



Admission Coaching & Advisory Application

Please fill in the form in **Capital letters**

<i>For Office Use Only</i>	
Student No:	_____
Prior Sessions:	_____

1) Applicant/Student Details

English Name (Last Name / First Name):		
Chinese Name:		
Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Nationality:	Age:
School:	Form / Grade:	
Contact No (Home):	Date of Birth (DD/MM/YY): / /	
Contact No (Mobile):	Email Address:	
Residential Address:		

Application for Service	<input type="checkbox"/> Standard <input type="checkbox"/> Premium <input type="checkbox"/> Boarding School <input type="checkbox"/> Others
	(if Others) Please specify:
	<input type="checkbox"/> Option to Top-Up (If yes, __/__/__)

2) Parent and Emergency Contacts:

Parent Name (Last Name / First Name):		Relationship:
Parent Email:	Parent Contact No:	
2 nd Emergency Contact (Last Name / First Name):		Relationship:
2 nd Emergency Contact No:		

I hereby enclose a Cheque of HKD _____/ a copy of the Payment Advice I will pay by Cash/EPS.

Bank of Cheque: _____ **Cheque Number:** _____

"I hereby agree to commit to the full duration of the Coaching Service as specified and agree to be bound by the "Terms and Conditions" and also agree and acknowledge that "Norton House Education Centre" reserves the right on final judgment."

Signature: _____ **Date:** _____

3) Payment

Payment may be made via Cash, EPS or Cheque (with student name and course/service title at the back). Cheques may be sent through mail with a completed application form to Norton House Education Centre for enrollment. Cheques should be crossed and made payable to "**Norton House Education Limited**". For applicants that wish to pay by Deposit/Transfer, the Deposit/Transfer advice should be sent to Norton House Education Centre by mail or fax. Parents / applicants are reminded that the complete installment of all Coaching Services should be paid in full before first session. Receipt will be issued once payment has been confirmed. Shall confirmation within not be received 12 working days after you have sent your payment, please contact us at 2972-2698 for assistance.

Please make all Cheques payable to "**Norton House Education Limited**"
[Company's Account: **023-342850-001** Bank: **HSBC** Name: Norton House Education Limited]
[Mailing Address: Unit 701 Eton Tower, 8 Hysan Avenue, Causeway Bay, Hong Kong



Terms and conditions

- By completing and signing the application form, the applicant hereby agrees to commit to the full duration of the Coaching sessions as specified.
- All Coaching Service payments are to be settled in full at the first session.
- If the student falls ill or cannot attend a session due to personal reasons, parent/student is responsible for notifying Norton House Education Centre about their absence before the session begins. Parent/student is also responsible for re-scheduling the cancelled session with Norton House Education Centre staff.
- Sessions will not be held in the event of Typhoon 8, Black or Red rain. Parent/student is responsible for re-scheduling the cancelled session with Norton House Education Centre staff.
- All Coaching Services are non-refundable. However, if the applicant wishes to extend/upgrade the service provided by Norton House Education Centre, it is available upon request.
- Parents/students are not permitted to solicit or make private arrangements for tuition with instructors/tutors employed by Norton House Education.
- Fees are non-refundable and non-exchangeable, except in the instance that the event is cancelled.
- Parents/students agree not to reproduce, distribute or show to any other person, in whole or in part, any of the class materials, curriculums, lesson notes, assessments and tests distributed by Norton House Education without the prior written consent of Norton House Education.
- Classes/Sessions will not be held in the event of Typhoon 8, Black rainstorm warning. No make-up classes will be provided due to the weather cancellations. However, contents of the cancelled class(s) are distributed to students afterwards.
- Shall the student fall ill or cannot attend class due to personal reasons, no make-up classes or refunds could be arranged for participant cancellations.
- Shall the student need to apply for leave of absence, please notify Norton House Education 2 days in advance. Cancellation within 4 hours of the scheduled class time shall require a compensation of 500HKD administration and handling charge and no make-up lesson is allowed.
- Contents of the missed class(s) will be distributed to students whom cannot attend class due to sickness afterwards.
- All Course payments are non-refundable once the student's placement has been confirmed.
- Upon completion of a course or programme offered by Norton House Education, if the student's attendance record shows no less than 90%; they may be granted a certificate for their accomplishments throughout such course or programme.
- For students whom fail to attend up to 90% of the scheduled classes in a course or programme offered by Norton House Education, no certificate may be awarded after completion of such course or programme.
- Photographs and videos may be taken occasionally during the class time. Students and participants agree to be photographed and taped. Norton House Education reserves the rights to images and footages.
- Norton House Education reserves the right to use the applicant/student's work for promotional or educational purposes.
- Personal information of each student and parent will be kept strictly confidential in accordance with the law and only used within Norton House Education.
- Norton House Education will not be held responsible for personal injuries, accidents, losses and damages incurred by the student while at Norton House Education premises.
- Parents are responsible to arrange appropriate transportation or pick-up for students to and from Norton House premises. Norton House Education does not require students to sign-out or notify us when they are leaving the premises.