

Thank you for choosing XMandarin and we believe you will enjoy your time here. Below are some terms and conditions that you need to follow:

Terms and Conditions

Submit the Registration Form & pay the Chinese course registration fee

- 1) Short-term Course (1-3months): Registration fee 200USD, Full payment
- 2) Long-term Course (> 3months): Registration fee 350USD, Full payment
- 3) Online Course: Registration fee 100USD, Full payment

For learners of the Mandarin courses, you are responsible for a valid passport, visa, medical and travel insurance to cover your stay period.

Course Terms & Conditions

–You are required to pay the Chinese course tuition by cash, Chinese bank card, bank transfer or western union within 7 work days after the course plan has been confirmed. We prefer a one-time payment.

–If you choose to cancel your booked courses, the registration fee/course deposit will not be refunded. If you abandon your study during the specified course period, we reserve the right to determine how your remaining class time is refunded/transferred/waived.

–One lesson lasts fifty minutes, (online course lasts 45 minutes/lesson). If a group class has two or less participants, XMandarin reserves the right to terminate the class. If you cannot attend a group lesson on schedule, XMandarin will not arrange a make-up lesson.

–Private classes should be canceled within 24 hours of the scheduled class-time, either by contacting your teacher or course advisor. If notice is not received, one lesson will be deducted from your timetable.

–All courses must be completed by the agreed date. For those students with an XMandarin student visa, their visa expiration date is also the final date for their courses. Students that fail to complete their courses by the agreed date will be deemed to have waived their remaining lessons and no lesson transfer or refund will be available.

–If you want to change your course arrangement after registration, you must give XMandarin a written notice two weeks in advance. Course changes from group classes to one-to-one or one-to-two classes involve a Change/Modification fee of RMB500.

–No classes are held during official Chinese public holidays; the holidays will be accounted for when we make your lessons plan.

–XMandarin reserves the right to change the teacher in case of illness or emergency. If you take more than two weeks leave, there is the possibility that your teacher and classroom will be changed. In order to ensure the quality of your course, XMandarin reserves the right, after giving prior notice, to adjust the study location and teaching method.

–If you get the X2 study visa provided by XMandarin, you must register at the local police station within 24 hours you arrive in China and also inform us about your arrival and police registration. You also need to reach to school on the same time as on your enrollment letter. During the valid period of your study visa, you are obligated to follow all Chinese laws and you are strictly prohibited to work illegally outside of the school at all time.

Accommodation Terms & Conditions

– The school charges a service fee for arranging your accommodation. It ranges from RMB200 to RMB500 depending on the period (time of the year) and the length of your stay.

–Accommodation Deposit 100USD by cash/Card/bank transfer in advance, after checking out the housekeeper will examine the room, the deposit will be returned to you when you leave. However, if you cancel your

accommodation arrangement, the deposit will not be returned.

–One-time payment is preferred. If you leave earlier than planned, daily rent will be deducted, and the money that is left will be returned to you.

–Accommodation is subject to availability and cannot be guaranteed for students beyond the dates of their course.

–If you want to change accommodation arrangements after registration, you must give XMandarin CLC a written notice two weeks in advance. Change is not guaranteed and will only be made upon availability.

Unusual Circumstances

Your program may be disrupted by an unusual event or circumstances that XMandarin CLC could not reasonably have foreseen. If the unusual event is serious enough to significantly affect your program, we will try to arrange a suitable alternative if possible. We do not make any refunds in these situations and you will be responsible for any travel costs involved. We cannot accept liability for the effect of any unusual event or for any loss, damage, expense or claim of any disruption you suffer as a result.

Code of Conduct

All participants of XMandarin programs are expected to adhere to proper conduct and obey the instructions of CLC. This covers, but is not limited to, respecting others' cultures and beliefs, respecting the accommodation and avoiding drugs and illegal activities. Participants will be removed from the program without a refund if they engage in illegal, violent or improper behavior. Participants are responsible for any and all damages they cause and must directly compensate the owner of the property involved. All the rights and obligations are stated expressly above. Any verbal communications and promises by the staff are invalid and unenforceable.

Full Name _____ **Date** _____