

Membership

The student will become a student member of the organisation. If the student is under 18 years the named parent/guardian who signs the declaration below will become a parent member. Any parent member or student member who is 18 or over shall have a single vote at annual/extraordinary general meetings, except those who are also paid staffs of the organisation or their spouses. In the event of the organisation being wound up, every member of the organisation undertakes to contribute such amount as may be required (not exceeding £1) to the organisation's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member. Please refer to our Memorandum and Articles of Association, which is available in the school library, for full membership rules and member's obligation. By signing below, you indicate you have read and understood the Memorandum and Articles of Association, and will abide by the rules as set out in the Memorandum and Articles of Association.

在此表格上登記的學生將成為本會的學生會員。如這學生未年滿十八歲，該學生的其一家長或監護人(在以下簽署者)將成為本會的家長會員。凡十八歲或以上的學生會員和家長會員都擁有在本會的週年或特別大會的投票權，但如這會員同時也是本會的授薪員工則這會員與其配偶都沒有這投票權。另一方面，根據本會會章，如本會不幸結業，每名現任會員及在一年內取消其會員資格者需支付不多於一英鎊款項來協助支付債務。請細閱本會會章所列的會員條款及守則。本會會章可在學校圖書館裡借閱。在以下簽名處上簽署後，表示您已閱讀及明白及願意遵守本會會章所列的會員條款及守則。

Declaration

I confirm that the information given on this form is correct to the best of my knowledge and belief and I will notify the School of any subsequent changes. I have read the information below and I agree to observe the prevailing rules and regulations of the School. 我證明以上所提供的資料正確及如有任何變更將會通知學校。我已閱讀及明白以下之條款及願意遵守。

If under 18, a parent/guardian must fill in the details below and sign. 十八歲以下，請由父母／監護人簽署。

Full Name (in English) 英文姓名

*Email address 電子郵件地址

Full Name (in Chinese) 中文姓名

Signature 簽名

Date 日期

* Our main channel of communication with you will be via email. In exceptional circumstances, phone and sms may also be utilised.

* 請注意：我們的聯絡方式為電郵，但在特殊的狀況下也可能利用電話和短信方式。

For Office Use 學校專用

Payment Cash / Cheque No

Receipt No

Handbook

Student Number

Data entry

Checked

What you should know before you enrol 報名須知

Definitions : "School", "we", "us", "our" and "ours" refer to Milton Keynes Chinese School & Community Centre. "you", "your" and "yours" refer to the student named on the enrolment form. If the student is under 18 at time of enrolment, then his/her parents or guardians are jointly responsible for noting the information given below.

- The School operates on a voluntary, non-religious, non-political and not-for-profit basis.
- You should ensure the class you have enrolled in suits your needs. However we reserve the right to transfer you to a class which we believe to be more suitable for you.
- Students are expected to observe our current school rules and any future variations or additions that may be applied. If you are unclear about any aspect of our rules, please ask for clarification.
- Students are expected to behave in such a way as not to bring the School into disrepute.
- Places are subject to availability and we cannot guarantee that you will get a place in the class of your choice or indeed in any class.
- You must inform us of anything that we should be aware of, or special precautions that we should take, whilst you are attending our School e.g., if you have a serious medical condition, contagious disease or are subject to court orders.
- We reserve the right to increase fees at any time without notice.
- If you wish to leave the School, please give one full term's written notice on the Student Withdrawal Form available from the school office. You will then be entitled to a refund of the unused portion of the fees you have paid less an administration charge.
- We may ask you to leave the school if it is in the best interests of either our School or yourself. If you leave under such circumstances, you will not be entitled to a refund of fees.
- We reserve the right to cancel classes at any time or make alternative arrangements for various reasons such as inadequate enrolment, staff shortage, unavailability of suitable premises, bad weather, civil disorder or any other cause outside our control. If we cancel classes, our total liability to you will be limited to a refund of fees on a pro-rata basis. In all other cases, we will have no liability to you whatsoever.
- We reserve the right to vary the School calendar and to implement other changes as necessary to the running of the School in general and to classes in particular.
- Your full co-operation is expected in all matters relating to Health & Safety.
- For security reasons all students must wear school uniforms and all parents and visitors entering the non-public area of the School must report to the School Office.
- Unless you specifically instruct us in writing to the contrary, we reserve the right to use photos of you or your children taken during school hours or during community events or outings, in our own publications.

