

## Registration Guidance



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# Registration Guidance



## I. Academy Schedule & Calendar

Please check the Schedule & Calendar at

<https://academy.wellingtoncollege.cn/tianjin/calendar/>

## II. How to Register

Please use the link below to access the registration

<https://academy.wellingtoncollege.cn/tianjin/>

**Register Online via Pc (only)**

1. Open the website <https://academy.wellingtoncollege.cn/hangzhou/>

2. Click 'Register/Sign-in'



3. iSAMS Parent Register (Wellington-pupils parents only)/ Register (Non Wellington-pupils parents)

The screenshot shows the login interface for iSAMS Parent Register. At the top, there are three tabs: 'Sign In', 'Register', and 'iSAMS Parent Register'. Below the tabs, there are two main sections: 'Sign-in using Email' and 'Sign-in using WeChat'. The 'Sign-in using Email' section contains an 'Email' input field, a 'Password' input field (marked with an asterisk), a 'Remember me?' checkbox, and two buttons: 'Sign In' and 'Forgot Your Password?'. The 'Sign-in using WeChat' section contains a 'Wechat' button.

### 3.1 Register set up password and click register (non-Wellington pupils parents)

[Sign In](#)

Register

ISAMS Parent Register

For ISAMS parents please use ISAMS Parent Register

Register using Email

\* Passwords must be at least 8 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

\* Email

\* Password

\* Confirm Password

Register

Register using WeChat

Wechat

**3.2** Parents of Pupils at Wellington College International Tianjin or Wellington College Bilingual Tianjin with correct details in iSAMs, please click on the orange icon below which will generate a message to your phone containing a 6-digit verification code

# iSAMS Parent Register


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This registration only applicable to parents who have children enrolled in our school system. Please enter the mobile phone number registered with school to request an **Invitation Code** to be sent to you mobile phone, or speak to our Academy Team.


Mobile Number \*

[Request Invitation Code](#)

### 3.2.1 Enter the verification code

 Sign In

 Register

 iSAMS Parent Register

Only sign up here if you have children studying in our school

SMS text message with Invitation Code has been sent to: 17887934285

\* Invitation Code

Register

Request Invitation Code (43)

4. When the form below appears, it means the registration has been successful

# Profile

Please provide some information about yourself.  
The Email Address and Phone number will receive your booking confirmation

Your Information

The form could not be submitted for the following reasons:

- First Name is a required field.
- Last Name is a required field.
- Mobile Phone is a required field.

First Name \*

Last Name \*

E-mail \*

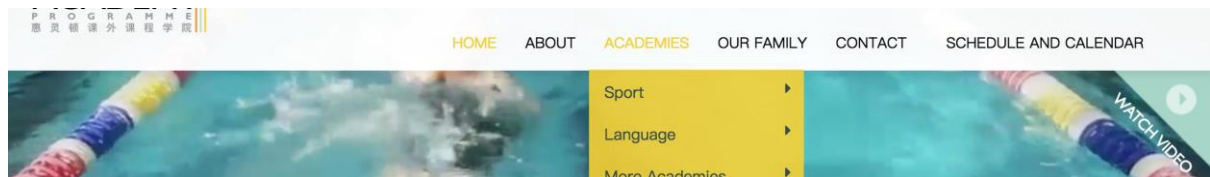
Mobile Phone \*

5. Click 'Wellington Academy' Logo after the finishing the registration



ACADEMY PROGRAMME PIPER DONG

6. Select Activities from 'Academies' (main menu)



7. Add activity into shopping cart




8. Click  to check out



9. Click 'CHECK OUT'

TERM	DAY	AGE GROUP	COURSE NAME	SESSION	TOTAL COST
2018-2019		G1-G3	足球	10	¥ 2500.00.00

CHECKOUT

10. Click Edit  and select your child's name and then click next



### III. Payment Process

1. Fill in the required information to select the payment method (please complete the online payment within the specified time to ensure a successful registration), select **next** after you have completed.

Please note that the online registration and payment (if the payment option is Ali Pay, WeChat Pay or Union Pay) should be completed within 30 minutes after checking out, otherwise the booking will be invalid.

