



Agincourt Academy

Registration Form

Student Information

| | | | |
|------------------|----------------------|-------------|----------------------|
| Given Name | <input type="text"/> | Family Name | <input type="text"/> |
| Home No. | <input type="text"/> | Mobile No. | <input type="text"/> |
| Address | <input type="text"/> | | |
| | <input type="text"/> | | |
| Email Address | <input type="text"/> | | |
| School | <input type="text"/> | | |
| Grade or Year | <input type="text"/> | | |
| Additional Info. | <input type="text"/> | | |

Parent/Guardian Information (optional if student is over 18 years of age)

| | | | |
|---------------|----------------------|-------------|----------------------|
| Given Name | <input type="text"/> | Family Name | <input type="text"/> |
| Home No. | <input type="text"/> | Mobile No. | <input type="text"/> |
| Relationship | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| | <input type="text"/> | | |
| Email Address | <input type="text"/> | | |

Booking Details

| | |
|-----------------------|----------------------|
| Subject | <input type="text"/> |
| Grade or Year | <input type="text"/> |
| Hours/Lesson | <input type="text"/> |
| Preferred Day of Week | <input type="text"/> |
| Other Preferences | <input type="text"/> |



Agincourt Academy

Policies and Regulations

Regular Scheduled Tutoring Classes

1. Tutorial classes are arranged on regular weekly basis.
2. Tuition fees are due two (2) working days prior to the commencement of the first class in each month.
3. Availability of classes can only be guaranteed upon receipt of full payment two (2) working days prior to the commencement of the first class.
4. The invoice containing the paid tutorial classes with the specified dates and times are strictly non-refundable unless under special circumstances such as those listed under the section of Refund Policies.
5. Students are expected to show up on time for classes. Students who fail to show up on time will have their parent/guardian contacted after fifteen minutes into the class.

On-Demand Tutoring Classes

1. Tuition fees are due two (2) working days prior to commencement of the class.
2. Availability of classes can only be guaranteed upon receipt of full payment two (2) working days prior to the commencement of the first class.
3. The invoice containing the paid tutorial classes with the specified dates and times are strictly non-refundable unless under special circumstances such as those listed under the section of Refund Policies.
4. Students are expected to show up on time for classes. Students who fail to show up on time will have their parent/guardian contacted after fifteen minutes into the class.

Refund Policies

1. All Tutorial classes non-refundable unless under special circumstances such as those listed below.
2. It is important that you agree with the scheduled time and date as shown on the invoice before you make your payment; consequently, Agincourt Academy will not accept bookings from other clients in your confirmed time slots.
3. Refund is ONLY made in case of the following events. This applies to all "Regular Scheduled" or "On-demand Tutorial" students.

| | Amount | Explanatory Notes |
|-----------------------|----------------|---|
| Typhoon No.8 | 100% credited | Students in all levels will have their classes cancelled according to the announcement made by the Hong Kong Observatory at least two hours prior to the commencement of the class. |
| Typhoon No.3 | 100% credited | Students in primary level or below will have their lessons cancelled according to the announcement made by the Hong Kong Observatory at least two hours prior to the commencement of the class. |
| Black Rainstorm Alert | 100% credited | Students in all levels will have their lessons cancelled according to the announcement made by the Hong Kong Observatory at least two hours prior to the commencement of the class. |
| Red Rainstorm Alert | 100 % credited | Students in primary level or below will have their lessons cancelled according to the announcement made by the Hong Kong Observatory at least two hours prior to the commencement of the class. |
| Teacher's absence | 100% credited | Substitute teacher will be arranged to conduct the scheduled class. The client or student may also choose to have the paid fees refunded or credited. |
| Sick Leave | 50% credited | Presentation of official doctor's letter is required. |

Student's Punctualities

- Students are expected to show up on time for their classes.
- Students who fail to show up on time will have their parent or guardian called after fifteen minutes into the lesson.
- Agincourt Academy reserves the right to expel students who demonstrate inappropriate behaviour that may potentially jeopardize the safety of others.

Teacher's Code of Ethics

- Teachers shall show up on time for their scheduled tutorial appointments.
- Teachers shall conduct scheduled classes at the best of his/her ability and knowledge.
- Teachers shall keep students' information confidential.
- Teachers shall respect students' dignity at all times.
- Teachers shall behave professionally with students at all times.
- Teachers shall honestly report the progress of the student to their parents or guardians.