



## **Individual Tutorial Application Form**

### **(GCE AL/GCSE/HKDSE/School Exam)**

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

*For Office Use Only*

Student Identification Number: \_\_\_\_\_

#### **1) Applicant/Student Details**

English Name (Last Name/ First Name):		Chinese Name:	
Subject: 1)		Day:	Time:
2)		Day:	Time:
Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Nationality:		
Age:	Date of Birth (DD/ MM/ YYYY):     /     /		
Contact No (Mobile):	Contact No (Home):		
School:		Form/ Grade:	
Email Address:			
Residential Address:			
Referred By: (Student Name):		School:	(Form/ Grade:     )
(Parent Name):		Contact No.:	

#### **2) Parent and Emergency Contacts**

Parent Name (Last Name/ First Name):		Relationship:	
Parent Contact No:		Parent Email:	
2 <sup>nd</sup> Contact (Last Name/ First Name):		Relationship:	
2 <sup>nd</sup> Contact No:		Email:	

#### **3) Payment**

Payment may be made via Cash, EPS or Cheque (with student name and programme title at the back). Cheques may be sent through mail along with a completed Application form to Norton House Education for Enrollment. Cheques should be crossed and made payable to "**Norton House Education Limited**". For applicants who wish to pay by Bank Transfer, the Payment Advice should be sent to Norton House Education by mail or fax. A confirmation receipt will be issued once the details related to class arrangement have been confirmed and payment has been received. Please contact Norton House Education if no notice has been received within 12 working days after sending the payment.

**[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]**

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

**Bank of Cheque:** \_\_\_\_\_ **Cheque Number:** \_\_\_\_\_



#### 4) Commitment Terms

- Parents/applicants are reminded that payments for different programmes follow different payment terms.
- For courses offered by Norton House Education, applicants may be asked to pay in two installments. The first installment (deposit) needs to be settled on the day of the application to secure the place. The second installment should be made a week before the commencement of the enrolled course. An Invoice notification will be distributed to parents/applicant via email as a reminder, please settle payments before the specified due date with the appropriate amount.
- Other Programmes such as; Educational Camps, Workshops, Overseas Trips, Educational Consultancy and Career Advisory would require applicants/parents to fill in a separate application form and settle the full payment upon enrollment to secure place.
- For commitment terms on other programme offered by Norton House Education, please contact us for further details.

**Applicants are advised to secure a place 2 weeks in advance for interested programmes.**

#### 5) Prior Assessment *(For new applicants)*

To suggest the most suitable level of course or programme for students, tutors of Norton House Education may conduct a brief assessment of their English Proficiency. Students are encouraged to bring their school work to allow a greater understanding of their level. Parents are welcome to come along. Norton House Education representatives will arrange prior assessment schedules via phone or email confirmation.

#### 6) Leave of Absence & Make-up Lessons Policy

- Leave of absence shall be applied at least 2 days in advance with the completion of the Student Leave Form and confirmation of Norton House Education Representative.
- Leave of absence applied within 4 hours of the schedule class time will be accepted but an administration charge of \$500 will be applied with no made up lesson allowed.
- Leave application with legitimate (sickness, school exams, school activities, and public exams) reasons with relevant official proof (doctor's note, school notice, exam schedule) could warrant make up lessons.
- Leave application without legitimate reasons cannot be approved and would not warrant any make up lessons.
- No refund is provided for absence while make-up lessons might be arranged within the administrative capacity of Norton House Education.

#### 7) Referral Scheme

- Referral Scheme (up to \$1500 discount) is only applicable to existing students.
- Referral Scheme is valid once the referee completed the enrollment process with full tuition settlement.
- Referee could instantly enjoy a discount of \$500
- Referral confirmation must be done during course enrollment of the new student, late notification to Norton House would forfeit the rights automatically.

