

Short-Term Program Application Form 短期课程申请表
 Holiday Program 假期项目 Summer School 夏校 Winter School 冬校 Immersion Program 微留学

Section 1: Personal Particulars					
Name of Student 学生姓名				Alias, if any 英文名, 如有	
Gender 性别	M (男) / F (女)	Date of Birth 出生日期			
Passport 护照		Date of Expiry 护照有效期至			
Nationality 国籍		Email 电邮地址			
HP Number (Overseas) 国外手机号码		HP Number (SG) 本地手机号码			
Language Proficiency 语言能力	Reading 读	Speaking 说	Listening 听	Writing 写	
1) English	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
2) Mandarin	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
3) Others: _____	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
4) Others: _____	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Note:					
1. 1 (Poor, 差), 5 (Excellence, 优秀)					
2. Please circle which is appropriate, 请圈出哪个合适					
Local Address 本地地址					
Health Information 健康状况	If Yes, please tick (√) the following 如有, 请在以下打勾 (√)				
Does the student have any health problems? 学生是否有任何病史?	<input type="checkbox"/> Asthma 哮喘 <input type="checkbox"/> Diabetes 糖尿病 <input type="checkbox"/> Epilepsy 癫痫 <input type="checkbox"/> Allergies to any medicine, food (eg. Nuts, seafood, eggs)** 对哪些食物过敏 (如: 花生, 海鲜, 蛋类) ** <input type="checkbox"/> Taking any medication/treatment at present? ** 目前是否正在接受任何治疗? **				
<input type="checkbox"/> Yes, 是 <input type="checkbox"/> No, 否					
**Please state if you tick (√): ** 如果打(√), 请注明:					

Section 2: Program Information

Please tick (√) the program which you wish to apply:

- Grade 1 一年级
 Grade 2 二年级
 Grade 3 三年级
 Grade 4 四年级
 Grade 5 五年级
 Grade 6 六年级
 Grade 7 七年级
 Grade 8 八年级
 Grade 9 九年级
 Grade 10 十年級
 Grade 11 十一年級

Section 3: Parent / Guardian Particulars 家长 / 监护人个人信息

Name of Parent/Guardian 家长 / 监护人姓名		Parent/Guardian HP Number 家长 / 监护手机号码	
HP Number (Overseas) 国外手机号码		HP Number (SG) 本地手机号码	
Email Address 邮箱地址			

Section 4: Emergency contact person 紧急事件联络人

- Father 父亲 Mother 母亲 Guardian 监护人

Name 姓名			
HP Number (Overseas) 国外手机号码		HP Number (SG) 本地手机号码	
Local Address 本地地址			

Section 6: Declaration 声明

I declared that the information on this application form for my child to study at HWA is true and correct.
 我在此声明递交给学校的资料都是正确属实的。

Emergency Treatment Authorization: In the event of an emergency when immediate observation or treatment is deemed necessary in the judgment of the school nurse and authorities, I authorize and direct the school authorities to send my child to the medical facility most readily accessible.

急诊治疗授权: 在紧急情况下, 若经学校护士或者相关专业人事判断, 学生需立即就医观察或者治疗, 我授权并允许校方将孩子送往最适当的医疗机构。

I understand and agree to the following terms:

- The school will be responsible for the proper storage and handling of my child's personal information and photographs.
- This consent is solely for the school's marketing activities, including but not limited to social media, school websites, and brochures.
- The school will comply with the regulations of the Personal Data Protection Act (PDPA) in Singapore.

我了解并同意以下条款:

- 学校将负责妥善保管和处理我子女的个人信息和照片。
- 该授权仅用于学校的市场宣传活动, 包括但不限于社交媒体、学校网站、宣传册等。
- 学校将遵循新加坡个人数据保护法 (PDPA) 的相关规定。

By signing this consent form, I fully understand and agree to all the terms stated above.
 该声明一经签署, 即表示我完全理解并同意以上条款。

Signature of Parent / Guardian 家长 / 监护人签名:

Date 日期:

Section 7: Programme arrangement 课程安排			
Course Start Date 课程开始日期		Course End Date 课程结束日期	
Course Duration 课程时间	<input type="checkbox"/> 1 week <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> _____ others		
Total Payable Amount 应付总额			
Total Payable Amount after Tax 税后总额			
Due Date for Payment 截止日期			

For Office Use Only

Received by	Approved by	Handover to
Name: Designation: Date:	Name: Designation: Date:	Name: Designation: Date:

Refund Policy 退款政策
Registration Grace Period 注册宽限期:

If you mistakenly submit a registration application and need to cancel, please send an email to shortterm@hwa.edu.sg within 48 hours of registration. A full refund will be granted if the written cancellation request is received within this 48-hour time frame. All payments, except for any registration fees per enrolled session, will be refunded.

如果您错误地提交了注册申请并需要取消, 请在注册后的48小时内发送电子邮件至 shortterm@hwa.edu.sg。如果在此48小时内收到书面取消请求, 则将全额退款。除每个注册课程的注册费用外, 所有付款都将退款。

Program Withdrawal / Transfer Requests 课程退学/转让请求:

All requests must be submitted at least 30 days prior to the start of the programs. Provided that the withdrawal or transfer notice is received within this timeframe, all payments, except for any registration fees and transaction fees per enrolled student, will be refunded.

所有请求必须在课程开始前至少30天提交。只要在此时间范围内收到退学或转让通知, 除每名注册学生的注册费和交易费外, 所有付款都将退款。

Goods and Service Tax (GST) costs in Singapore are mandatory and to be borne by the consumer, with no refund applicable.

新加坡的商品和服务税 (GST) 费用是强制性的, 由消费者承担, 不适用退款。

No refunds will be provided for cancellations made less than 30 days before the start of the program, expulsion from the program, voluntary withdrawal from the program, or injuries sustained prior to or during the program. Refunds for medical reasons during programs will be evaluated at the discretion of HWA, and medical certificates will be required.

对于在课程开始前少于30天取消的情况, 从课程中开除, 自愿退出课程或在课程期间或之前受伤的情况将不提供退款。医疗原因的情况将由HWA酌情考虑, 并且需要提供医疗证明。

Program Credits 项目学分:

Cancellations made at least 30 days before the start of programs will be eligible for a program credit. Credits cannot be transferred to another family account. Only participants listed under the family account that received the credit will have access to it. All credits must be used within 12 months from the cancellation date; otherwise, they will expire.

在课程开始前至少30天取消的情况将有资格获得课程学分。学分不能转移到另一个家庭账户。只有收到学分的家庭账户下列出的参与者才能使用学分。所有学分必须在取消日期后的12个月内使用, 否则将失效。

Refunds will not be provided for any reasons other than those specified above.

除上述指定的原因外, 不会提供任何其它原因的退款。