



MAKATI HOPE LANGUAGE & LEARNING CENTER
马加智嘉南语言和学习中心
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 Bank Drive, Ortigas Center, Mandaluyong City, Philippines 1550
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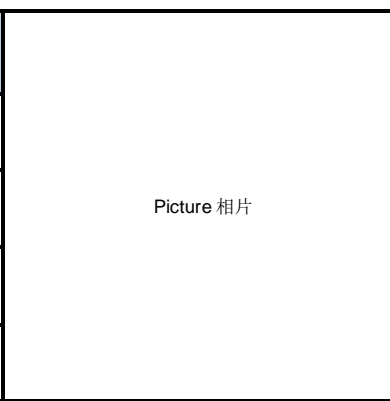


REGISTRATION FORM 注册表

New Student 新学生 Re-enrollment 再次报名

FOR NEW STUDENTS 新学生 Hours to enroll: _____ Level: _____ 学习时长 等级 How did you know about us? 如何知道的我们 _____ Referred by 推荐人: _____ Program 课程: _____	FOR RE-ENROLLMENT 再次报名 Hours to enroll: _____ Level: _____ 学习时长 等级 <input type="checkbox"/> 1 st Renewal 第一次报名 <input type="checkbox"/> 2 nd Renewal 第二次报名 <input type="checkbox"/> 3 rd Renewal 第三次报名 Program 课程: _____	FOR ADMIN ONLY 仅工作人员回答 Target Date to Start: _____ Target date to End: _____ Consumable until: _____
Purpose of Study 学习目的 _____		<i>This field is required. 此字段为必填项</i>

STUDENT'S PERSONAL DATA 学生的个人信息					
Name 姓名	Foreign 中文名: _____		Passport No. 护照号: _____		
	English 英语名: _____		Nationality 国籍: _____		
Visa 签证	Type of Visa 签证类型: _____		Visa Number 签证号码: _____		
Date of Birth 出生日期	(MM 月 / DD 日 / YYYY 年)		Age 年龄: _____	Sex 性别	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
Civil Status 公民身份	<input type="checkbox"/> Single 单身 <input type="checkbox"/> Married 已婚	<input type="checkbox"/> Widowed 寡居 <input type="checkbox"/> Separated 分开	Highest Educational Attainment 最高学历	<input type="checkbox"/> Primary 小学 <input type="checkbox"/> High School 中学	<input type="checkbox"/> College 大学 <input type="checkbox"/> Masters/Doctorate 硕士/博士
Address 地址 _____					
Telephone No. 电话号码: _____		Email Address 邮箱地址: _____		Cellphone No. 手机号码: _____	
WeChat ID 微信号: _____					
Employment Status 就业状况	<input type="checkbox"/> Employed 就业 <input type="checkbox"/> Unemployed 无就业	<i>If employed, 如果就业,</i> Name of Employer: 雇主名称: _____		Company Address: 公司地址 _____	
Are you attending church? 您有参加教会活动吗?	<input type="checkbox"/> Yes 参加 <input type="checkbox"/> No 不参加	<i>If yes, 如果参加</i> Name of Church: 请填写下教会名字, 谢谢			



PERSON TO CONTACT IN CASE OF EMERGENCY 紧急联系人					
IN YOUR COUNTRY 在本国					
Name 姓名			Cellphone Number 手机号码	Telephone Number 电话号码	
Relationship 关系			Email Address 邮箱地址	WeChat ID 微信号	
Address 地址				Foreign No. 外国号码	
IN THE PHILIPPINES 在菲律宾					
Name 姓名			Cellphone Number 手机号码	Telephone Number 电话号码	
Relationship 关系			Email Address 邮箱地址		
Address 地址					

