



EXTRA CURRICULAR PROGRAM APPLICATION

SECTION A Student Information

Student Surname		Given Names		Student Number		<div style="border: 1px solid black; padding: 10px;"> <p>Affix Photo Here</p> </div>
Name in Chinese (if applicable)			Gender M / F			
Date of Birth (dd/mm/yy) / /		Place of Birth		Nationality		
Home Address						
Home Number			Email Address			
Are you a current student? Yes / No If yes, please provide campus & class:						
School / Program Currently Attending				How did you hear about us?		

SECTION B Parent Information

Name of Mother		Mobile Number		Occupation	
Name of Father		Mobile Number		Occupation	
Pickup Person					
1	Name	Relationship		Mobile Number	
2	Name	Relationship		Mobile Number	

SECTION C Program Selection

Program	Code	Age	Number of lessons	Session	Tuition Fee
Performing Star	WK-PS	3 - 6 years old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 1:15pm – 2:15pm (Monday)	\$3240 for 12 lessons
Dance Super Star	WK-DSS	3 - 6 years old		<input type="checkbox"/> 2:30pm – 3:30pm (Monday)	
Drama Star	WK-DS	5 - 8 years old		<input type="checkbox"/> 3:45pm – 4:45pm (Monday)	
Art Loop Pre -Y1 <small>- adult accompaniment recommended</small>	AL-PY1	2.5 - 3 years old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 2:30pm – 3:15pm (Wednesday)	\$3240 for 12 lessons
Art Loop -Y1	AL-Y1	3 - 5 years old		<input type="checkbox"/> 1:15pm – 2:15pm (Wednesday)	
Art Loop -Y3	AL-Y3	6 - 11 years old		<input type="checkbox"/> 3:45pm – 4:45pm (Wednesday)	
Chess	SC-46	4 - 6 years old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 2:30pm – 3:30pm (Thursday)	\$3000 for 12 lessons
Logical Reasoning	LR-46	4 - 6 years old		<input type="checkbox"/> 1:15pm – 2:15pm (Thursday)	
Logical Reasoning	LR-68	6 - 8 years old		<input type="checkbox"/> 3:45pm – 4:45pm (Thursday)	
Fencing	FC-36	3 - 6 years old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 1:15pm – 2:15pm (Tuesday) <input type="checkbox"/> 1:15pm – 2:15pm (Thursday)	\$4200 for 12 lessons (foil)
Montessori Cooking	MC	3+ years old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 1:30pm – 3:00pm (Tuesday)	\$3600 for 12 lessons
Interview Skills	IS	3+ years old		<input type="checkbox"/> 1:30pm – 3:30pm (Thursday)	

- 2 passport-sized photos
- Payment:
Please refer to page 1 for amount due per 12 lessons

Payment can be made by cheque or bank transfer.

Cheque

Please write student name, program, and session selected on the back of the cheque.

Cheque payable to: **Island Children's Montessori House**

Bank Transfer

Bank: HSBC

Account Number: 004-127-776375-838 (No need to enter 004 if you are paying via HSBC ATM machine)

Beneficiary: Island Children's Montessori House

Once the transfer is made, please submit a scanned copy or image of the payment slip.

After submission of the application, you will receive an Enrolment Confirmation within 10 working days to confirm your child's placement and commencement date.

Return this application and payment in person or by post to:

ECP - Island Children's Montessori House
Commercial Unit, G/F Bedford Gardens, 151-173 Tin Hau Temple Road,
North Point, Hong Kong

Have questions? Contact us at **2387 3033** or admissions@icmh.hk

Enrolment and admission to Island Children's Montessori House (ICMH) Extra Curricular Programs are subject to the conditions outlined below.

Please sign below as your acknowledgement and acceptance of the Terms of Enrolment & Refund Policy.

1. A caregiver must accompany the child to school and present a valid official pickup card at dismissal time.
2. Students must attend at least 12 consecutive lessons in any program to be awarded the Certificate of Completion.
3. Tuition fees are subject to change, effective 1st September 2019.
4. All missed classes, including personal leave, **will not** result in make-up lessons, fee refunds or adjustments.
5. A make up class (but no refunds or tuition adjustments) will be offered only in the following two circumstances:
 - 1) Class cancellations due to Tropical cyclone number 8 or above; black rainstorm warning advice; or other unforeseen circumstances, including EDB advice.
 - 2) Class cancellation due to teacher illness or other unforeseen factors on the part of the Extra Curricular Program Provider.
6. In the school's weather policy, ICMH will continue to operate extra-curricular activities in the event of T1, T3, Amber Rain, or Red Rain.
7. The commencement date can only be postponed once within 3 months of the original commencement date. If after postponing the commencement date the parent withdraws the child from any of our programs, any tuition fees paid will be forfeited.
8. All lessons in a 12-lesson enrolment must be scheduled and completed within 4 months of commencement of classes. Once commenced, all absences will be considered missed lessons as per Clause 4.
9. In the event of withdrawal from a program before completion of 12 lessons: tuition fees paid will not be refundable or transferable to another child or program.
10. ICMH will not be responsible or liable for student or caregiver's personal injuries, accidents, losses or any other damages occurring and/or incurred on ICMH premises.
11. The school reserves the right to withdraw the privilege of attending a program should there be a serious or ongoing breach of discipline by a child.
12. Once enrolled in the program, any fees paid are not refundable or transferable.
13. Tuition fees paid will be forfeited if any of the following circumstances occur:
 - withdrawal prior to the official commencement date of a new or re-enrolled program
 - failure to complete the minimum required lessons
14. There are no partial tuition fee refunds for mid-program withdrawals.
15. All tuition fee adjustments will be made after completion of the last official lesson. Any outstanding fees owing will be deducted from the tuition deposit.

Parent signature: _____

Parent Declaration and Acceptance of Terms

1. By signing this form, I understand and agree to abide by the terms, conditions and school policies outlined in this form.
2. I hereby release and agree to indemnify Island Children's Montessori House, its instructors, teachers, administrators, officers, directors, agents and employees, from any and all actions, claims and demands for damages, indemnity, costs, interest, loss or injury of every nature and kind whatsoever and howsoever, which we have had, may now or may hereafter have, in any way relating to or arising from my child's enrollment and/or participation of activities and events at Island Children's Montessori House.
3. I hereby permit my child to be filmed or photographed by Island Children's Montessori House and I hereby irrevocably grant permission for my child's likeness to appear in curriculum related areas and promotional materials authorized or published by Island Children's Montessori School and Kindergarten without notice or compensation, including the website.
4. I understand that requests for my child's photos to not be used must be explicitly made in writing.
5. **I acknowledge having read the Terms of Enrolment.** I hereby understand and agree to follow and adhere to the policies outlined, and such other rules and regulations that may be added hereafter by Island Children's Montessori House.

Name of Child: _____

Name of Parent (please print): _____

Parent Signature: _____

Date: _____

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FOR OFFICE USE ONLY

Application Number	Date received	Student ID	Start Date	Notes
<input type="radio"/> Photographs	<input type="radio"/> Application Fee	<input type="radio"/> Security Deposit	<input type="radio"/> Postdated Cheques:	<input type="radio"/> Stamped Envelopes