

REGISTRATION FORM

Dear Parents,

The registration for classes are now open. If you would like to register your child/ward for our classes, please fill in this form and submit it to our staff or teachers. Upon successfully registration, the course fee for the term will have to be paid in full. The priority for registration will be for our existing students, followed by siblings of existing students and finally new students. Please indicate your preferred time and day by referring to our timetable. Your child/ward will be placed on waiting list if the chosen time slot is full. We will contact you as soon as there is a vacancy.

We hope your child will have a wonderful learning experience with us!

Yours Sincerely,

COURSE REGISTERED

STUDENT INFORMATION

Month Joined:			Any Siblings of our existing Students <input type="checkbox"/> YES <input type="checkbox"/> NO :		If YES pls state Name:	
2	0	2	Current School:		Most Recent Exam Results (If applicable):	

English Name	Chinese Name (中文名)	Day of Lesson	Time of Lesson

PARENT/GUARDIAN INFORMATION

Name:		Home Address:	
Contact no. :			
Mobile :	Home/Office:		
Emergency Contact no.:	Email:		

Course Fee to be paid upfront:	Confirmation: Your child have been registered for the above mentioned course: <input type="checkbox"/> Yes <input type="checkbox"/> No Payment received: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Others (Official receipt will be issued)
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Signature by parent / guardian:	Approved by:
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REGISTRATION FORM

Terms and Conditions

1. Registration is on a first-come-first served basis. It is confirmed upon receipt of the completed form with the payment of the respective fees.
2. Fees paid are non-refundable once registration is confirmed.
3. **The selected time slot can be swapped or changed for your convenience as long as we have vacancies.**
4. We reserve the rights to reject any registration, limit the student enrolment, and expel any students who misbehaves or fails to conduct himself/herself in a proper manner/refuses to do and submit any work given and causes damage to the school property or who disturb or bully other students or teachers within the Centre premises.
5. Consent is given to us to use photograph and video clips of my child for future publicity material and newsletter only when we seek approval from you.
6. We will not be responsible or liable for the loss or damage of any personal property within the Centre premises
7. Whilst we takes reasonable steps to ensure the safety of every child during classes or within its premises, mishaps and accidents may occur due to circumstances beyond the Centre's control. Therefore, we cannot be held legally liable for such incidents and are indemnified against such liability.

Rules and Regulations for Make Up Lessons

1. Due to the increasing number of students and to ensure consistent progress of each student, make up can only be carried out on the next available time slot for students who are ill or absent due to unforeseen circumstances. In the event if such a time slot cannot be found it can be utilised for holiday classes.
2. Make up for absence of class due to personal reasons should be made known to use at least one week before the actual lesson so that students can attend lessons on another available day specified by teacher.
3. Students who are unable to attend any make up lessons within the year, a copy of the teaching materials for the affected lesson will be given. Students will have to complete the assignments at home and bring it back to the teacher for marking and feedback.
4. Make up lesson is not an entitlement. Due to our limited resources and to optimise each student's learning progress, we would like to seek the full co-operation from all the parents and guardian to try their best not to let your child miss any classes unnecessarily.

I acknowledge that I have read, understand and accepted the above Terms and Conditions.

Name of Parent / Guardian : _____ Date: _____

Signature: _____ Relationship to child: _____