新金山® 东区中文学校VCE中文部 学生注册表

EASTERN CHINESE LANGUAGE SCHOOL Student Enrollment Form

Please complete the form in BLOCK LETTER (请用正楷填写) 年Y 月M 日D

学生信息 Student's Details									
中文姓名 Chinese Name		英文姓名(正式考试用) English Name for Final VCE Exam				性别 Gender	男	女	
出生地 Place of Birth		出生日期 Date of Birth		家庭用语 Home Language		居澳年限 Stay in Australia			
家庭住址 Home address				Suburb					
				Postcode					
日校名称 Name of day school						日校年级 Day School Year Level			
学生 Student's 手机 Mobile		学生 Student's 邮箱 Email							

紧急联系人 Emergency Contact Person 1		紧急联系人 Emergency Contact Person 2	
姓名 Full Name		姓名 Full Name	
手机 Mobile 邮箱 Email		手机 Mobile 邮箱 Email	
关系 Relationship		关系 Relationship	

你是否在新金山东区中文学校参加注册VCE Unit3/Unit4中文考试 : ☐是 ☐否

报读校区

☐ 东区中文学校 East Doncaster Secondary College (Sat.)
☐ 西区中文学校 Braybrook College (Sat.)

☐

上课时间

☐ 周六上午 (Sat. am) ☐ 周六下午 (Sat. pm)

报读科目

VCE中文部	班名		班名		班名
VCE预备班SL		VCE11年级FL		VCE12年级 FL	
VCE预备班SLA		VCE11年级 SL		VCE12年级 SL	
IB 11/12年级		VCE11年级 SLA		VCE12年级 SLA	

备注 **全年 / 半年** **缴费金额：** _____ **收据号码：** _____ 家长是否在背面签字: 是 / 否

请转入背面Turn to back

_____班_____老师:

现将 _____ 同学安排在你班上课，特此通知。经办人：_____，

年 月 日

Dear Teacher,

Please be advised that _____ is assigned to your class. Should you need further clarifications, Please feel free contact us. Thank you.

Administration Date: / /

注意事项

为维护学校的正常教学秩序和卫生环境，保障学生在校学习期间的安全和健康，特提出如下注意事项：

一、自觉遵守学校制定的各项规章制度，按时交纳学费及有关费用，维护学校的名誉，保护学校的知识产权。

二、学生在校园内不得追跑打闹，不准在楼道和教室里打球，乱扔垃圾，严禁扔石头，甩木棍等危险动作。

三、未经许可，学生不得离开学校，严禁出校门游戏、购物、等人或私自回家。

四、爱护公物，损坏公物要赔偿。

五、学生不应带贵重物品到学校。否则如有丢失，责任自负。

六、家长驾车通过校区里，要小心慢行。不可把车停在路中接学生。若提前接走学生，必须书面通知学校。

七、家长需授权学校对发生事故的学生采取急救措施，如家长联系地址电话变更，请及时通知学校。

八、学生如因违反本条例而造成不良后果，学校概不负责；屡犯者或造成严重后果者，予以除名。

九、退学须知：凡报读上半学年的学生因故退学，可在第一学期的前三周申请办理退费；报读下半学年的学生因故退学， 可在第三学期的前三周申请办理退费。退费申请以书面通知为准，包括信件和电子邮件，电邮信箱：
xn_ding@yahoo.com.au，邮寄地址：493 Waverley Road, Mt Waverley, VIC, 3149。
每位学生退费将扣除手续费$20以及已读部分学费，注册费一律不退。
所有退费申请需出具缴费凭证，如无疑议，学校会在10个工作日内寄出支票。查询可致电：0415 639 198（丁校长）

申明：本人已仔细阅读，并完全理解和接受以上各项条款的内容。

1. Observe the regulations framed by the school; Pay the tuition fees on time; Protect the school's reputation and intellectual properties.
2. On school campus students are not allowed to throw stones or litters, fight and chase each other or play any other forms of activities which can be dangerous. Also they are not permitted to play balls in classrooms as well as along the corridors.
3. Without permission students cannot leave school to shop or go home during school time. Take care of school property.
4. It's the student's responsibility to pay any damaged school equipment or property.
5. Students are not supposed to bring any valuable items to school. Otherwise, the school takes no responsibility for any loss.
6. Parents are supposed to drive at the lowest speed while passing the school campus. Parents should not park or stop at the midway to drop off or pick up students. The school requires to be informed in written form for any student who needs leave the campus during school time.
7. Parents should inform the school with any change of their telephone number and address so that the school can contact parents immediately in case an emergency case takes place to their child.
8. The Eastern Chinese School takes absolutely no responsibility for any students who breaches the rules of the school as lay down in the above sections. If any student of the college breaches the regulations above they will receive automatic suspension/expulsion depending on the seriousness of the breach.
9. **Refund policies**: Refund can only be made within the first three weeks of Term 1 (for Semester One) or within the first three weeks of Term 3 (for Semester Two). Refund application must be submitted in written forms by email (xn_ding@yahoo.com.au) or by post (493 Waverley Road, Mt Waverley, VIC, 3149). The admin fees of $20 and the fees for the weeks taken would be deducted when the amount of refund is calculated. Registration fee is non-refundable any time. After the receipt of payment and other relevant information being confirmed, the refund cheque would be sent to the parents within 10 working days. For any enquiry, please contact 0415 639 198（Ms Ding).

I have carefully read the school rules and regulations of the college. We fully understand the consequences of the breaching the rules. We prepare to take the responsibility for such action.

家长签字 **Parent / Guardian signature**_____