



# 华人服务社启思中文学校 2023 报名表

## CASS Chinese School 2023 Enrolment Form

学校地点:  Campsie  Hurstville  Kogarah  Connells Point  
Campus

学生姓名: \_\_\_\_\_ (必须与日间就读学校使用的名字吻合)  
Student Name (must match the name used in mainstream school)

学生中文姓名: \_\_\_\_\_ (如有)  
Student Name in Chinese (if any)

性别: \_\_\_\_\_ 出生日期: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Gender Date of Birth: DD MM YYYY

日间就读的学校 : \_\_\_\_\_ 年级: \_\_\_\_\_  
Mainstream school Grade

家庭地址 Home Address: \_\_\_\_\_

是否有学校需要知道的健康问题或过敏史:  有 Yes  无 No

Health conditions and/or allergy that the School needs to know

如有, 请说明: \_\_\_\_\_

If yes, Please specify

家庭医生姓名: \_\_\_\_\_ 电话: \_\_\_\_\_

Doctor's Name Phone

第一监护人姓名 Primary Guardian's Name: \_\_\_\_\_

手机 Mobile: \_\_\_\_\_ 电邮 Email: \_\_\_\_\_

第二监护人姓名 Secondary Guardian's Name: \_\_\_\_\_

手机 Mobile: \_\_\_\_\_ 电邮 Email: \_\_\_\_\_

如使用 Creative Kids Voucher 支付部分学费, 请填写:

If you wish to use Creative Kids Voucher for the school fee payment, please provide:

Creative Kids Voucher Number: \_\_\_\_\_

|                              |       |  |     |
|------------------------------|-------|--|-----|
| 本栏由校方填写<br>Used by CASS Only | AM PM | Beginner / 1 / 2 / 3 / 4 / 5 / 6<br>7 / 8 / 9 / 10 / 11 / 12 | A B |
|------------------------------|-------|--|-----|



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### 家长通知 Notice to Parents/Guardians

各位家长，  
Dear parents/guardians,

欢迎参加华人服务社启思中文学校。  
Welcome to CASS Chinese School.

由于大量家长及学生出入学校并使用校方的设施，已对校方及附近居民造成不便，我们也已多次收到投诉。因此，请各位家长务必严格遵守以下规定事项：

You may be aware that the large number of people coming to the school premises has obviously caused inconvenience to the school and neighbours. In the past, there have been complaints made by the venue providers and local residents. For this reason, we will greatly appreciate the strict observance of the following rules by all our service users:

1. 严禁违章双行停车，也不允许在学校和附近民居的车道上停车。堵塞车道的违章车辆将被抄牌和罚款。  
Under no circumstances should there be double parking and cars blocking the driveways of the school premises and neighbours. Any vehicle blocking driveways will be subject to heavy fines by the Traffic Police.
2. 为保障孩子们的安全和保持道路通畅，切勿在路中间停车并让您的子女上下车。  
Do not stop the car in the middle of the road and drop your children as it endangers their lives. It also causes traffic congestion to other service users.
3. 除中文学校使用的教室和洗手间范围外，家长未经许可不得出入学校其他区域。  
Unauthorised entry into rooms other than those in use by your children and the toilets of the school is strictly forbidden.
4. 不得在教室和其他室内区域内饮食。  
Eating and drinking indoors is not allowed.
5. 未经校方许可，不得移动校内家具和其他物品。  
Without permission from the school authority, no furniture or other belongings of the school can be removed.
6. 时刻保持教室和校区的整洁。  
The school premises must be kept clean and tidy at all times.
7. 请家长务必在下课时间准时到校接走子女。超过下课时间 15 分钟仍无家长接走的学生将由校区主管送到就近警察局。  
Parents/guardians are required to pick up their children when classes are scheduled to finish. Administrators have been instructed to take children to the nearest police station if they are not picked up by parents/guardians 15 minutes after classes are finished.
8. 为保障学生的人身安全，下课时如家长不在场，老师将不会允许学生自行离开。如家长允许学生在无监护人的情况下自行离开教学楼，请向校区主管提出，并签署 Permission for



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Leaving School Alone 声明。

For the safety of student, our teacher will not release a student without the presence of parent. If you, as parents/guardians, believe that your child is mature enough to leave the school premises on his/her own, please speak to the Administrator of your campus and a Permission for Leaving School Alone must be signed and returned to the School.

9. 学生在非上课时间在学校里逗留时，例如课前或下课后在校内逗留、等待参加当天另一个课程，家长必须在场照看孩子的安全。  
Parents/guardians are responsible for their children if they are not in class. e.g. before and after classes and waiting between classes.
10. 各项费用在缴纳后概不退还。  
All fees charged are not refundable if the student wishes to withdraw due to personal reasons.
11. 有严重过敏反映的学生，建议本人携带常用的抗过敏药物上课，发现过敏反应时老师可及时提供初步的救助。  
Students with severe allergic reactions are suggested to bring his/her medication while attending classes with us, so teacher/administrator can give basic first aid care in case of emergency.
12. 若學期遭遇疫情而須改為網課，每課的課時將縮短為兩小時。  
In case of pandemic and tutorial is changed to online mode, the length of each lesson will be changed to 2 hours only.

