

Application Form

Name	_____	Nationality	_____
Date of Birth	_____	Gender	_____
Mobile Phone	_____	Phone Number	_____
E-mail	_____	Current Occupation	_____
Home Address	_____		

Education Background

Number of years study _____ High-school _____ College _____ B.A. _____ M.A. _____ PHD _____

Present Chinese Level

Have you learned Pinyin Yes No

Number of Chinese words you know _____

Where would you like to study? Shanghai Guangzhou Beijing Dalian

Program applied for

Course level

Course Duration _____

Start date _____

End date _____

Accommodation No Yes, please arrange my accommodation as requested below.

Check-in date _____

Check-out date _____

How did you hear about iMandarin? _____

Emergency Contact

Name _____

E-mail _____

Contact Number _____

Other _____

Payment Bank Transfer Paypal Credit card Cash Other

Accommodation No Yes, please arrange an airport pick for me.

Airline: _____

Airport of arrival _____

Flight Number _____

Arrival date _____

Arrival time _____

Questions & Comments _____

I certify that the information supplied on this application is complete and correct. I agree to abide by the school's rule.

Students Signature _____

Date _____

Terms and Conditions

I. For courses

1. Group class schedule is fixed and reschedule is not allowed.
2. If a group has less than 2 participants, iMandarin has the right to reduce the class time from forty-five minute to thirty minutes each lesson.
3. Student will take whole responsibility for his/her missed group classes. If student wants to make up the missed lessons by a private tutor, extra private tutoring fee will be charged.
4. If students are not able to take private lessons due to unforeseeable causes, 24-hour prior notice must be given in order to cancel or reschedule classes. Cancellation within 24 hours will not be accepted and the canceled class hours will be regarded as having been used.
5. Student has the right to request a different instructor during the course duration with written reasons or explanations.
6. After course begins, if student needs to change course program, USD 40 will be charged per time.
7. Student(s) should acknowledge and agree that the course should be finished within valid date indicated in this confirmation Letter.

II. For Airport Pick-up & Accommodation

1. Application for airport pick-up or accommodation must be given 1 month in advance.
2. New coming students should pay at least 1 month rent and 1 month deposit.
3. Rent Settlement Time: Starts from 12AM on present day to 12AM on next day.
4. The price posted on the website is fixed unless under some special circumstances.

III. For Conditions and Regulations of Refund

1. Regular refunds will be paid in 1 month from the application day. If student paid by credit card, iMandarin cannot guarantee an accurate refund date due to uncertain transaction time between banks of two different countries.
2. Students who have paid tuition fee through agents must get refunds from agents.

A Course Refund Policy

1. Course application fee is non-refundable.
2. Tuition and teaching material fee is refundable for those who cancel courses 2 weeks or more before course starting dates, but no fee is refundable after starting dates.

B Airport Pick-up & Accommodation Refund

1. 1 month accommodation fee and 1 month deposit are not refundable unless students are failed to get a visa and provide us certificate of rejected visa.
2. Airport pick-up fee is refundable for those who cancel 1 week before course starting date.
3. Students, who want to cancel accommodation arrangement after arrival, need to submit a written application 1 month in advance. Otherwise, USD100 penalty fee will be charged.

IV. Unusual Circumstance

If student's program is disrupted by an unforeseen event, iMandarin will arrange rest of the courses to accommodate the situations. If student's program is disrupted by himself/herself, iMandarin will keep his/her status as iMandarin's student for one year. During this period, student can use rest of the course hours, but should bear all extra fees. In neither case above, refund is allowed.

Rights & Obligation

iMandarin has the rights to require the student to obey Chinese law and rules, school's rules and regulations. By agreeing these terms and conditions you agree that we may take photos and videos without interrupting classes and activities and use your personal information (such as name, nationality, hobby, etc...) for propaganda and teaching.

iMandarin has the obligation to properly accept students' suggestions and solve their problems to provide high quality environment.

Students have the rights to raise actual problems among teachers and staff, to ask school to settle properly.

Students have the obligation to obey Chinese law and rules, school's rules and regulations, and cooperate to do surveys.

I certify that the information supplied on this Confirmation Letter is complete and correct. I agree to abound by the Terms & Conditions of the school that are listed above.

Students Signature

Date
