

Application Form - Form 1 申请表一

General Information 基本信息

Student Information 学生信息

Student's Name (first, middle, family) 学生的姓名 (名/姓) :		Sex 性别:	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	贴 照 片 处
Student's Date of birth(year, month, date) 学生出生日期 (年月日) :		Citizenship 国籍:		
English Name (required) 英文名:		Religion 宗教:		
Country of Birth 出生地:		Home Phone 家庭电话:		
ID/Passport Number 身份证/护照号码 :				
Student's Home Address 家庭住址 :				
District and City Postal Code 地区和城市邮编:				

Parent Information 家长信息

Father/Guardian 父亲/监护人	Name 姓名 (first, middle, family) :	
	Nationality 民族 :	
	Current Employer & Position 雇主/职位 :	
	Address 地址 :	
	Office Phone 办公电话 :	
	WeChat 微信 :	
	Mobile Phone 移动电话 :	
	E-mail Address (required) 邮箱地址 (必填) :	

Mother/Guardian 母亲/监护人	Name 姓名 (first, middle, family) :	
	Nationality 民族 :	
	Current Employer & Position 雇主/职位 :	
	Address 地址 :	
	Office Phone 办公电话 :	
	WeChat 微信 :	
	Mobile Phone 移动电话 :	
	E-mail Address (required) 邮箱地址 (必填) :	

Emergency contact person other than parent/guardian 父母/监护人以外的紧急、联系人 :	
Relationship 关系 :	
Home Phone 家庭电话:	Mobile Phone 移动号码:

Sibling Information 兄弟姐妹情况

Name 姓名 (first, middle, family) :	
Gender 性别(s) :	
Birthdate(s) 生日 (日/月/年) (dd/mm/yy) :	
Current school(s) 现在就读学校 :	

◆ Agreement 协议

Please note that the parent/guardian signature below constitutes agreement with the following conditions:
请注意家长/监护人的签字代表认可以下的协议的内容：

- I/We agree to abide by the school's established policies and procedures.
我/我们同意遵守学校的各项政策和程序。
- I/We understand that unless I/we request otherwise in writing, my/our name(s), my/our child's name, class, telephone number and email address will be published in the school directory.
我/我们明白除非我/我们明确提出书面要求，否则我（们）的名字，我（们）孩子的名字，班级，家庭电话和邮箱地址将登记在学校通讯录中。
- I/We grant the school permission to send emails/SMS/letters/WeChat to me/us containing regular school updates and announcements.
我/我们允许学校将学校的最新消息和公告以邮件、短信、信件及微信的形式发给我/我们。
- I/We understand that classes take field trips as part of the regular educational program. The School provides Accident Insurance for each student. All school trips will be supervised by staff members and/or other responsible adults who will exercise all reasonable caution. The School will ask the parent or guardian to sign a permission form before each field trip organized by the School.
我/我们了解学校为孩子所安排的郊游活动是教育课程中的一部分，学校为每名学生提供意外伤害险，教职员工也会严密组织及精心安排校内外的一切活动，同时会倍加小心、谨慎负责对每一位校生的看护。对于任何学生在校内外活动中发生的意外事故，学校教职工会第一时间通知家长并安排医院进行及时救治。学校在组织每次郊游活动之前将征求家长的书面许可。
- I/We understand that the school reserves the right to use any individual or group photographs, video and/or audio recordings, taken at the school, or elsewhere, documenting students in school activities, for publicity and public relations purposes and for any educational purposes.
我/我们明白学校有权使用学生个人或团体在学校或其他地方拍摄的照片、影片和/或音像录音，学生在校活动中的文件资料，进行相关公共宣传和教育目的的公开活动。
- I/We understand that the school retains the right to dismiss any student whose conduct or influence is deemed unsatisfactory to the school community. If the student causes damage to the school/staff/other students, I/we as parent or guardian of my child will solely or jointly take full responsibility.
我/我们明白学校有权开除有扰乱学校正常教学秩序行为的学生。如果学生的行为和表现不符合学校的教育准则，并导致学校蒙受损失，学校保留开除该生学籍的权利。若学生损害属于学校、老师、雇员或其他学生的财产和人身，我/我们将连带或单独地承担相应责任。
- I/We have provided the information without omission or falsification and have provided all supporting documents to complete the application.
我/我们申请所提供的所有信息和文件的真实性和完整性以完成申请。

I/We the undersigned have read and understood the terms and conditions detailed within this document.

