

Hong Kong First Class Academy Tutorial School

School Registration Number: 569690

6/F, Kailey Tower, 16 Stanley Street, Central, Hong Kong

Tel: 852 2526 9156 Fax: 852 2525 2756

Website: www.firstclass.edu.hk

Email: help@firstclass.edu.hk



Holiday Tuition Booking Form

Student's Name: _____

Please complete a different form for each student.

Contact Person: _____

Contact Telephone No.: _____

Contact Email Address: _____

Please provide details of dates, days and times when you would prefer lessons:

Availability	From	To
Dates (dd/mm/yy):		
Days (Mon – Sat):		
Times (10am – 9pm):		

Please note that lessons after 1:00 pm may be difficult to schedule.

Please indicate the subject(s) and number of lessons desired:

Subject	Number of Lessons	Comments

Acknowledgement

Before enrolling, I received sufficient promotional information and I visited the school website to know about the tutorial service being provided. I am aware of the information contained on the website and promotional information including tuition details, fees, information on the principal and teachers and refund policies and procedures. I understand that in accordance with the Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order, the fee is collected in advance no more than one month prior to tuition commencing. If the school fails to provide the tutorial service as scheduled, the school will give me a full or partial refund according to the refund policies and procedures stated in the promotional information and school website.

Remarks:

- Please complete this form and send it back to us at your earliest convenience by fax on 2525 2756, by email to help@firstclass.edu.hk or by hand.
- Lessons will be scheduled on a first-come, first-served basis. We will make every effort to accommodate your preferences, though this may not always be possible.
- The final schedule will be sent to your for your confirmation.
- Please note that all the lessons must be paid on or before commencement of lessons otherwise booking will be cancelled.
- Please ensure that the students attend the lessons at the designated time and location.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____

For Office use only

Received: / /

Confirmation sent: / /

Confirmed by:.....