#### Terms and Conditions

- By completing and signing the application form, the applicant hereby agrees to the commitment terms for all programme payments and the terms and conditions as specified.
- Enrollment will be processed on a first come, first served basis.
- Fees are non-refundable and non-exchangeable, except in the instance that the event is cancelled.
- 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.
- On certain occasions, photos/videos of students may be used for educational records and evaluation feedback.
- A student's work may be used for teaching/referencing purposes within Norton House Education.
- Personal information of each student and parent will be kept strictly confidential in accordance with the law and only used within Norton House Education.
- All participants enrolled in the workshops and programmes do so at their own risk. In the event of the registered class being not available immediately, the student will be put on waiting list and be arranged to attend the earliest available class. If the interested class is still unavailable for 4 months' time (starting from deposit paid), the deposit will be refunded fully to the customer.
- **"I hereby agree to commit to the commitment terms of the programme(s) as specified and to be bound by the "Terms and Conditions" and also agree and acknowledge that "Norton House Education" reserves the right on final judgment."**

- Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**8) Tutorial Schedule and Package(s)**

Tutorial Subject(s): \_\_\_\_\_

	<u>Package</u>	<u>Period</u>	<u>Time*</u>	<u>Tutorial Fee**</u>	<u>Monthly Installment</u>
<b>Secondary Level</b>	2.5 months	Apr-Jun 2015	<input type="checkbox"/> Mon 4:00-5:30PM <input type="checkbox"/> Mon 5:30-7:00PM <input type="checkbox"/> Tue 4:00-5:30PM <input type="checkbox"/> Tue 5:30-7:00PM <input type="checkbox"/> Wed 4:00-5:30PM <input type="checkbox"/> Wed 5:30-7:00PM <input type="checkbox"/> Thu 4:00-5:30PM <input type="checkbox"/> Thu 5:30-7:00PM <input type="checkbox"/> Sun 10:00-11:30AM <input type="checkbox"/> Sun 12:00-1:30PM <input type="checkbox"/> Sun 1:30-3:00PM <input type="checkbox"/> Sun 3:00-4:30PM <input type="checkbox"/> Sun 4:30-6:00PM	\$15,000 \$11,250	\$4,500 (\$750/hr)
	1.5 months	Apr-May 2015	<input type="checkbox"/> Mon 4:00-5:30PM <input type="checkbox"/> Mon 5:30-7:00PM <input type="checkbox"/> Tue 4:00-5:30PM <input type="checkbox"/> Tue 5:30-7:00PM <input type="checkbox"/> Wed 4:00-5:30PM <input type="checkbox"/> Wed 5:30-7:00PM <input type="checkbox"/> Thu 4:00-5:30PM <input type="checkbox"/> Thu 5:30-7:00PM <input type="checkbox"/> Sun 10:00-11:30AM <input type="checkbox"/> Sun 12:00-1:30PM <input type="checkbox"/> Sun 1:30-3:00PM <input type="checkbox"/> Sun 3:00-4:30PM <input type="checkbox"/> Sun 4:30-6:00PM	\$9,000 \$6,750	\$4,500 (\$750/hr)
<b>Secondary Level – Online Tutorial (For oversea students)</b>	2.5 months	Apr-Jun 2015	Please specify the available date & time for online tutorial (1.5 hour per week)  Date: _____ Time: _____	\$15,000 \$9,450	\$3,300 (\$550/hr)
<b>Primary Level</b>	2.5 months	Apr-Jun 2015	<input type="checkbox"/> Mon 4:00-5:30PM <input type="checkbox"/> Mon 5:30-7:00PM <input type="checkbox"/> Tue 4:00-5:30PM <input type="checkbox"/> Tue 5:30-7:00PM <input type="checkbox"/> Wed 4:00-5:30PM <input type="checkbox"/> Wed 5:30-7:00PM <input type="checkbox"/> Thu 4:00-5:30PM <input type="checkbox"/> Thu 5:30-7:00PM <input type="checkbox"/> Sun 10:00-11:30AM <input type="checkbox"/> Sun 12:00-1:30PM <input type="checkbox"/> Sun 1:30-3:00PM <input type="checkbox"/> Sun 3:00-4:30PM <input type="checkbox"/> Sun 4:30-6:00PM	\$15,000 \$9,450	\$3,300 (\$550/hr)

\* Please choose all available timeslots to maximise arrangement flexibility.

\*\* All tutorial classes are individual based.