast announces #1/#3 typhoon signals or yellow/red rain signals, classes will be continued as usual.
- 4.2 If the forecast announces #8 signal before 7AM or black rain signal, morning sessions (9AM to 1PM) will be cancelled.
- 4.3 If the forecast announces #8 signal before 11AM or black rain signal, afternoon sessions (1PM to 8PM) will be cancelled.
- 4.4 If the parents prefer their children not to attend class or follow the school's district's decision to not attend class, you will not be given a make-up class.
- 4.5 Cancellation of class due to typhoon and bad weather: we will give a make-up class only if we receive phone call within 3 days after the class is cancelled. The make-up class must be completed within a month and no extension will be accepted.

### 5. We reserve the rights:

- 5.1 To change sessions' time, date, place and the number of students.
- 5.2 If necessary, we reserve the rights to change teachers.
- 5.3 For any disputes, Cuckoo Arts Limited reserves all rights for the final decision.

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## 家長須知

### 1. 學費繳交：

- 1.1 我們只接受現金或支票繳交學費，抬頭請填上Cuckoo Arts Limited。
- 1.2 學費以一期1個月計算（CAC除外），一期合共四堂，除非新生以插班形式加入或試堂，否則在任何情況下均不得分節繳交。
- 1.3 下月的學費應於每月的最後一課繳交。
- 1.4 除課程額滿或被取消外，所有學費一經繳交，恕不退還。
- 1.5 為響應環保，家長要求才給予收據。

### 2. 請假及補課：

- 2.1 如因病而不能上課，必須於課堂前兩小時致電給我們請假，才可另獲補課。
- 2.2 如因事而不能上課，必須於課堂前三天致電給我們請假，才可另獲補課。
- 2.3 如學生在沒有任何通知和合理情況下缺席，將不獲補課或退款。
- 2.4 補課須於一個月內完成，時間請與我們安排，逾期將不獲受理。
- 2.5 每期只可補課一堂，如因病或因事請假多於一堂，不作另外補課或退款、暑期課程及特別活動不設補堂。

### 3. 第五個星期：

我們的課堂每月以四節計算，如該月有第五個星期，該星期則沒有任何常規課堂，以通告指示為實。

### 4. 颱風及暴雨警告安排：

- 4.1 如天文台發出1號或3號颱風訊號，或發出黃色或紅色暴雨警告訊號，課堂將如常舉行。
- 4.2 如天文台於上午7時前發出8號或以上颱風訊號，或發出黑色暴雨警告訊號，上午課程(上午9時至下午1時)將會取消。
- 4.3 如天文台於上午11時前發出8號或以上颱風訊號，或發出黑色暴雨警告訊號，下午課程(下午1時至8時)將會取消。
- 4.4 家長請因應個別環境或依照教統局之學校指示，自行決定上課與否；而因此缺席者不設補課安排。
- 4.5 因颱風或惡劣天氣而取消之課堂，必須於課堂取消後3天內致電給我們安排補課，而補課須於一個月內完成，逾期將不獲受理。

### 5. 本創作室有權：

- 5.1 更改課程之時間、日期、上課地點及名額。
- 5.2 在有需要情況下，更換授課導師。
- 5.3 如有任何爭議，Cuckoo Arts Limited將保留最終決定權。