

**THE UNIVERSITY OF HONG KONG
SCHOOL OF CHINESE
CHINESE LANGUAGE CENTRE**

**PART-TIME TUITION IN CHINESE FOR STAFF AND THEIR SPOUSES
APPLICATION FOR ADMISSION**

You should return the completed application form to the Chinese Language Centre via email at alecchan@hku.hk by no later than August 24, 2023. Late applications will not be considered.

(A) **Type of Tuition Requested (please ✓)**

Cantonese Putonghua

(B) **Personal Particulars**

Name of Applicant: _____ Staff No: _____ Date of Birth: _____
(Title) (Surname) (Given name or names)

(If applicant is a staff's spouse, please provide name of spouse):

Name of Spouse: _____ Staff No: _____ Date of Birth: _____
(Title) (Surname) (Given name or names)

Department and Post of the applicant or the applicant's spouse:

Department: _____ Post: _____

Correspondence address: _____

E-mail address: _____

Contact Telephone Number: (Office) _____ (Mobile) _____

Nationality: _____ Mother tongue: _____

Other working languages/dialects: _____

Previous study (e.g. duration, level etc.) of the language: _____

(C) **Preferred Class Size**

Please provide name(s) of other class member(s) as appropriate:-

please ✓	Class size	Full rate per session (50 minutes) per student	Half-rate* per session (50 minutes) per student	Name(s) of other class member(s)
	individual tuition	\$530.00	\$265.00	not applicable
	class of 2 students	\$265.00	\$132.50	
	class of 3 students	\$177.00	\$88.50	
	class of 4 or more students	\$133.00	\$66.50	

* For many years the University has subsidized part-time tuition by charging members of staff at half-rate. The University has provided an annual fixed sum of money as subsidy for the School of Chinese to operate under the half-rate scheme. Under this scheme, members of staff enjoy the half-rate for their tuition once a week as long as the subsidy balance is in the black; but once the subsidy is exhausted, members of staff will be charged the full rate thereafter should they wish to continue. It should be noted that staff's additional sessions and staff's spouses are required to pay the full rate despite of the availability of subsidy.

(D) Academic Terms

<u>Preferred Terms (please ✓)</u>	<u>Term Dates</u>	<u>Subsidized Sessions</u>
<input type="checkbox"/> Semester 1	September 11 – November 24, 2023	11
<input type="checkbox"/> Semester 2	January 15 – April 19, 2024	13
<input type="checkbox"/> Summer Semester	May 6 – June 28, 2024	8

(E) Preferred Time Slots

Please use 1, 2, 3, 4, 5, etc. to rank your preferences and cross out all the time slot(s) that is unsuitable for you:

Time	Mon	Tue	Wed	Thu	Fri
09:30 – 10:20					
10:30 – 11:20					
11:30 – 12:20					
12:30 – 13:20					
13:30 – 14:20					
14:30 – 15:20					
15:30 – 16:20					
16:30 – 17:20					
17:30 – 18:20					

(F) Please indicate your choice of delivery mode of tuition:

(1) Online via Zoom: _____ or

(2) Face to Face: _____

Venue: _____. Due to the lack of classroom availability, a venue is needed to be provided by your Faculty/School/Department.

(G) Name of tutor preferred: _____ (if any). I understand that the Chinese Language Centre will not be able to guarantee that my preferred tutor will be assigned to teach me.

(H) I authorize the Director of Finance to deduct the appropriate fee from my/my spouse's account at the beginning of each term. I understand that tuition fees, once paid, are not refundable

Date: _____ Signature of Applicant: _____

FOR OFFICE USE ONLY

Applicant notified on: _____ Tutor assigned: _____

Time slots: _____ Starting date: _____

Remarks: _____