E&OE

Address for postal applications (please do not send cash by post) :

Milton Keynes Chinese School & Community Centre
c/o St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN

Telephone: 01908-888152

Email: inbox@mkchinese.org.uk Web site: <http://www.mkchinese.org.uk>

米頓堅斯中文學校及社區中心

二零一七至二零一八年度中文學校招生章程

本會宗旨：本會為一無宗教，政治色彩的非營利志願團體，任何人仕無關宗教、種族、國籍均可申請成為會員。本會旨在提供中文教學，宏揚中華文化。為了達到服務本地人的目的，本會經常舉辦各項文娛活動：如大規模的農曆新年慶祝會。

1. 報名資格：任何年滿五歲，有興趣修讀本校課程及願意遵守本校校規之人仕。
2. 上課日期：由二零一七年九月十日至二零一八年六月二十四日之週日（除本校假期外）。
3. 上課時間：中文班及成人國語班 – 星期日 上午十時至十二時正（課間休息十分鐘）。
4. 上課地點及校務處：St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN
(校務處祇在上課日開放)

5. 本會辦事處及社區中心地點：同上。

6. 會員費 £ 12.00

7. 全年學費：中文班 – 第一班至第九班（包括書簿及輔導習作） £ 110.00

GCSE 班（包括書簿,輔導習作及考試預習卷） £ 180.00

A level 班（包括書簿,輔導習作及考試預習卷） £ 195.00

兒童普通話班(含書本)

成人普通話班(不含書本) £ 205.00

成人普通話班書本 + CD TBA

註：1. 六月十八日以後報名者，本校未能保證其學位，同時須另繳付£15 行政費。

2. 第一至十三班現設普通話或廣東話授課，請在報名表註明所選修之語言。在有需要時，本校有權取消或更改任何班級。

3. GCSE 及 A LEVEL 考試班之學生需自行向其就讀的本地學校報考。本校不負責報考事宜。

8. 校服：學生必須穿著印有本校校徽的長或短袖之校服或戴上校章上課。

9. 報名及繳費方法：可用現金或支票連同填好的報名表，在六月十八日前交回校務處或班主任。(見註一)

支票抬頭請寫：Milton Keynes Chinese School & Community Centre

* 插班生必須參加入學編班測試，於六月四日及十一日（在本校）上午十一時舉行。

10. 校規：請參閱報名表格背面。學生若觸犯校規而屢勸不改，校方有權勒令其停學，甚至開除學籍。

11. 中文圖書館：本校學生及會員可申請成為本校圖書館會員。圖書館會員可免費借閱中文圖書或錄影帶等，但必須遵守圖書館規則。

12. 會員：在學生報名表上登記的學生將成為本會的學生會員。如這學生未年滿十八歲，該學生的其一家長或監護人(在學生報名表上簽署者)將成為本會的家長會員。凡十八歲或以上的學生會員和家長會員都擁有在本會的週年或特別大會的投票權，但如這會員同時也是本會的授薪員工則這會員與其配偶都沒有這投票權。各會員須遵守本會會章。會章可向本會查閱。

13. 中途退學：學生如欲申請退學，本校必須於一個學期前收到家長/監護人之退學通知書（表格備索）才可生效，學校可在扣除行政費後發還餘數。若學生因違反校規而遭校方開除者，學費恕不退還。

14. 助學金計劃：本校對於家境困難的學生設有學費補助，詳情請向本校查詢。

15. 照片和影像：除非您以書面方式通知我們您的不同意見，我們保留在我們自己的出版物上使用您或您的子女上課時間，社區活動和戶外活動期間所拍攝的照片和影像的使用權。

16. 米頓堅斯中文學校通訊今後將以電郵的方式發布。請注意，您有責任確保您所提供的電郵地址是正確有效的。若您沒有電郵地址，請經常留意我們在校內貼出的通告。在特殊情況下，我們或會使用電話和短信聯絡，請確保您所提供的電話號碼也是正確無誤。

Milton Keynes Chinese School & Community Centre

School Enrolment Information for Sept 2017/ 2018

We are a non-religious, non-political voluntary organization run on a “not for profit” basis for the benefit of the local community. Membership is open to all persons regardless of race, religion or nationality. Our main objectives are: To advance education especially in the Chinese language, culture, heritage and arts and to provide facilities for recreation and other leisure time activities.

