

**Pre-IB Exam Student Revision Workshops – Hong Kong 2018  
IB Business Management**

**Terms and Conditions**

**Pledge from Level7 Education**

- 1.1 Level7 Education will offer the Student Revision Workshop subject to there being a minimum number of students for the Workshop for which they have enrolled.
- 1.2 Level7 Education will confirm enrolment, subject to availability, upon receipt of full payment.
- 1.3 In the unlikely event that there are insufficient students enrolled or if a Black Rain Storm warning is raised, the Student Revision Workshop will be cancelled. Students will then obtain a full refund from Level7 Education.

**Responsibilities of the student**

- 2.1 Students must behave in a responsible manner throughout their time on the Student Revision Workshop.
- 2.2 Students must attend all Workshop sessions during the two days for which they have enrolled.
- 2.3 Students must act with respect and courtesy towards other students and staff at all times, including Workshop Leaders, Level7 Education staff and venue staff.

**Responsibilities of the Parent/Guardian**

- 3.1 The Student Revision Workshop fee must be paid in full by online bank transfer only. Level7 Education offers an Early Bird price of **HK\$3,600** for payment made on or before **28th February 2018**. The regular workshop fee of **HK\$3,900** applies for all payments received from 1st March 2018.
- 3.2 The course fee excludes any bank charges. Online transfer payments, including overseas bank transfers, may be subject to bank charges; please check with your bank.
- 3.3 The parent/guardian is responsible for arranging any insurance cover that they wish to have for the student (e.g. travel, contents and medical insurance) for the duration of the Student Revision Workshop.
- 3.4 The parent/guardian shall give prior notice to Level7 Education of any special medical or dietary needs of the student. Level7 Education will endeavour to accommodate all reasonable requests.
- 3.5 The parent/guardian is fully liable for any damage, loss or injury to persons or property, however caused by the student during their time on the Student Revision Workshop.
- 3.6 It is solely the responsibility of the parent/guardian and student to determine the student's academic needs and abilities, and the suitability of any course provided by Level7 Education.

**4. Liabilities**

- 4.1 Level7 Education makes no warranty about the impact and effect of the Student Revision Workshop upon the student's academic performance or examination results.
- 4.2 Level7 Education will not be responsible or liable for any loss or damage to the student's personal property, whether direct or indirect, during the Student Revision Workshop.
- 4.3 In any event, the maximum liability of Level7 Education shall be equivalent to the amount of fees paid for the Student Revision Workshop in question.

**Termination and Cancellation**


- 5.1 In the event of non-compliance with these terms and conditions, or if the student engages in any inappropriate behaviour which, in Level7 Education's opinion is deemed to jeopardise the Student Revision Workshop, Level7 Education reserves the right to ask any such student to immediately withdraw from the Student Revision Workshop. The parent/guardian will be informed, and the student is expected to return home immediately at their own expense with regards to travel and/or accommodation costs.

- 5.2 No refund of fees will be made under any circumstances where the student:
- 5.2.1 Is asked by Level7 Education to withdraw from the Student Revision Workshop due to the reason(s) outlined in Clause 5.1.
  - 5.2.2 Voluntarily withdraws or cancels their enrolment on the Student Revision Workshop after full payment of the fees.
  - 5.2.3 In the case of withdrawal or cancellation due to the refusal of a student's visa application into Hong Kong, Level7 Education will refund fees minus a handling charge of HK\$500, provided that the student can present proof of visa application refusal. Notification of withdrawal or cancellation due to visa application refusal must be made via email or by telephone only.
  - 5.2.4 Once payment of fees has been received and the Student Revision Workshop has been confirmed, there will be no cancellation period. Full refunds will only be given in the unlikely event that a particular Student Revision Workshop does not go ahead or if a Black Rain Storm warning is raised by the Hong Kong Observatory.

## 6 GENERAL

- 6.1 The parent/guardian and the student agree that Level7 Education can use photographs of the student taken during the Student Revision Workshop for its own marketing purposes only. If the student does not wish to have such photographs taken, then please indicate this by placing a tick in the appropriate section of these terms and conditions below.
- 6.2 Level7 Education will not be liable to the student or parent/guardian in the event of any change in the planned sessions of the Student Revision Workshop due to circumstances beyond its reasonable control.
- 6.3 This agreement represents the entire agreement and understanding between Level7 Education and the parent/guardian and the students and supersedes any previous agreement, written or otherwise, relating to the Student Revision Workshop. No terms of this agreement shall be enforceable by a third party.

Subject:	<b>IB Business Management</b>	<b>Please Indicate level</b>
Workshop dates:	<b>WS1: 31<sup>st</sup> March – 1<sup>st</sup> April</b> <input type="checkbox"/>	<b>Higher Level</b> <input type="checkbox"/>
	<b>WS2: 2<sup>nd</sup> April – 3<sup>rd</sup> April</b> <input type="checkbox"/>	<b>Standard Level</b> <input type="checkbox"/>
<i>In the event that your preferred Workshop is fully booked, we will contact you with an offer of an alternative date.</i>		
Full name of student:	_____	
Signature of student:	_____	Date: _____
Name of parent/guardian:	_____	
Signature of parent/guardian:	_____	Date: _____
<i>I have read and accept the Terms and Conditions in this document, which contains two pages including this page.</i>		
Please tick here if you (the student) do <u>not</u> wish to have your photograph taken during the Student Revision Workshop which may be used for our future marketing purposes. <input type="checkbox"/>		

Please ensure that you have signed and dated this form and attach in an email to [sales@level7education.com](mailto:sales@level7education.com) or  WhatsApp to 69 05 15 25.

Payment should be made via online bank transfer to **Level7 Education, HSBC (004)** account number: **015 671647 838**

Data are kept for internal registration purposes only and will be destroyed one year after the commencement date of the Student Revision Workshop.

## IB REVISION WORKSHOP REGISTRATION FORM

<b>STUDENT DETAILS</b>	
Family name:	First name:
School name:	Gender:
Home address:	
Email:	Mobile number:
<b>PARENT/GUARDIAN DETAILS</b>	
Parent/Guardian Title (Dr/Mr/Mrs/Ms/Other):	
Parent/Guardian family name:	Parent/Guardian first name:
Parent/Guardian Address (if different from above):	
Parent/Guardian mobile:	Parent/Guardian Email:
<b>OTHER INFORMATION</b>	
<p>I have read and agree to the Terms and Conditions set by Level7 Education, and made payment of <b>HK\$3,600</b> (early bird offer if registered by 28th February) or <b>\$3,900</b> (if registered from 1st March) <i>Please delete as appropriate.</i></p> <p>Online transfer:            Bank: <b>HSBC (004)</b> Name: <b>Level7 Education</b> Account Number: <b>015 671647 838</b> Swift code: <b>HSBCHKHHHKH</b>  <i>(Please check with your bank for any online transfer fees which will be borne by the customer)</i></p> <p>Please scan receipt of bank transfer and this completed Registration Form and email to:   <a href="mailto:sales@level7education.com">sales@level7education.com</a> or  WhatsApp to 69 05 15 25</p>	
Parent/Guardian's signature:	Date:

**Note:** Personal data are held for internal registration purposes only and will not be distributed to third parties. You may request a copy of the data on this form at any time up to one year after the Student Revision Workshop, after which time this form will be destroyed.