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BEST TEST PREP
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STUDENT REGISTRATION FORM

PA COLLEGE PREP

YOUR PARTNER IN ACADEMIC SUCCESS

泛美教育學苑

Date: _____

Student ID: _____

STUDENT INFORMATION

Student's Name: _____ Student's Cell: _____
 Birth Name (if different): _____ Student's E-mail: _____
 Home Address: _____ Date of Birth: _____
 City: _____ Zip: _____ Gender: Male Female
 Phone Number: _____ Year of Graduation: _____
 Student's Current School: _____ Current Grade: _____ School Year: 20__ - 20__
 How long has the student been in the U.S.? _____ Native English Speaker

CONTACT INFORMATION

Primary Contact (Choose One):
 Father Mother Emergency Contact Other (Name & Phone) _____
 Father's Name: _____ Mother's Name: _____
 E-mail: _____ E-mail: _____
 Work Phone: _____ Work Phone: _____
 Cell Phone: _____ Cell Phone: _____

EMERGENCY CONTACT INFORMATION (OTHER THAN PARENTS)

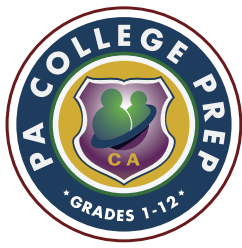
Emergency Contact #1: _____ Email: _____
 Work Phone: _____ Relationship: _____
 Cell Phone: _____
 Emergency Contact #2: _____
 Work Phone: _____ Email: _____
 Cell Phone: _____ Relationship: _____

OTHER INFORMATION

You are a: Returning Student of PA College Prep New Student of PA College Prep
 Sibling(s) who attend(ed) PA College Prep: Name of your sibling(s) _____
 How did you hear about us? Website Mailing Newspaper
 Friends. Who should we thank for referring you? _____
 Please select your preferred language: English Chinese Korean Other: _____

IRVINE · CHINO HILLS · DIAMOND BAR · WEST COVINA · TAIPEI

SAT · AP · ENGLISH · SPEECH & DEBATE · WRITING · MATH · SCIENCE · ESL · COLLEGE COUNSELING



LIABILITY WAIVER AND MEDICAL CONSENT FORM

My child, _____, has my permission to participate in the regular curricular or seasonal activities with PA College Prep for the Fall, Spring, Summer, and/or Winter of _____ - _____ School year.

Activities may include (but are not limited to): Summer Camp, Spring Camp, Winter Camp, English, Math, Chinese, Science Experiments, English Language Development, Sports, Cooking Lesson, Field Trips, etc. (Detailed schedule will be distributed at least a week before the events.) 我同意學生參加正規課程及一般活動，活動包括：春、夏、冬令營，中、英、數、科學實驗，烹飪，戶外教學等等。

學生保險公司 Student's Insurance Company: _____

學生保險卡號 Student's Insurance Number: _____

醫生姓名 Primary Care Physician's Name: _____ Phone: (____) _____

緊急聯絡人 Emergency Contact: _____ Phone: (____) _____

疫苗注射 Does your child have updated immunizations? Yes No

任何過敏 Allergies (Medical, food, environment, etc.): _____

過敏注意事項 Special Notes regarding allergy: _____

身心狀況 Medical Conditions (Mental or Physical): _____

特殊情形 Special notes regarding medical conditions: _____

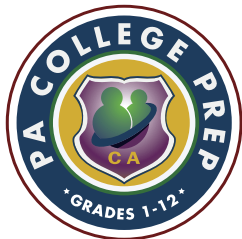
Will the above medical/allergy condition affect your child's performance during individual work or group activity?

No Yes 以上過敏、身心狀況或服用的藥物是否會影響學習？若有，請說明 If yes, please explain:

- I hereby release PA College Prep, its employees, and associates from any and all liability arising from the participation in the above activity/activities. 我同意當學生參與上述活動時，校方不需承擔活動中所發生的任何意外與風險。
- I understand that PA College Prep is not obligated to provide medical insurance for the participants. However, due to the nature of some activities, proof of insurance may be required in order to participate. 部分校外活動將要求學生出示醫療保險證明，我了解校方沒有義務為學生提供個人醫療保險。
- In case of emergency, I consent that the school associates seek medical assistance for my child as necessary, including emergency care and paramedics, should I be absent. I assume full financial responsibility for all medical expenses incurred. 緊急事件發生時，若校方無法連繫家長，我同意由校方代為尋求學生的醫療援助，包括緊急救護和醫護人員，並由家長承擔醫療費用

