



THE SCHOOL OF CHINESE LANGUAGE

APPLICATION FORM

PHOTO

NO. AF/ / /2010 DATED.....

01. Family Name (Surname)

02. Chinese Name (if any)

03. Given (First) Name

04. Date of Birth

 Year Month Day

05. Sex (Select one)

 Male Female

06. Country/Nationality

INDIA/INDIAN

07. Passport (if issued)

 No. Dated Valid till

08. Place of Birth

09. PAN (if issued)

 No.

10. Mailing Address

11. Home Address (if different)

12. Telephone (Landline)

13. Mobile

14. Mobile of Nearest Relative

15. Email

16. Languages Spoken

17. Current Profession

18. Work/Institution Address &
Telephone No.

19. Why I Wish to Join

20. Personal Income*(Rs.)

21. Family Income*(Rs.

22. Chinese Language Course

I wish to join (tick one)

Express

Express-Business

Express-Travellers

Special Course for Children

Intensive I, II, III

Special Chinese Classroom

Basic Applied Chinese Language

23. Name of Institution & Qualifications, Years studied & highest Degree obtained

High School

College

24. Application Processing Fee Paid

(PLEASE NOTE THIS FEE IS NOT REFUNDABLE)

I am submitting Application Form and enclosures after having read, understood, and agreed to abide by rules & regulation. I have attached all relevant documents.

Date

Signature

*For Applications to Basic Applied Chinese Language Course

Relevant Documents

(A) For Basic Applied Chinese Language Course

01. Two each Stamp size and passport size photographs
02. Proof of date of birth preferably passport copy
03. Essay in about 100 words "Why I wish to learn Chinese"
04. Copies of school leaving and college certificates
05. Evidence of income
06. Details of security deposit (Rs. 5000)
07. Any other relevant documents

(B) For Special Chinese Classroom (in addition to "A")

01. PAN card copy
02. Essay in about 300 words "Why I Wish to join the Special Chinese Language Course" & major in medicine/desire scholarship

(C) For All others Courses

01. Proof of date of birth preferably passport copy
02. Two each Passport size and stamp size photographs

**Additional Data required for Special Chinese Language Course
Leading to Medical Major & for Scholarships**

Student Category (tick as applicable) Special Chinese Classroom & Bachelors*Masters*Doctorate*Non degree*Scholarship*

01.Desired Course/fields

02.Source/s of Support

03.Marital Status

04. Data of other family members living with you (Name, age, relationship, profession, mobile no.)

05.Religion

06.Hobbies/Extra Curricular Interests

07.Working Experience

08.References in India & China with
Telephone Nos.

09.Chinese Proficiency

Reading

Speaking

Writing

Information, Rules & Notes for Students

Students shall be responsible for their possessions including mobile phones, cash, Ipods, purses, or any other items whether be misplaced, lost or left behind in **The School** premises. Before exiting, it is suggested that students check and ensure they have not left their belongings in **The School**.

ID cards issued to you should always be carried on your person when you attend classes.

All cell/mobile phones **must be switched off** in the classrooms and inside **The School** building.

EXPRESS-TRAVELLER'S Course (Luxing zhe Sucheng Kecheng) is of 13/15 Sessions, about 1/1.5 months' duration.

EXPRESS Course (Sucheng Kecheng) is of 35 Sessions, about 4 months' duration.

EXPRESS-BUSINESS Course (Sucheng Shangwu Kecheng) is of 50 Sessions, about 6 months' duration.

INTENSIVE Course (Qianghua Kecheng) is of 70 or 104 Sessions X 3 Semesters, each of about 8 or 9 months' duration.

BASIC APPLIED CHINESE LANGUAGE (Zhongwen Jichu Shiyong Kecheng) Course is of 60 Sessions, about 8 months' duration.

Security Deposit is refundable within 30 days of end of Class unless forfeited. A student admitted to the course of study and who remains absent from classes for 7 Sessions continuously or, intermittently for more than 50% of classes held during any ten consecutive weeks would have his/her studentship terminated and his/her name will be automatically struck off from the rolls according to admission rules. **Security Deposit would be forfeited.**

Fee is payable in advance. Payment is preferred by Pay Order/Demand Draft in favour of "The School of Chinese Language" although cash may be accepted.

Fee for Application Forms, Admission and Course is non-refundable.

Study Material shall be provided gratis by **The School**; no extra charges are payable by you.

Register of Disbursement of such Study Material must be signed when taking delivery.

Free parking is available outside **The School**.

The School expects each Student to be dedicated towards learning.

100% attendance and punctuality is important to achieve your goal.

Total attention is necessary in the classrooms.

Daily practice is an unavoidable necessity.

Kindly ensure that you are present for the Interactive Sessions/Chini Adda. Participation would assist you to practice the language and expand your networking activities.

You must not approach any Teacher of **The School** for private tuitions.

Utmost respect must be accorded to the Teachers and other staff of **The School**.

The School's property (incl. chairs etc) should be carefully handled and all areas kept clean. No edibles are permitted.

It is important that discipline and good behavior always be observed.

You must ensure that you do not disturb other classes or the office staff by making any noise.

Students should dress soberly.

Calendar/Schedule of Class Days would be provided. Kindly study and follow it carefully.

Test or Class dates cannot be changed therefore please ensure attendance.

Marks shall be deducted for talking to other students during tests or disturbing the class.

No smoking is permitted anywhere on **The School's** premises.

To do your bit towards energy saving, please ensure lights, fans and airconditioners are switched off at the end of each session.

The School office is open from 11 am to 2 pm, Tuesday to Friday, except on public holidays.

If any error/misinformation in your declaration/documents is detected at any stage, the provisional admission will be treated as cancelled.

All Rules, Information, Fee etc are subject to change at the discretion of the Committee of Management.

Signature of Student

For The School's use only:

1. Application No. _____ received on _____
2. Application+Registration fee received on _____
3. Security deposit received on _____
4. Course Fee received on _____
5. Admitted to _____ Course on _____
6. Admitted to _____ (Days) Session (Time) _____ Section _____
7. Study material and ID card handed over on _____
8. If admission refused, reason to be stated _____
9. ID # _____