RULES AND REGULATIONS

规则和条款

<p>I. ENROLLMENT</p> <p>Students are eligible to attend classes upon the completion of the course registration. It is therefore considered complete when all of the necessary requirements and obligations are settled.</p> <p>II. ATTENDANCE, ABSENCES AND CLASS CANCELLATION</p> <p>After getting the class schedule, students should attend classes at their assigned classroom and teacher.</p> <p>Students are allowed to apply for absences and class cancellations. However, only the MHLLC Admin is authorized to approve the absence filed by the student. An advice can be made by the student via official communication channels and/or an excuse form can be secured to avoid forfeiture of hours.</p> <p>In the event that the student cannot attend the class, he/she should inform the MHLLC admin the day before or at least three (3) hours before the class time. Failure to do so will result to a deduction of 30 minutes from the total class hours of those enrolled per hour, and half (1/2) of the duration from the total sessions of those enrolled per session.</p> <p>III. EXPIRATION OF CLASS HOURS</p> <ul style="list-style-type: none"> • FOR MHLLC STUDENTS/NON-MHCS STUDENTS: Eligible students are expected to finish the program/course enrolled within one (1) year commencing from the start of the class attendance. Forfeiture of the remaining class hours may apply upon the date of expiration. • FOR MAKATI HOPE CHRISTIAN SCHOOL (MHCS) STUDENTS: Enrolled class hours should be consumed within the current school year. Hence, the request for extension of classes may be applied and is therefore, subject for approval by the approving authority. <p>IV. CHANGE OF SCHEDULE</p> <p>Students are allowed to change the class schedule and teacher twice (2 times) within a 2 work day processing time. Approval from the MHLLC director is needed if the student wishes to do so for the third time.</p> <p>V. REFUNDS AND FEES</p> <p>The following rules shall be applied for a student who would wish to refund his/her payment. Refunds are applied based on the following schedule:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">a. Within the first week of classes</td> <td style="width: 30%;">90%</td> </tr> <tr> <td>b. Within the second week of class</td> <td>80%</td> </tr> <tr> <td>c. Beyond two weeks</td> <td>None</td> </tr> </table> <p><i>Note: The student can only refund the percentage of the remaining hours.</i></p> <p>VI. SAFETY AND HEALTH PROTOCOL</p> <p>Makati Hope Language and Learning Center strictly implements safety and health protocols to prevent the spread of Covid-19. Students are required to wear face mask upon entry and while inside the center/school premises. However, the management will not be held liable for the virus's spread.</p>	a. Within the first week of classes	90%	b. Within the second week of class	80%	c. Beyond two weeks	None	<p>I. 报名</p> <p>学生完成课程注册后即可上课。因此，当所有必要的材料和义务都得到解决时，它就被认为是完整的。</p> <p>II. 出席，缺席和取消课堂</p> <p>学生拿到课程表后，应在指定教室与老师上课。</p> <p>学生可以申请缺勤和取消课程。但是，只有马加智嘉南语言学习中心管理员有权批准学生提出的缺勤申请。学生可以通过官方沟通渠道提出建议和/或获得借口表格以避免浪费时间。</p> <p>如果学生无法上课，他/她应在上课前一天或至少三（3）小时前通知马加智嘉南语言学习中心管理员。否则，每小时从报名者的总课时中扣除 30 分钟，每节课从报名者的总课时中扣除一半（1/2）的时长。</p> <p>III. 课程时间到期</p> <ul style="list-style-type: none"> • 对马加智嘉南语言学习中心学生/非马加智嘉南学校学生 符合资格的学生应在开始上课后一（1）年内完成注册的课程/课程。剩余课程时间可能会在到期日被没收。 • 对马加智嘉南学校学生 已注册的学习时间应在当前学年内使用。因此，可以申请延期课程并须经批准。 <p>IV. 更改时间表</p> <p>学生可以在 2 个工作日内处理时间内更改课程表和教师两次（2 次）。如果学生希望第三次这样做，则需要获得马加智语言中心负责人的批准。</p> <p>V. 退款和费用</p> <p>以下规则适用于希望退款的学生。退款将根据以下时间表进行：</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">a. 开课第一周内</td> <td style="width: 30%;">90%</td> </tr> <tr> <td>b. 开课第二周内</td> <td>80%</td> </tr> <tr> <td>c. 超过两周</td> <td>None</td> </tr> </table> <p><i>备注：学生只能退还剩余学时的百分比。</i></p> <p>VI. 安全与健康协议</p> <p>马加智嘉南语言和学习中心严格执行安全和健康协议，以防止 Covid-19 的传播。学生在进入中心/学校场地时必须佩戴口罩。但是，管理层不会对病毒的传播承担责任。</p>	a. 开课第一周内	90%	b. 开课第二周内	80%	c. 超过两周	None
a. Within the first week of classes	90%												
b. Within the second week of class	80%												
c. Beyond two weeks	None												
a. 开课第一周内	90%												
b. 开课第二周内	80%												
c. 超过两周	None												

The student will receive the following certificates at the end of his/her study given that the student has Special Study Permit (SSP):

鉴于学生拥有特殊学习许可证（SSP），学生在学习结束时将获得以下证书：

- A. CERTIFICATE OF ATTENDANCE** – Issued to students who have completed **at least 70%** of the total attendance.
出勤证书 – 颁发给完成总出勤率至少 70% 的学生。
- B. CERTIFICATE OF ACHIEVEMENT** – Issued to students who have completed the course program with a **grade of C and above**.
成绩证书 – 颁发给已完成课程且成绩为 C 及以上的学生。

Date
日期

Signature over printed name
姓名和签名

**By signing this form, you agree to abide by all rules and regulations of MHLLC.
签名后代表您同意遵守马加智嘉南语言和学习中心的所有规则*