我/我（以下签字人）已认真阅读并了解上述详细条款和条件。

Date 日 (dd 日/mm 月/yy 年)	Signature of Parent 家长/监护人签名

Application Form - Form 2 申请表二

Tuition and Payment 学费及付款

All fees are quoted in RMB 所有费用均以人民币计算

- ☐ Application Fee 报名费 _____ One-Time Non-refundable Non-transferable _____ 一次性缴纳, 不可退还且不可转让
- ☐ Deposit 学费预交定金 _____ Transferred into Tuition Fees _____.
- ☐ School Fees/School Year 学费/学年 Full Day Session (8:30 to 17:00) 全天班 (8:30 至 17:00) _____.
- ☐ Lunch Fee/School Year 餐费/学年 _____ Meal services include lunch, dinner, morning and afternoon snack.
学生餐服务包含午餐、晚餐和营养上午及下午加餐。

Optional Services 供选择的:

- ☐ School Bus: Return Trip _____ per year 校车: 往返程一年 _____.

To apply for all optional services, please see your Campus Administration.

申请供选择的服务项目请联系校园行政人员。

Fees (RMB)	Annual Payment 年付	Payment by Term 按学期支付	
		Term 1 第一学期	Term 2 第二学期
Tuition Fee 学费			
Food 餐费			
School Bus 校车			

Note : tuition be paid by the month, RMB _____.

注意: 学费按月支付为 _____.

I hereby enroll my child at Muffys 我申请我的孩子进入博识梦飞幼儿园

From (date) _____ (D/M/Y) to _____ (D/M/Y) 申请日期自 _____ (日/月/年) 至 _____ (日/月/年)

Campus 校园: ☐ Wangjing 望京 ☐ Wanliu 万柳 ☐ Xiangshan 香山

Payments Terms 付款条例

School tuition includes the cost of classroom supplies. It does not include after school activity programs, meals, transport, certain field trips or special events. 学费包含了教学用品的花费, 但不包含课后活动, 午餐, 间点, 校车, 超出规定的郊游费用和一些学校安排的特殊活动。

Deposit: Deposits are refundable in accordance with our refund policy.

定金的返还将执行学校学费的退费政策。

Tuition: Payment is due in the full by the deadline specified on the invoice. If payment is not received by the date specified, the applicant's place will be forfeited and may be given to another child. No child will be allowed to attend class until his/her tuition has been paid. For parents who do not pay tuition fees on time and exceed more than two weeks. MIK keep the right to charge 1% of the tuition as late fees.

学费请在帐单注明的日期内付清, 如果在缴付截止日期当日学校仍未收到该阶段时间的应付学费, 学校将不能保证该学生在该阶段时间当中的班级学籍。如果学校仍未收到学费, 您的孩子将只能就读至已缴费的日期。此后, 如果学校仍未能收到后续付款, 您的孩子将不能继续在校就读。如未按时缴费, 并超出两周时间者, 学校有权收取缴纳学费金额的 1% 作为滞纳金。

School Fees will be charged by School Year. If a child enrolls for less than the whole School Year then tuition will be calculated according to the actual months the student attended. Students attending a partial month will be calculated at _____/month (as 30 days). Normally students have to attend at least for 6 consecutive months. Application for short term enrollments will be determined solely by the judgment of the Admissions Department.

