



CHINA TRIP REGISTRATION PROCEDURES & REFUND POLICY

REGISTRATION CHECKLIST

- Download the following forms at www.ramcc.co under Summer Immersion Program on the right hand side Forms Downloads, print and complete:
 - 1) China 2016 Registration Form
 - 2) Health Form
 - 3) Behavioral Guidelines and Contract
 - 4) Liability and Waiver Form Enclose a crossed check made payable to RAMC Limited
 - 5) Students Chinese Level Information
- Enclose a crossed check made payable to RAMC Limited
- Submit two sets of clear copies of all travel documents. These include the information page of participant's passport and a copy of participant's valid Chinese visa or Hui Xiang Zheng; Hong Kong Identity Card.
- Submit above required forms, check payment (made payable to RAMC Limited) and supporting documents to: Flat D, 2/F, 41 Kennedy Road, Wan Chai, Hong Kong.

TRAVEL DOCUMENT

All participants are required to obtain their own visas for China. If a participant holds a valid Hui Xiang Zheng, he/she does not need a visa. Passports should have **at least seven months validity** left before obtaining a visa. If participants already have a visa, please make sure that it remains valid throughout the entire time he/she is traveling in China. Once your application has been received, we will send a China Visa application form that contains the sponsor details, accommodation and any other generic information required to complete the application. For more information about the basic requirements and supporting documents, please refer to: <http://www.fmcoipc.gov.hk/eng/zgqz/>

We recommend that you apply for your Visa prior to the refund deadlines outlined below. Please note that no refunds will be provided due to visa or travel document validity issues and these documents are solely the responsibility of the parents to obtain.

REFUND POLICY FOR SUMMER CHINA TRIP

- Refunds are determined by the date RAMC Limited receives written notice of a student's withdrawal and are granted according to the following schedules.
- If cancellation occurs after the trip begins due to medical condition, there will be NO refund. (We strongly advise all participants to purchase their own travel insurance).
- No refund will be provided if the travel documents and visa are not valid throughout the trip.
- In the event that RAMC Limited cancels a trip for reasons of student safety and/or security (i.e. SARS, Bird Flu, Consulate Travel Warnings, etc.), all recoverable money will be



refunded. RAMC Limited will not charge any administration fee in this situation.

Refund Portion	Dates
Full Refund less \$1,000 cancellation fee	From now to April 10, 2016
50% Refund	From April 11 to April 21, 2016
NO Refund	On and after April 22, 2016

CONTACT INFORMATION

For Registration Inquiry - RAMC Limited

Rhoda Yuen

Email: rhoda@ramcc.co

Phone: 9169-8916

For Trip Inquiry – Beijing

Rhoda Yuen

Email: rhoda@ramcc.co

Phone: 9169-8916



CONTACT INFORMATION

1st Parent: **Email:**
Mobile: **Office no.:** **Home no.:**
1st Parent: **Email:**
Mobile: **Office no.:** **Home no.:**
Home address:

EMERGENCY CONTACT *(if parents cannot be reached):*

Name:
Relationship:
Mobile:

PAYMENT INFORMATION

Total Participant(s): x HK\$ per person = HK\$
Check Issuer's Name:
Check Amount:
Issuing Bank's Name:
Check Number:

NOTE: PLEASE REVIEW REFUND POLICY ON PAGE ONE.