2. Once the registration is complete, you will see a **Thank you page** and receive a SMS message and confirmation email within 5 minutes. During the peak time, the confirmation SMS and email may be slightly delayed.
3. The Wellington Academy Programme will issue official tax receipts (fapiao) for fee payments. Please contact the Academy office at [academy.tianjin@wellingtoncollege.cn](mailto:academy.tianjin@wellingtoncollege.cn) to receive a fapiao after the fees have been paid.

### IV. FAQ

To access the FAQ, including (what to prepare, where to go for the first session, etc.), follow the link below:

<https://academy.wellingtoncollege.cn/tianjin/contact/faq/>

### V. Waiver, Terms and Conditions

**Please read Waiver, Terms and Conditions carefully, by completing the registration, you are deemed to have accepted the Waiver, Terms and Conditions.**

#### **Enrollment and Payment**

1. Advertised Academy Programmes will only run if we get the required numbers by the end of the registration period. If a student has registered for an Academy that we are unable to run due to the lack of numbers, he/she may switch to another academy if there is availability or request a credit.
2. All payments must be made to the Academy Programme prior to the commencement of sessions. Otherwise the participant will not be able to participate.
3. **No refunds** will be given once enrollment and payment have been made. However, depending upon availability, your child may switch into another Academy once and once only, **during the first two weeks** of the Academy program.
4. To participate in the Wellington Academy Programme 'Programme', you agree and understand that the execution of the Waiver, Terms and Conditions is a prerequisite for participation in the Programme. Activities associated with the programme can at times involve some element of risk of injury, property damage, and other dangers associated with participation in the Programme.
5. In order to be allowed to participate in the Programme, you agree to assume all risks related to the Programme and to release in full Wellington Academy and Wellington College in China and their employees, contractors, vendors, officials including, but not limited to, the State, province and local municipalities where the programme takes place (Collectively the 'Released Parties') from any and all liability that may be incurred as a consequence of participation in the Programme.

6. When completing the online registration, you must agree to the Academy Waiver, Terms and Conditions policy before submitting the registration form. By registration, you are acknowledging that you have carefully read this Waiver, Terms and Conditions and fully understand its contents. The participants parent(s) or legal guardian(s) has/have completely reviewed this Waiver, Terms and Conditions, fully understand(s) and consent(s) without any condition to the document and authorises the permits the participation in the Programme.
7. All details provided in the registration are accurate. Misrepresentation or incorrect information provided within the registration (**including date of birth**), will cancel the registration without refund or credit of payment.

## **Cancellations – Credit & Refunds**

1. Please note that there may be cancellations to our Academies for the following reasons, in that case, credit will be offered:
  - a. **Weather/Pollution**  
Academies will be cancelled or moved to indoors if the school pollution AQI reading is 200 or above. We will notify parents and pupils in advance in this instance.
  - b. **School Events**  
For Wellington students only, credits will be issued when an approved school fixture or tournament requires the attendance of a pupil. Parents need to notify academy office 24 hours in advance, otherwise no credit will be offered.
  - c. **Staff Illness**  
In the rare occasion that a staff member is unwell and unable to find an alternative teacher will be provided. In the unlikely event that there is no alternative teacher available the Academy will be cancelled, and a credit will be issued.
  - d. **Missed Academy Sessions**  
Refunds, credits or make up lessons will NOT be given for non-attendance of Academy lessons for any reason. This policy includes private tennis lessons.
2. **Credit Expiry Date** the credit should be used within one Academic year, after the expiry date the credit will be invalid.

## **Others**

1. During the first few Academy sessions, students will be assessed and placed in groups based on age and ability.
2. Information on Academy sessions and times will be posted on the Wellington Academy Programme website <https://academy.wellingtoncollege.cn/tianjin/>
3. Parents are advised to check the website regularly for updated information.
4. The Academy may use media equipment during any session for analysis and/or promotional purposes. By enrolling on any Academy, you are giving permission for images of your child to be used by the Academy for any lawful purpose. If you would rather the Academy did not use images of your child, please make us aware in writing.