

## 2017 Registration Form

Dear parents,

The registration for 2017 classes is now open for public. If you would like to register your child/children for our classes, kindly fill-in this form and submit to our staff or teachers. Upon registration, 1 term course fee has to be paid in full for reservation on the placement. We will put our existing students in priority and followed by their siblings and lastly the new students. Please indicate your preference time slots as shown in the time table. Your child/children will be put in the waiting list if your preferred time slot is full. We will contact you again once there is a vacancy.

Thank you and looking forward to a wonderful learning experience with your child!

Warmly,

Zhou's Academic Studio

### Student Information

Student name : (eng) \_\_\_\_\_ (中文) \_\_\_\_\_ Academic year (2016) : \_\_\_\_\_

Sibling to any of our existing students? NO  YES  who? \_\_\_\_\_

Current School : \_\_\_\_\_ Chinese Exam Results : \_\_\_\_\_

I, \_\_\_\_\_ parent/guardian of the above mentioned student, would like to register my child/children for the Chinese Enrichment Course \_\_\_\_\_ ( day : \_\_\_\_\_ , time : \_\_\_\_\_ )

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### Parent/Guardian Information

Name : \_\_\_\_\_ NRIC/passport no. : \_\_\_\_\_ Occupation : \_\_\_\_\_

Contact no. : \_\_\_\_\_ Email : \_\_\_\_\_

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The course fee to be paid upfront is \$ \_\_\_\_\_

Confirmation: YES  Your child has been registered for the above mentioned course  
NO  Not yet. We will contact you again.

Payment received : Cash  Nets  Cheque  \_\_\_\_\_  
(Official receipt will be issued.)

Signed by parent /guardian: \_\_\_\_\_ Approved by : \_\_\_\_\_

Date: \_\_\_\_\_ Designation: \_\_\_\_\_

## 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. Zhou's Academic Studio Pte Ltd reserves the rights to reject any registration, limit the student enrolment, and expel any students who misbehaves or fails to conduct himself in a proper manner and causes damage to the school property or who disturb or bully other students or teachers within the Centre premises.
4. Consent is given to Zhou's Academic Studio Pte Ltd to use photograph and video clips of my child for future publicity material and newsletters.
5. Zhou's Academic Studio Pte Ltd will not be responsible or liable for the loss or damage of any personal property within the Centre premises.
6. Whilst Zhou's Academic Studio Pte Ltd and its staff take 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, Zhou's Academic Studio Pte Ltd and its staff cannot be held legally liable for such incidents and are indemnified against such liability.

## Rules and Regulations for Made-up Lesson

1. Due to increasing number of students and to ensure consistent progress of each student, student can only attend our regular lesson on the same week as his/her made-up lesson.
2. Besides of illnesses and unforeseen circumstances, if is due to personal reason which can be predicted, kindly inform us at least **one week** before the actual lesson so that we can arrange the made-up lesson on the same week as per our regular lesson.
3. For those students who are unable to attend any made-up lessons, kindly request a copy of the teaching material of the lesson which they have missed and complete it at home and bring back to their respective teachers for marking and further explanation.
4. Made-up lesson is not an entitlement. Due to our limited resources and to optimise each student's learning progress, we would like to seek full co-operation from all the parents to try their best not to let your child to miss any classes.

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

**Name of Parent / