

Enrollment Form

CHILD'S INFORMATION

English Full name: (Last) _____ (Middle) _____ (First) _____

Chinese Full name: (Last) _____ (First) _____

Date of Birth (DD/MM/YYYY): _____ Place of Birth: _____

Nationality: _____ Birth Certificate Number / Passport Number: _____

Address: _____



PROGRAMME

*Please tick the preferred programme

Days of Programme	2 days (Monday & Friday)	3 days (Tuesday - Thursday)	5 days (Monday – Friday)
Fee / months 11 installment per year	HKD \$3,600 (Original) HKD \$2,800 (Concession for 22/23)	HKD \$4,200 (Original) HKD \$ 3,600 (Concession for 22/23)	HKD \$5,800 (Original) HKD \$4,400 (Concession for 22/23)

Pre Nursery Programme:

Drop off : 8:40 am
Class Begins : 9:00 am
Class finish & Pick up : 12:00 pm

*Feel free to contact our staff for more details on child care support service.

Other fees:

Application Fee HKD \$40 (non-refundable and non-transferrable)
Registration Deposit HKD \$970 per new student (non-refundable and non-transferrable)
Miscellaneous Fee HKD \$924 - \$3,300
Uniform Fee HKD \$78 - \$1,498

***ALL fees of 2023-2024 will be subjected to final approval by Education Bureau and might be adjusted.**

#1. PARENT/GUARDIAN'S INFORMATION

English Full name:	(Last)	_____	(Middle)	_____	(First)	_____
Chinese Full name:	(Last)	_____	(First)	_____		
Relationship		_____	Nationality:	_____		
Contact Number:		_____	Occupation:	_____	Religion:	_____
Email Address:	_____					

#2. PARENT/GUARDIAN'S INFORMATION

English Full name:	(Last)	_____	(Middle)	_____	(First)	_____
Chinese Full name:	(Last)	_____	(First)	_____		
Relationship		_____	Nationality:	_____		
Contact Number:		_____	Occupation:	_____	Religion:	_____
Email Address:	_____					

APPLICATION GUIDELINE

Application checklist, please submit the following documents:

- a completed student enrolment form for admission
- a photocopy of your child's birth certificate / HKID / Passport and page with valid visa sticker (For non-HK residents)
- a copy of your child's vaccination record
- 2 passport photos of your child (Within the last 2 months)
- a photocopy of one parent's' HKID Card and Passport and page with valid visa sticker (For non-HK residents)
- HK\$40 school application fee

PAYMENT METHOD

Bank Transfer payment method is accepted

付款方式只限於銀行轉帳*

Account Name 戶口名稱: Olive Tree International Kindergarten & Nursery

Account Number 戶口號碼: 415-0-050282-8

Bank 銀行: 003 Standard Chartered Bank

Terms & Conditions 條款及細則

1. I declare that all information provided above is true and accurate.

本人聲明此申請表內所填的各項資料均屬實無誤。

2. I understand my application will be processed only upon the payment receipt of a non-refundable and non-transferable Application Fee of HKD\$40.

本人明白我的申請只會在繳交「不能轉讓或退款」的\$40 報名費後接受處理。

3. There will be no refunds and/or credits for session/s paid, under ANY circumstances. This includes session/s canceled due to T3, T8, Black or Red Rain. Please refer to EDB Guidelines for arrangements under difficult weather.

無論在任何情況下，所繳交之學費一律不會退還，包括因惡劣天氣（紅雨，黑雨，3 號及 8 號風球）導致取消之課堂。請參照教育局公佈在惡劣天氣下的上課安排及指引。

4. To preserve the privileges of our enrolled children, any child/sibling not enrolled may NOT enter the campus.

為保障各學生之權益，校園只供該時段上課之學生進入及使用。

5. Personal Data (Privacy) Policy and Statement: Rest assured that any data collected will remain strictly confidential. Data collected will be used exclusively for the purpose of admission and informing you of future Olive Tree International Kindergarten and Nursery programs and/or events. The information collected will not be disclosed and/or transferred to third parties without your prior consent. Please visit www.olivetreeedu.com/privacy-policy from time to time to obtain an up-to-date version of our Personal Data (Privacy) Policy and Statement.

個人資料（私隱）政策和聲明：為保障閣下個人資料（私隱）的保密性及安全，我們所收集的任何數據將嚴格保密。收集之個人資料將只用於入學申請、註冊、溝通以及發放最新資訊及推廣訊息，如課程資料、講座及活動等。本校不會未經閣下同意而向 第三者披露你的個人資料。本校保留不時更新或修改本聲明的權利。如欲獲取我們最新版本的個人資料（私隱）政策和聲明，請到訪 www.olivetreeedu.com/privacy-policy。



I acknowledge that I have read and agree and accept the Terms and Conditions

本人已閱讀及接受以上的條款及細則



I wish to receive Newsletter emails from Olive Tree International Kindergarten & Nursery

我希望收到由貴校發出的電子報

Parent/Guardian's full name in Print

Signature

Date