

ADULT COURSES (ages 18+)

ENROLLMENT FORM			
Name (First name, Surname): _____			
Address:	Flat/Room:	Floor:	Block:
Building/House: _____			
Street: _____		District: HK / KLN / NT	
Home telephone:	Mobile:	Email:	
Optional Information:			
Date of Birth (DD/MM/YY) _____ Gender _____ Existing client? _____			

Please complete one form per participant. Fill in the details below and overleaf according to the course(s) that you enroll in.

COURSES & WORKSHOPS

Name of course	Code	Day / Time	Fees
Subtotal HK\$			

Total for all courses HK\$	
-----------------------------------	--

Please make cheque payable to **ELI Limited**
or transfer by ATM to **HSBC 652-206087-001** and e-mail receipt to info@eli-asia.com.

<p>Is there anything we should know about you (e.g. existing health condition, allergies, etc.)? If so, please specify:</p> <p>_____</p> <p>What is your profession? _____</p> <p>What is your job title and the organization you study or work in? _____</p> <p>Where did you hear about ELI? _____</p> <p>What do you hope to gain from ELI's classes? _____</p>
--

I have read the terms and conditions and data collection policy, and agree to them.

Signature of participant: _____

Office use only:

Cash ATM Cheque
Confirmation Receipt T&C
Coupons _____
Handled by _____ Checked by _____

(Enrolments cannot be accepted without signature)

ELI, ETIQUETTE AND LEADERSHIP INSTITUTE'S TERMS & CONDITIONS

Enrollment

- Parents and adult participants should complete and sign the enrollment form and submit it with the tuition fees.
- Enrollment is continuous and on a first-come first-serve basis.

Dress Code for Children and Teen Courses

- Boys: Clean, pressed shirt with collar and tie; dress or khaki pants (jacket optional)
- Girls: Clean, pressed dress; or skirt and blouse

Food and Drink

- Food is provided in dining etiquette classes. Please advise us of any food or other allergies.

Tuition

- Tuition fees are charged on a termly basis (Courses) and per Workshop basis. Full payment for all enrolled courses must be received before the participant's place is confirmed in the class. For participants who enroll partway through the period, the remaining classes may be paid pro rata.
- If full payment is not received by the first class, we reserve the right to discontinue participation of the participant until full tuition payment has been received.
- For payment we accept cheques or ATM transfers (HSBC 652-206087-001 and e-mail receipt to info@eli-asia).
- A \$150 fee is charged for bounced checks.
- A \$50 fee is charged for each change you make to enrolments within the month or before the first class
- Apart from situations stipulated under "Cancellation, Transfer and Refund" in our terms and conditions, we regret that no refunds will be granted for classes that have been paid for.

Attendance and Make-up Class

- If the participant cannot attend class for medical reasons, please e-mail info@eli-asia.com before class begins.
- **We do not grant make-up classes.**

Cancellation, Transfer and Refund

- We reserve the right to cancel a class. Unless such class is cancelled due to weather conditions, a full refund will be issued.
- We reserve the right to cancel an enrollment for any reason and issue a full refund for the remaining classes.
- Classes paid in full cannot be transferred.
- No refund or deductions will be made for any absence from class, including if the premises, by order of the Health Department or any government decision, is required to suspend its classes.

Illness/Accident During Class

- If the participant attends a session and is unwell, s/he may be asked to wear a face mask or to be taken home.
- **No refunds or make-up sessions will apply for non-attendance due to sickness.**
- If urgent medical attention is required, the participant may be taken to the nearest public hospital.

Weather Conditions

- We adhere to the EDB's guidelines for schools: We cancel our classes when signals are hoisted for Red and Black rain, and typhoon signal 3 and above. Classes resume 2 hours after the signal is cancelled.
- If the red rainstorm warning or typhoon signal number 3 is issued whilst you are attending class, we will cancel the remainder of the class and parents/guardians will need to pick up their child to return home safely.
- **We do not grant refunds or make-up classes for classes cancelled due to weather conditions.**

Rights

- All classroom materials are strictly limited for our current students and clients and may not be reproduced, republished, distributed or otherwise exploited in any manner without our company's prior written consent.
- ELI's name and logo and all related trademarks, and other intellectual property are the property of ELI Limited (also known as The Etiquette & Leadership Institute) and cannot be used without our prior written consent.
- We reserve the right to cancel and refund any class with less than 3 participants.

Disclaimer

- We will not be held responsible for any personal injuries, accidents, losses and damages to the participants and their belongings. You agree to waive any and all claims you may have against, and release from all liability, and agree not to sue ELI Limited and its officers, employees, agents, volunteers and representatives for any personal injury, accident, property damage or loss sustained as a result of your child's or your participation in any activities held by us during class time, arising out of any cause whatsoever.
- Unless notified in writing, we reserve the rights to use the works, photos, sound recordings and videos of our students and clients for our curriculum, teaching and marketing material.
- We reserve the right of final decision.
- These terms and conditions are subject to change at any time without prior written notice from ELI Limited.