



## 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.

1. The School operates on a voluntary, non-religious, non-political and not-for-profit basis.
2. 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.
3. 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.
4. Students are expected to behave in such a way as not to bring the School into disrepute.
5. 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.
6. 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.
7. We reserve the right to increase fees at any time without notice.
8. 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.
9. 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.
10. 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.
11. 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.
12. Your full co-operation is expected in all matters relating to Health & Safety.
13. 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.
14. 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 Mobile (Sunday): 07790-811613

Email: [inbox@mkchinese.org.uk](mailto:inbox@mkchinese.org.uk) Web site: <http://www.mkchinese.org.uk>