

Surname		Given Names					
Date of Birth		Occupation		Gender			
Contact Numbers	Home:	Mobile:			Office:		
Email Address			Home Address				
How did you hear about us?			Postcode				
Course Details	<input type="checkbox"/> Group Class Level ____ <input type="checkbox"/> VIP 1-on-1 Tutorials <input type="checkbox"/> VIP Group-of-2 Tutorials <input type="checkbox"/> VIP Group-of-3 Tutorials						
Booking Details	Initial Booking: _____ hrs (_____ hrs/wk)		Future Booking:	Totally _____ hrs or weeks (Predicted)			
What time do you prefer to do the course?	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Why do you want to learn Mandarin?			Current Level				
Other Notes			Targeted Level				

Tuition Refund Policies

1. If an application for withdrawing from a course is made 3 days or 72 hours before the course commences, tuition fees are refundable in full given that no materials have been provided.
2. If an application for withdrawing from a course is made within 3 days or 72 hours before the course commences, 90% of the tuition fees are refundable and if materials have been provided they are refundable for up to 50% depending on how their conditions are.
3. If an application for withdrawing from a course is made within 2 hours after the course commences, 50% of the tuition fees are refundable and materials fees are not refundable under any circumstances.
4. If an application for withdrawing from a course is made within 2 days or 48 hours after the course commences, 30% of the tuition fees are refundable and materials fees are not refundable under any circumstances.
5. If an application for withdrawing from a course is made 2 days or 48 hours after the course commences, the tuition fees and materials fees are not refundable under any circumstances.
6. If the student is willing to transfer from one course to another, a \$30 administrative fee will be applied.
7. For all withdrawals of courses, a \$50 administrative fee will be applied.

Tuition Payment Policies

1. Students must pay all fees before start of the course enrolled.
2. Extended courses can be paid separately.
3. If fees are not paid in full before start of the course, every instalment will cause extra \$30 administrative fee. Only up to 3 instalments are allowed.
4. All instalments' due dates will be noted on the invoice and must be paid no later than the due date. Late payments (after due date) will cause 5% late fee per day.
5. Students who have enrolled VIP tutorials must attend lessons according to confirmed timetable. Change requests must be received by our office 24 hours in advance. Otherwise, a Rescheduling Fee of \$15 per change of session will be charged. This fee should be paid before next teaching session.

All students who have enrolled a course at ACE will be sent ACE newsletters. If you prefer not to receive the letters, please tick here ().

I have read and understood the above Tuition Refund Policies. The information I have provided in the above form is correct at this date.

Name Printed:

Signature:

Date:

We accept payments by EFTPOS, cash, or credit card in our office. 2.5% surcharge are applied to Credit card payments. You may also make a bank transfer or deposit:

Bank: ANZ Bank | Account Name: Australia Cathay | BSB: 016 267 | Account Number: 485 355 896

Office Use Only

Assessment Results	Course Enrolled		Course Start	
			Course Finish	
Total Fee	Due Date		Invoice #	
	Date Paid		Payment Staff	
Other Notes:				