



Enrollment Form

This Agreement/Enrollment Form is made the _____ (Date)

BETWEEN

INTERNATIONAL LANGUAGE CENTRE trading as Language Development School (B/R No.: 37347069-000-11-06-5) at 5/F, Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong (“the operator”);

AND

_____ (“The Licensee”/Student Name)

Personal Details of Student

Name: _____

HKID No./Passport No.: _____

Home Address: _____

Contact No. _____

Email Address: _____

Enrolled Course Details

Course Name: _____

Total Duration: _____

Starting Date: _____

Study Place: _____

NOW IT IS AGREED THAT:

1. The licensee has agreed to enroll a _____ hours _____ Lesson and agreed to pay HK\$ _____

International Language Centre
5/F., Hong Kong Trade Centre, 161-167 Des Voeux Road Central, Hong Kong
Tel: (852)21512308 Email: info@international-lan.com
Web: www.international-lan.com

2. The course will end in 365 consecutive days after this agreement is made, no refund will be given for any left hours that haven't been attended after 365 days.
3. The course is only for the Licensee who made this agreement and must not conduct with anyone else.
4. Any cancellations or postpones of class requested by the licensee has to be made 24 hours before the booked class begins; otherwise, the booked sessions will be charged at client's account , the operator reserves the right to make the arrangement.
5. The licensee acknowledged the receival of: _____ from the operator.
6. The licensee has agreed to conduct his/her class in (location) _____

7. Request for changing study place must be informed to the operator 48 hours before the class begins.
8. Request for changing instructor must be informed to the operator 48 hours before the class begins.
9. Student who attends group class must join the booked class; no refund will be given to student if he/she doesn't come to the class with the given time.
10. Late coming for over 30 minutes without any notice to the instructor or the operator will be counted as absent; the booked session will be deducted from the licensee's account.
11. The licensee has to sign his/her name on the attendance sheet after they finish their lessons.
12. Classes will be cancelled when typhoon signal 8 and/or black rain storm signal is hoisted.
13. Classes start at the scheduled time. A one-hour lesson lasts 50 minutes. A two-hour lesson will have a 10-minute break midway.
14. For student who terminates a course for his/her personal reasons, we don't refund.
15. Teacher might be changed if unexpected event happens, International Language Centre reserves the rights to make any arrangement.

If any violation of this terms & conditions occurs, International Language Centre reserves its rights to take action to control the offending employee from violating this Policy. Client's account will suspend or terminate without further notice.

SIGNED by the operator:

SIGNED by the Licensee;

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