1. Age Requirement: At least 5 years old at the start of the school year
2. School Dates: 10th September 2017 to 24th June 2018 inclusive (Except during our school holidays)
3. School Hours: Mandarin/Cantonese Classes - Sunday 10.00 am to 12.00 noon (with a 10 min. break)
4. School Location: St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN
5. Head Office & Community Centre Location: As above.
6. Student Membership Fees: £ 12.00
7. Annual School Fees: Class 1 to Class 9 (including textbooks & exercise books) £110.00
 - *GCSE (including textbooks, exercise books, revision & mock exam papers) £180.00
 - *A LEVEL (including textbooks, exercise books, revision & mock exam papers) £195.00

Adult Mandarin Class (excluding textbook) £205.00
Textbook for Adult Mandarin Class + CD £ TBA
Additional charge for all enrolment after **18th June 2017** £ 15.00

*Students will need to apply for GCSE and A Level examinations through their own local schools, we will not be responsible for making these arrangements.

Classes are available in either Cantonese or Mandarin, please specify your option on the enrolment form. We reserve the right to cancel classes at any time or make alternative arrangements, please refer to Enrolment Form for further details.

8. School Uniform: For security reasons, the wearing of a school uniform (either a sweatshirt or a T shirt/polo shirt with the school logo) is compulsory. Adult students can opt to wear a school badge instead of a uniform. These can be purchased from the School Office.
9. Enrolment: Please return the completed form and the appropriate remittance to either the Class teacher or the school office by 18th June 2017. Otherwise a school place will not be guaranteed and a £15 administration fee will be levied. New students wishing to join a class other than a beginner's class will have to take an assessment test on either the 4th or 11th June 2017, to be held at the School Office at 11.00 am.
Cheques should be made payable to “MK Chinese School & Community Centre”.
10. School Rules & Regulation and Terms & Conditions: Please refer to the information on the back of the enrolment form and the Students' Handbook for guidance. Students who persistently violate the School Rules & Regulation may be suspended or expelled.
11. Library: Students can apply to be a member of our School Library. Books, video tapes etc can be borrowed, free of charge, subject to the Library rules.
12. Membership: The student will become a student member of the organisation. If the student is under 18 years the named parent/guardian who signs the declaration on the enrolment form will become a parent member. Any parent member or student member who is 18 or over shall have a single vote at annual/extraordinary general meetings, except those who are also paid staffs of the organisation or their spouses. All members are governed by the Organization's Constitution which is available from the school office on request.
13. Withdrawal: If you wish to leave the school, please give one full term's written notice on the Student Withdrawal Form (available from the school office). You will then be entitled to a refund of the unused portion of the fees you have paid less an administration charge.
14. School Fees Assistance : The School may be able to assist students who are unable to pay their school fees in full. Please contact the school office for details.
15. Photographs and Video: Unless you specifically advise us in writing to the contrary, the school reserves the right to use photographs and video of you or your child taken during school hours, community events or outings in our own publications.
16. Please note that all correspondences from MKCSCC will be sent by way of email notification. It is your responsibility to ensure that the address you supply to us is current and valid such that notifications and correspondences are received. For those who do not have an email address, please refer to the notices displayed in school. In exceptional circumstances, phone and SMS may also be utilised, therefore please ensure you provide valid and up to date phone and mobile numbers.

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Milton Keynes Chinese School & Community Centre

Registered Charity No: 1082578

Gift Aid Declaration

I would like Milton Keynes Chinese School and Community Centre to treat all qualifying gifts of money and membership subscriptions that I have made as Gift Aid donations

in the current tax year in the previous tax year in subsequent tax years

Please tick all the boxes you wish to apply.

I confirm I have paid or will pay Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) identified above that is more than or at least equal to the amount that can be claimed from the Inland Revenue for all the charities or Community Amateur Sports Clubs (CASCs) that I donate to or intend to donate to. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that the School will be able to reclaim 25p of tax for every £1 that I give in each tax year.

Donor's details

Title	<input type="text"/>
First name or initial(s)	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Please notify the Milton Keynes Chinese School and Community Centre if you:

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.