学费按学年计算, 不足一个学年的将根据学生的实际发生月份计算。如果学生在学期中间插班, 幼儿园将按照整月学费暨 _____/月 (30 天) 乘以实际天数计算。一般情况下家庭必须申请连续 6 个月以上, 短期报名将由学校视实际情况决定是否接收。

Sibling Discount: 2nd Child from the same family receives 5% discount. 3rd Child from the same family receives 10% discount. (Tuition fees are accurate at time of application)

家庭折扣: 在 2013-2014 学年中, 若一户家庭有 1 个以上的子女就读博识梦飞, 其第二个孩子将享受报名时学费的 95 折优惠, 第三个孩子将享受报名时学费的 9 折优惠。

Term payments: Term payment options are available. However, these will not be entitled to any special tuition/discounts the School offers. Due dates for term payments is the 10th day of the previous month (postponed on National Holidays). If term payments are not received by these due dates, Muffys cannot guarantee placement for the student in the corresponding term.

您可以选择下列任何方式进行缴费: 每学年之前全部缴清; 或者按学期付款。按学期付款将不能享受学校的各种优惠政策, 按学期缴费的期限为每学期上个月的 1 号至 10 号 (如遇节假日相应顺延)。如果在缴付截止日期当日学校仍未收到该阶段时间的应付学费, 学校将不能保证该学生在新学期当中的班级学籍。

I/We the undersigned have read and understood the terms and conditions detailed within this document.

我/我 (以下签字人) 已认真阅读并了解上述详细条款和条件。

Date 日期 (dd 日/mm 月/yy 年)	Signature of Parent 家长/监护人签名

Application Form - Form 3 申请表三

Withdrawal from School 退学政策

Withdrawal Produce 退学流程

At least 20-working days written notice must be given to the Administration Office before commencement of term for which the student will be withdrawn. In the absence of such notice, a late notice fee will be charged to the equivalent of one month's tuition.

要求从某一个学期中退学的学生请家长至少于该学期的前 20 个校历日书面通知学校。温馨提示：没有及时书面通知学校会产生一个月的相应学费补偿。请您及早计划并立即通知学校相应改动。

(例：如您打算 10 月 20 日退学，必需在 10 月 01 日之前提交书面文件，费用则收取至 10 月 20 日；反之，10 月 20 日未提交书面文件退学者，费用则收取至 11 月 20 日，在退学截止日期上多付一个月学费以作补偿。)

Refund Policy 退款政策

- If the full annual / term fee is paid and a student subsequently withdraws, a refund of the missed terms will be refunded, provided notice is given in writing to the Admission Office in accordance with the Withdrawal Policy. Refund will be calculated according to monthly tuition price. If the child has studied for more than half a year, refund will be calculated according to half year tuition price. (For example, if a student has studied for 8 months and then withdraws from class, the family will be charged the price of a half-year term plus the price of an additional 2 months).

从学校退学的学生可以根据学校退款政策书面通知学校，来申请剩余学费的返还。不足半年的，按当年交费时的月收费金额收取；满半年则按当年交费时半年收费金额收取，余额退还。(超过半年计算方式如：上 8 个月，收取半年学费加上 2 个月月收费，其余费用退回)。

