

Student Information Form 学生信息表

Personal Information 学生基本信息			
Last Name 姓		First Name 名	
Profession 职业		Gender 性别	
Date of Birth 生日		Mother Tongue 母语	
Nationality 国籍		Mobile 电话号码	
Passport NO. 护照号		Email 邮箱	
How Did You Know About Us? 您知道我们的途径?			
Friends		Colleague	
Employer		Press Advertising	
Redstar		Smile	
		Google	
		Yahoo	
		Others	
What's Your Chinese Language Level? 您的中文水平?			
Zero Beginner 零基础		HSK Level 1	
Beginner 初级		HSK Level 2	
Elementary 基础		HSK Level 3	
Intermediate 中级		How Many Hours Did You Learn Before?	
Advanced 高级		您学习过多少小时中文?	
When Are You Available? 您的自由时间?			
		Morning 上午	
		Afternoon 下午	
		Evening 傍晚	
Monday	星期一		
Tuesday	星期二		
Wednesday	星期三		
Thursday	星期四		
Friday	星期五		
Saturday	星期六		
Sunday	星期日		
What's Your Main Aim For Learning Chinese? 您主要的学习目的?			
Oral 口语		Reading Comprehension 阅读	
Speak mainly & recognize simple Chinese characters 口语是重点+简单汉字			
HSK 考试		Others 其他	
Course(s) I Want to Apply for 计划学习的课程			
Class/Course 课程类别	One to One Class 一对一课程		
	Small Group Class 小组课		
Part-time Course		Long Duration Course	
Intensive Course		Business Combine	
HSK Preparation		Online Course	
Other			
I Plan to Start on		to Finish on	
Accommodation 住宿			
NO 不需要		Yes, please arrange my accomedation 请为我安排住宿	
Shared Apartment		Home Stay	
Private Studio Flat		Other	
Check-in Date		Check-out Date	
Student Signature		Date/Month/Year	
负责人		报名日期	

Terms and Conditions

When you register with Tianyan CLC, you are agreeing to:

Registration & Deposits Submit the Registration Form and pay the deposit of Chinese course with cash/Card/bank transfer/western union in 10 workdays after the course plan is confirmed.

1) Short-term Course(1-3months): 100USDs Deposit 2) Long-term Course(>3months): 300USDs Deposit 3) Online Course: full payment

Passport & Visa

For learners of short-term Mandarin courses, you are responsible for a valid passport, visa, medical and travel insurance to cover your stay period. For Learners who prefer long-term(>3months) Mandarin course: Private Course(>90class-hours);or Private combine Group course (>150class-hours), we can help learner get a long term visa.

Course Terms & Conditions

- The tuition should be paid before attending class. One time payment is preferred with cash/Card/ bank transfer
- If you will not come to learn, the course deposit will not return.
- No tuition refunds will be made after courses begin.
- One lesson lasts fifty minutes. (online course lasts 45 minutes/lesson)
- Maximum ten students per group. If a group has two or less participants, CLC reserves the right to terminate the class.
- If you cannot attend a group lesson on schedule, Tianyan CLC will not arrange for a make-up lesson.
- Private class/Online course should be canceled 24 hours before scheduled class-time by contacting your teacher (or course advisor). If notice is not received, one lesson will be deducted from your timetable, as if the lesson had been used.
- All courses must finish within expiring date. Students that fail to complete their courses within expiring date will be deemed to waive their remaining lessons and no lesson transfer or refund will be available.
- No classes are held during official Chinese public holiday, missed time will be made up by the end.
- Tianyan CLC reserves the right to change the teacher in case of illness or any other pressing reason, and could change another teacher (room) for you after you asking for more than two weeks leave.
- In order to ensure the quality of your study, Tianyan CLC reserves the right to adjust the study location and teaching approach giving prior notice.
- If you want to change course arrangements after registration, you must give Tianyan CLC a written notice two weeks in advance. Change is not guaranteed and will only be made upon availability.

Accommodation Terms & Conditions

- Accommodation Deposit 100USDs with cash/Card/bank transfer in advance, after checkout and the housekeeper examines the room, the deposit will return to you when you leave.
- One-time payment is preferred with cash/Card/bank transfer.
- The deposit will not return if you cancel the accommodation arrangement.
- If you leave earlier than planned, deduct the daily rent, the left money will return to you.
- Accommodation is subject to availability and cannot be guaranteed for students beyond the dates of their course.
- If you want to change accommodation arrangements after registration, you must give Tianyan CLC a written notice two weeks in advance. Change is not guaranteed and will only be made upon availability.

Unusual Circumstances Your program may be disrupted by an unusual event or circumstances that Tianyan CLC could not reasonably have foreseen. If the unusual event is serious enough to significantly affect your program, we will try to arrange a suitable alternative if possible. We do not make any refunds in these situations and you will be responsible for any travel costs involved. We cannot accept liability for the effect of any unusual event or for any loss, damage, expense or claim of any disruption you suffer as a result.

Code of Conduct All participants of Tianyan CLC programs are expected to adhere to proper conduct and obey the instructions of CLC. This covers, but is not limited to, respecting others' cultures and beliefs, respecting the accommodation and avoiding drugs and illegal activities. Participants will be removed from the program without a refund if they engage in illegal, violent or improper behavior. Participants are responsible for any and all damages they cause and must directly compensate the owner of the property involved. All the rights and obligations are stated expressly above. Any verbal communications and promises by the staff are invalid and unenforceable. Tianyan CLC reserves the right to explain the aforementioned terms and conditions.

Signature _____ I have read and agree to the Terms & Conditions.