如有违反上述规定，将视为家长严重违反与中文学校的协议，相关学生可能被终止学籍，且已支付的费用概不退还。

Violation of the above rules will be considered a serious breach of the agreement between the School and the parents/guardians, and will result in the immediate dismissal of the students from the School. All the school fees will not be refunded.

对本通告内容如有疑问，欢迎您致电华人服务社 9789 4587 咨询。

If you have any queries regarding this notice, please feel free to contact CASS head office on 9789 4587.

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本人同意遵守华人服务社在本家长通告中强调的规定。

I agree that I must abide all rules as mentioned in this Notice to Parents/Guardians.

本人谨此同意华人服务社在推广有关事宜时，在其宣传渠道上使用本人子女的照片、名字、年龄及居住地，如：如 CASS 刊物、网站、脸书、微信、报纸、电台、电视及其他大众媒体和社交媒体等。本人也理解校方于课堂上、户外玩耍和学校活动时有需要帮学生拍照或录像以做记录，所拍摄的照片有可能在校内张贴、保存在项目评估资料或教学记录里。本人谨此同意中文学校在学校各种活动期间给本人子女拍照或录像。

I, hereby consent to the collection and use of my child's photograph, name, age and suburb for the use by CASS Group in their publications and promotional channels, e.g., CASS newsletters, websites, Facebook, WeChat, newspapers, radio, TV and other mass media as well as social media, etc.. I understand that throughout the year, staff will take photographs or video recording for children while participating in various activities e.g. during class, outdoor play and school events. Children's photos might be displayed within the school, in program evaluations, or placed in teachers' record. I hereby give permission for my child to be photographed or video recorded while taking part in the school activities.

\_\_\_\_\_  
家长签名 Signature

\_\_\_\_\_  
日期 Date



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CASS Chinese School 2023 Enrolment Form

**CASS Chinese School Direct Debit Authorisation Form (DDA)**

ABN 85 087 248 638

The purpose of this form is to set up the direct debit payment arrangements for fees payable.

I/We, \_\_\_\_\_ (Name of Parent/guardian giving the DDA) authorise and request Chinese Australian Services Society Limited to arrange for funds to be debited from my/our account at the financial institution identified below, at intervals and amounts directed by CASS Chinese School as per the Terms and Conditions on the enrolment form of the School and in accordance with this Direct Debit Authorisation and DDA Terms & Conditions.

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Authorisation Terms and Conditions.

Details of the Accounts to be Debited:

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

I/We also authorise the following:

1. The Debit User to verify the details of the abovementioned account with my/our may be required) financial institution.
2. The financial institution to release information allowing the Debit User to verify the abovementioned account details.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### **Direct Debit Authorisation (DDA) Terms and Conditions**

Please ensure that you have read the following before sending in the Direct Debit Authorisation Form.

- 1) CASS Chinese School may vary this Terms & Conditions at any time by giving 14 days notice.
- 2) By signing this Direct Debit Authorisation Form, you request and authorise CASS Chinese School to arrange for funds to be debited from your nominated account according to the schedule of fees advised and amended from time to time. The amount to be drawn on each payment will be based on any notice (invoice, etc) given to you specifying the amount payable and the date the payment is due.

The payment will be deducted from your nominated account on the payment due date. If the due date falls on a non-working day or a national public holiday, the payment will be processed the next working day.

- 3) It is your responsibility to ensure that you have sufficient funds in the nominated account when payments are to be drawn. If you do not have sufficient funds, then:

- a) The payment will be regarded as not having been paid.
- b) An administration fee (\$2.5 (plus GST)) will be charged to your account.
- c) Customer named overleaf will be informed of the unsuccessful direct debit and Chinese Australian Services Society Ltd will attempt to re-process any unsuccessful payment plus administration fee on a day as advised by CASS Chinese School.

- 4) You should be aware that:

- a) Some financial institution accounts do not facilitate direct debits and as such the customer must check with their financial institution to ensure the account nominated enables direct debiting.
- b) Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your financial institution before completing the Direct Debit Request; and
- c) It is your responsibility to advise CASS Chinese School if your nominated account is altered, transferred or closed.

- 5) If you believe there has been an error in debiting your account you should contact the Finance Section of Chinese Australian Services Society Ltd or contact CASS head office immediately at (02) 9789 4587 from 9:00 am to 5:00 pm, Monday to Friday.

- 6) Your record and account details will be kept private and confidential and will only be disclosed at your request or at the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or otherwise as required by law.

- 7) For all matters relating to the Direct Debit Request arrangement on your account, including requests for deferment of debits, alteration of debit arrangements or stopping or cancelling your Direct Debit Request, please contact CASS head office at (02) 9789 4587 from 9:00 am to 5:00 pm, Monday to Friday.

- 8) Chinese Australian Services Society Ltd will not stop or cancel a direct debit without the written authority from the customer named overleaf.



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华人服务社遵行政府的保护隐私法案 1988。

CASS complies with the Privacy Act 1988.

1. 所有个人信息仅为中文学校及艺术学校用作提供服务之用。

The collection of personal information is for the purpose of providing services relating to CASS Chinese School and Academy of Arts.

2. 您的个人信息属完全保密并由校方妥善保存。

Your personal details are confidential and are securely stored.

3. 您有权随时查阅或更改您的资料。

You have the right to request access or change to your personal information.

4. 如您无法提供完整资料，华人服务社无法保证提供相应的服务。

Without the collection of your personal information, CASS cannot guarantee full service delivery.