



CENTRE FOR FURTHER STUDIES AND CAREERS
DIOCEAN BOYS' SCHOOL
131 ARGYLE STREET,
KOWLOON,
HONG KONG
EMAIL: furtherstudies@db.s.edu.hk
CFC Website: <https://www.furtherstudies.db.s.edu.hk/>

Student & Parents Agreement with the Centre for Further Studies and Careers (CFC)

NOTE: In order to receive any support or assistance from CFC, you are required to complete and submit this Agreement Form and \$400 cash deposit (if applicable, see 11. below) to the CFC Office on or before 2 December 2022. Please read carefully before signing and submitting.

Name of Student: _____ Class: _____ ()

Name of Parent(s)/ Guardian(s): _____

Relationship to the student: _____

Email of Parent / Guardian Completing this Form: _____

Phone No. of Parent / Guardian Completing this form: _____

I, the above-named student, understand and agree that:

1. I will follow the **Policy and Guidelines** given by CFC (as set out under 'CFC Handbook' in CFC Website).
2. I am required to meet all the **internal deadlines** and requirements set by respective teams under CFC.
3. Application(s) submitted after internal deadlines will **NOT** be processed.
4. Failure to submit documents, any necessary forms and supporting documents as required by CFC and comply with the advice of the CFC will impede the processing and timely submission of my application(s).
5. I will attend specific **MANDATORY** information sessions, workshops, talks, etc requested by university counsellor(s) which are essential to formulating the best application strategies.
6. I will notify CFC about interviews and offers as soon as I receive them for better communication and follow up action when necessary.
7. Reference letter(s) and report(s) submitted by the school is/are based on information regarding my performance in and out of classes provided to CFC.
8. Reference letter(s), report(s) and any documents related to application submitted by the school is/are confidential and will **only** be sent **directly** to education institutions.
9. CFC does not deal with any educational agent(s)/consultant(s).
10. I am responsible for any costs associated with the process and submission of my application(s).
11. I will pay CFC a \$400 cash deposit for the document processing fee for my **Non-JUPAS / Overseas / Greater China** university application(s). I understand that the remaining balance will be returned to me in **July 2024** when all applications are completed.

Parent/Guardian of the above-named student, declare:

1. I understand and agree that my son as an applicant is responsible for his own application(s) and the above obligations. He has to follow the guidelines given by CFC in order to complete his application(s) on time.
2. I agree to attend specific information sessions, workshops, or talks requested by university counsellor(s) which are aimed to support my son's application(s).
3. I understand that application(s) after internal deadlines will **NOT** be processed.
4. I understand that the reference submitted by the school is based on information regarding my son's performance in and out of classes provided to CFC.
5. I understand that reference letter(s) submitted by the school is/are confidential and will only be sent directly to education institutions.

Student Signature

Date

Parent Signature

Date

Parent Name (Printed)