**Sishu Application Form**

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| Parent’s Detail |
| Parent’s Full Name:  |
| Address:  |
| Mobile Number: (for text updates and main contact)  |
| Email:  |

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| Child’s Detail |
| Child’s Full Name: |
| Date of Birth: Age: Gender:  |
| Ethnicity, Religion, and Current School Name:  |
| Child’s Allergies History & Doctor’s Information:  |
| Please state the branch you would like to join:Sishu Central London Marylebone Branch ( ) Sishu North London Bang Bang Branch ( ) |
| Please state the course you would like your child to enrol:  |
| Availability for Pre-assessment:  |

**Consent:**

I agree the terms and conditions that include the date protection, refund policy, transfers, health& safety and complaint procedures.

Consent for emergency treatment: I agree any emergency treatment necessary to the above child.

Consent for photo shooting: I agree to give Sishu Chinese the permission to take picture/video of the above child for school marketing/promotion purpose.

Signature: Date:

**ADMISSIONS POLICY**

1. For new students: a non-refundable registration fee of £10 and a deposit of £50 are required once a student decides to enrol on the course. The £50 deposit will be deducted from the 1st term invoice.

2. Once the term starts, fees are non-refundable. Fees will be refunded only if the student provides a medical certificate (see Refund Policy below).

3. Due date for school fees is 2 weeks before the new term starts. If the fee is not paid by then, the school will assume that the student will not continue and his/her place will be automatically replaced by students on the waiting list.

4. Students or parents must provide 6 weeks’ notice if they wish to withdraw from a course. If adequate notice is not given, then the School must be paid the fee for the full term.

5. The annual fee is to be paid by 15 August of each year (a month before the new school year starts).

6. Sibling discount: 5% fixed for each sibling.

7. The school needs a MINIMUM of 4 students to open a class. Should the number fall below 4, parents or students will be informed in advance, the class will be treated as private tuition, the fees will then be charged in accordance with private tuition rates.

**REFUND POLICY: Fees are non-refundable except in the following circumstances:**

1. If a class is closed within 3 weeks of the beginning of term due to insufficient enrolments, or reasons beyond our control, a pro-rata refund will be given.

2. Medical reasons (medical certificate required). A refund will only be given for illness, which necessitates an absence of more than 3 consecutive weeks from a class. Please note that applications for refunds will only be accepted if they are received in the term during which the student withdraws.

3. If due to circumstances beyond our control a teacher leaves part way through a course and a suitable replacement is found, the course will continue and refunds will not be given.

4. Refunds will be made only on return of your enrolment receipt. Please keep your receipt throughout your course and take it to your first course.

**TRANSFERS:**

If you wish to transfer from one class to another you may be able to do so subject to availability and permission of the principal, the transfer must be made within the same term. Where a transfer is made to a less expensive course we cannot refund any difference in the fee.

**HEALTH & SAFETY AND COMPLAINT PROCEDURES NECESSARY FOR UNDER 8’s**

The school is opposed to discrimination, bullying, and bad behaviour and will not tolerate it. The school aims to teach, stimulate, amuse and care for every child during class. Should you have a complaint, the procedure is to speak in confidence to: the teacher; the principal; we strongly recommend that parents with children under 8 remain on the premises in case of an emergency.