Guardian's Name: _____ (Please Print)

Guardian's Signature: _____ Date: _____



SCHOOL REGULATIONS AND REFUND POLICY

【FEES 收費方式】

1. Registration Fee

A non-refundable one-time registration fee of \$60.00/per family is due with school application. 每一個 PA College Prep 新生家庭都必須繳交 60 元報名費(恕不退費)

2. Tuition

Full tuition is due before the first lesson. Monthly payments are due on the 25th. If payments are not received by the 5th, a late fee of \$20 will be charged. Returned checks are subject to a fee of \$25. All past due amount will be forwarded to collection agencies. PA College Prep 學費必須在第一次上課前付清。之後每月25日預付下個月的學費，每月5日前未付當月學費，將有\$20罰金。所有退票罰金為\$25。若罰款後仍未繳清學費，家長資料將直接轉交至欠款代收公司。

【CLASSES 課程安排】

1. PA College Prep reserves the right to cancel, postpone, or combine classes. Classes may be cancelled if fewer than the required number of students enroll. Every effort will be made to avoid cancellation of classes, but in the event of a cancelled class, a refund will be issued within 14 business days. 本校保有取消，改期，合併課程的權利。如報名人數未達標準，本校有權取消課程，並在 14 個工作天內退還學費。

2. Closed Classes/Waiting Lists

Classes are closed when the established enrollment limit is reached. A student may request to be placed on a waiting list on a first-come basis. 當課程名額已滿，學生可登記候補名單，本校將依登記順序安排加入課程。

OFFICE USE ONLY

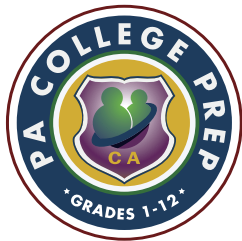
Record of Diagnostic Test(s) Taken:

Diagnostic Test	Score	Date Taken	Note

Record of Appointments:

Appointment Date	Time	Counselor/Instructor	Note

Parent's initial _____



SCHOOL REGULATIONS AND REFUND POLICY

【ABSENCE REFUND POLICY 退費條款】

1. Absences

Students must inform PA College Prep of any absences by phone or email at least 24 hours before the scheduled class start time. PA College Prep will give absolutely no credit or refund for missed classes. It is the students' responsibility to attend each class. If possible, students should acquire the class materials for missed classes and attempt to make up missed homework and quizzes. 基於維持本校教學品質，所有缺席都必須在**24小時前**使用電話或E-mail通知本校，否則本校將無法對於缺課進行退款。學生有責任按時出席所註冊的課程，若不得已必須缺席，學生須主動索取上課教材並繳交當週作業或考試。

- In the event a student is absent for more than a week due to an unexpected event, a prolonged illness, an accident, or other special circumstances, PA College Prep shall make a reasonable settlement. 如因無法預料的事件，例如生病，意外或特殊情況，達到一周以上，未能完成本校課程，請家長及學生提供文件，本校將依證明文件作出一個合理的解決。
- There is no refund for withdrawal due to expulsion or violation of PA College Prep student rules and regulations. 所有因違反本校校規而經退學的學生，無法要求退費。
- A \$45 processing fee will be applied to all refund requests. All refund payments due shall be refunded within 14 working days from the official date that the withdrawal notice is received. **所有退款申請都須繳交\$45手續費。** 所有退款須經財務部門審核通過後，14個工作天內退款給家長和學生。
- All refunds are subject to the full, non-discounted tuition rate. 所有退款的計算方式一律依據學費原價計算。

I understand and agree to all of the above refund policies. Parent Initial: _____

【PHOTO RELEASE 影像授權】

I, the undersigned, hereby grant permission to PA College Prep the right to use and copyright photographs of my child without restriction for any purpose such as (but not limited to) promotion, advertising, and public relations. I hereby release and discharge PA College Prep from any and all claims and demands arising out of or in connection with the use of the photographs, including any and all claims for libel. 本人同意茲授權 PA College Prep，使用學生團體影像於校內展覽、廣告宣傳、相關印刷及數位化製作。

Parent's initial _____

- I have received a copy of the Student Rules and Regulations.
- I understand and agree to all of the above terms and conditions.

Student's Name: _____(Print)

Parent's Name: _____(Print)

Parent's Signature: _____

Date: _____