

December 11th 2018

Dear Parents/Guardians,

Below is a checklist that outlines what needs to be completed so we can complete the flight bookings for the Tioman Trip.

EOTC Checklist

Please complete the following by the 11th of January 2019

- Final Payment for your trip – 7000 HKD

The cheque should be made out to Renaissance College with your child's legal name, advisory and trip choice on the back.

**Costs do not include visa fees, immunizations, etc.
It is expected parents / students will determine their individual requirements and take necessary action.**

- Photocopy of your passport and HKID**
- RCHK Medical consent form** (Found on Second page of this letter)

Please bring your cheque, the RCHK consent form, the copy of your passport and HK ID to Ms. Wynki on the 5th floor office before the 11th of January 2019

Once flights have been finalized another information letter will be sent out with final trip details. If you have any questions please feel free to contact me.

Mr Luc Crowther

crowtlw@rchk.edu.hk

EOTC YEAR 10 PROGRAM PARTICIPATION AND MEDICAL TREATMENT CONSENT

Student's Full Legal Name _____ Advisory _____ Year 10
(As appears on HKID/ Passport for Insurance purposes)

Student's Date of Birth _____ Gender _____
(MM/DD/YYYY)

Every attempt is made to ensure the wellbeing of your child, however in extreme circumstances such as in the event of an emergency, the teacher or lead person responsible will need to take action. The immediate response will be to perform any necessary first aid on the student as well as informing you (the parent/guardian) of the situation. More detailed consent is provided below.

CONSENT

In the event of an emergency, signing the form below gives consent and full authority for the staff or agents of the school to arrange for and consent to any medical treatment or hospitalization for my child / guardian while s/he is in the care of the school. I further authorize these staff members to enter into and execute, on my behalf, such documents or consents as may be required by Medical Practitioners, Health Care Professionals or Hospitals for such purposes.

I have read the communications sent by the school relating to this trip and give consent to my son/daughter's participation

EOTC YEAR 10 INSURANCE FORM

Once the enrollment sheet is returned a booking is made on your child's behalf. It then becomes subject to the conditions imposed by Renaissance College. **For non-medical withdrawals**, this specifies that a cancellation charge of 50% of the total amount payable is incurred after enrollment into the program and submission of the enrollment form. It also states that after **15th March 2019**, if a cancellation is made, 100% of the program fee is forfeited after the enrollment is processed.

However, in circumstances of cancellation through illness, Renaissance College will offer cancellation coverage on provision of a doctor's certificate up until the commencement date under the following conditions: A full refund will require a doctor's certificate covering more than half of the program ie. 3 consecutive days. For a 1 or 2 day Doctor's certificate, reimbursement will only be for the cost of the 1 or 2 days missed.

We hope this will be helpful to parents when students are participating in the programs and unfortunately fall ill or injure themselves prior to programs and are no longer able to attend.

I have read and understand the above terms, and have ensured my child's medical information on Gateway is current:

Parent/ Legal Guardian name _____ Date _____

Parent/ Legal Guardian signature _____