

# Dante Alighieri Italian Language Learning Centre

## Italian Language Course - Group Class Enrollment Form

School Registration Number : 584401

Registered Address : 1/F, Honest Building, 9 - 11 Leighton Road, Causeway Bay, Hong Kong

Telephone Number : 2832 9799

1st installment settled on:		
Amount:		
By:	Admitted <input type="checkbox"/>	Rejected <input type="checkbox"/> Waiting List <input type="checkbox"/>
(Official use only)		

### Personal Particulars

Please complete in block letters

Surname \_\_\_\_\_ Other Names \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender\*  M  F  
D D M M Y Y Y Y

Place of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Address \_\_\_\_\_

Daytime Contact Telephone no. \_\_\_\_\_ Residential Telephone no. \_\_\_\_\_

Email Address \_\_\_\_\_ Occupation \_\_\_\_\_

Mother Tongue \_\_\_\_\_ Other Languages \_\_\_\_\_

Have you ever studied Italian before?\*  No  Yes  
 Please specify where and how long you have studied Italian \_\_\_\_\_

Purpose of Study\*  Further Study  Work  Others  
 Please specify \_\_\_\_\_

How did you know about our Italian course?\*  From our website  Others  
 Please specify \_\_\_\_\_

I do not object to the use of my personal data for direct marketing of Comitato della Dante Alighieri di Hong Kong Ltd such as receiving newsletter, new learning programs and cultural events

\* Please check the appropriate box

### Payment Method

#### Course

Name : Italian Language Class - \_\_\_\_\_

Course Code : \_\_\_\_\_ Day : \_\_\_\_\_

Commencement date : \_\_\_\_\_ Time : \_\_\_\_\_

\*Course fee does not include any learning materials.

I have enclosed a crossed cheque (cheque no. \_\_\_\_\_) for the amount of HK\$ \_\_\_\_\_ made payable to "Comitato della Dante Alighieri di Hong Kong Ltd." marked with my name and contact telephone no. at its back.

### Notes

- Enrollment period is from now until five (5) calendar days before the commencement date of the course. Enrollment is made on a first-come-first-served basis and will be processed when the Enrollment form is completed and the first installment is received. Late submission will only be considered if there are still vacant places.
- Collection of the fee is in accordance with the conditions stipulated in the Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order. The fee is collected on an equal monthly basis. Student has to settle the full course fee according to the due dates of each installment and cannot withdraw from the course once the course commenced.
- Our teachers are native Italian speakers. All courses will be conducted in English and Italian. The allocation of teacher will be changed if necessary and students will be duly informed.
- Any updates or changes of the schedule and the location will be posted on our website. We reserve the right to make changes if necessary and students will be duly informed.
- By the end of the course, each student must pass the required test to be promoted to the next level. A Certificate of Attendance will be issued upon request if the student has attended a minimum of 80% of the course. This certificate, however, does not certify any proficiency of the linguistic knowledge achieved by the student. Such certificate will be issued only ONCE.
- In general, course fee is non-refundable and non-transferable. Please refer to the refund policy at the back of this form for details. Transfer to another course is permitted if the enrolled course is full or cancelled. In any other event, no course transfer will be approved.
- Student should retain the receipt for refund purpose. Receipt of course fee will be printed only ONCE.
- If typhoon signal No. 8 or above or black rainstorm is hoisted 3 hours before the lesson starts, the lesson will be cancelled and no make-up lesson will be made. No refund will be made due to bad weather.

### Declaration

I have read and agreed the contents of the above notes, refund policies and procedures and declare that all information given in this form is accurate and complete. **I agree to settle the whole course fee by installment according to each due date and I understand that I cannot withdraw from the course once the course commenced.**

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Italian Language Course - Group Class Reminder for Student

### Course

Name : Italian Language Class - \_\_\_\_\_

Course Code : \_\_\_\_\_ Day : \_\_\_\_\_

Commencement date : \_\_\_\_\_ Time : \_\_\_\_\_

**Total number of installments: 2 / 3**

Installation	Due Date	Amount
1st	Upon enrollment	
2nd		
3rd		

(Official use only)

Note : Collection of the above fee is in accordance with the conditions stipulated in the Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order. The fee is collected on an equal monthly basis. If the school fails to operate the course as scheduled, the school will give the above student a full or partial refund in accordance with the refund policies and procedures stated in the course leaflet. The above student should retain this receipt for refund purpose. Receipt will be issued only ONCE. Request for any extra copy will NOT be approved.

### **A. Refund Policies:**

1. In case of school closure prior to the commencement of a course, our school will refund in full the course fee collected to students immediately.
2. If a course cannot be operated according to the arrangements specified in the fee receipts and students decline the revised arrangements offered by our school, our school will refund in full or on a pro-rata basis the course fee collected to students as soon as possible and in any event not later than one month after the students have requested for the refund.
3. If a course cannot be operated on the date or at the time specified in the course leaflet and students decline the revised arrangements offered by our school, our school will refund in full or on a pro-rata basis the course fee collected to students as soon as possible and in any event not later than one month after the students have requested for the refund.
4. In case of cessation of a course caused by the school after its commencement, our school will refund to students the course fee collected on a pro-rata basis as soon as possible and in any event not later than one month after the cessation of the course.

### **B. Refund Procedures:**

1. Our school will inform students of the refund arrangement either over the telephone or in writing. For students aged below 18, their parents or guardians can proceed with the refund procedures on behalf of the students.
2. Our school will refund students in accordance with the above policies.
3. When processing the refund, our school will not take away the original fee receipts. Upon receipt of the refund, students or parents should sign to acknowledge the receipt.
4. Our school will pay the refund by cheque within one month.
5. The original formal receipt must be submitted for refunds. No refunds will be made if the student cannot produce the original formal receipt. Receipt will be printed only ONCE.