- All refunds given after an official receipt has been issued will include a 5% tax fee deduction of the refund given.
- 所有已开具正式发票的学生，退费时需扣所退款部分的 5% 税费。
- Absence Policy 请假政策：
 - Absence for personal affairs 事假:
Every school year we allow parents to take a maximum of two weeks absence from school for personal affairs. (Refund Policy for Personal Absence: One-year tuition prices will be divided into 12 months.)
一学当中，允许家长请事假一次，时间最长限定为两周。(退费计算方式：年付金额除以 12 个月)
 - Absences for illness 病假:
Each school year, if a child is absent for over a month, the family will need to provide medical documentation from a hospital rated third-tier or higher. Children absent for less than one month will only be eligible for a refund of meal fees. (Refund Policy for Personal Absence: One-year tuition prices will be divided into 12 months.)
因为自身原因生病的，请假一个月以上的，需要出示三级以上医院的证明，予以退学费和餐费。不足一个月的，不退学费，只退餐费。(退费计算方式：年付金额除以 12 个月)
The period of absence must be continuous. Meal fees will only be refunded for absences lasting more than two weeks.
病假不得累加一个月，必须连续性请假，不足一个月，2 周以上可退餐费；
If a student does not ride the bus 7 or more business days in a row, the bus fee for this time may be refunded. (Refund Policy for Personal Absence: One-year tuition prices will be divided into 12 months. Half-year tuition prices will be divided into 6 months. Monthly fees will be divided into 30 days.) 连续 7 个工作日(含)以上不坐班车的，班车费予以退还。(退费计算方式：年付金额除以 12 个月，半年付除以 6 个月，月付金额除以 30 天)
- The tuition fee for the following year will not increase more than 6% from the previous year.
- 在园生下一年的学费在上一年的学费基础上会有不超过 6% 的涨幅。
- Once formally withdrawn, re-enrollment at Muffys is considered as a new application. All forms, entrance to the application pool and application fees apply as standard.
- 已正式于博识梦飞退学，后又报名博识梦飞的学生，需要重新报名申请，并按要求提交相关手续以及缴纳报名费及相应费用。

备注：

- 以上优惠不得叠加享受
- 以上优惠都指缴一年以上学费的，半年或者月缴学费不享受优惠
- Refunds may be granted to the original payer only. 费用只可退还于原始付款人。
- Discounts offered during early-bird enrollment apply to annual tuition payments only. With the exception of the sibling discount, all discounts will be retracted should an early withdrawal take place and a refund application be made. The tuition difference will be deducted from refunds given.

优惠政策只限于报名申请阶段和年付费方式。除家庭折扣外，一旦发生退费行为，将取消已享有的优惠政策，所产生的学费差额将在退款中扣除。

I/We the undersigned have read and understood the terms and conditions detailed within this document.

我/我（以下签字人）已认真阅读并了解上述详细条款和条件。

Date 日期 (dd 日/mm 月/yy 年)	Signature of Parent 家长/监护人签名

Application Form - Form 4 申请表四

Payment Methods 付款方式

Muffys accepts RMB cash payments plus swipe card on site. The following payment methods are also accepted:
博识梦飞接受人民币现金支付方式, 刷卡以及其他以下付款方式:

- RMB payment by a check drawn on local bank.
人民币付款可用国内银行认同并接收的支票;
- Payment by Telegraphic Transfer to the following accounts:
电汇付款请参照以下银行信息:

RMB Bank Information	
All payments should be made in favor of	北京市海淀区博智培训学校
A/C No:	110 9024 7091 0701
Bank:	China Merchants Bank Shangdi Branch

人民币银行信息	收款单位名称: 北京市海淀区博智培训学校
帐号: 110 9024 7091 0701	银行: 招商银行上地支行

Muffys will give admissions priority to returning students and siblings of students or graduates..
学校将根据测评结果优先照顾下列学生入学: 返校生、在校学生或毕业学生的兄弟姐妹。

Application Checklist 请检查您是否已经完成了下列报名程序:

- ✓ Completed Application Form (Dated and Signed – 3 pages) 报名表填写完毕并签署了姓名与日期 (共 3 页)
- ✓ Completed Medical Form (Dated and Signed) 健康医疗登记表填写完毕并签署了姓名与日期
- ✓ Copy of Student's Birth Certificate or 学生出生证明复印件一份, 或
- ✓ Copy of Student's Passport (for foreigner) 学生护照复印件一份 (外籍)
- ✓ Copy of your Child's Health Check Report 学生体检报告复印件一份
- ✓ Child's Immunization Record 学生疫苗接种本
- ✓ Parent's Questionnaire 家长调查问卷已经完成
- ✓ 4 Photos of Child and Parents and anyone likely to pick up your child 学生、家长及其他经您授权接送孩子的人员照片各 4 张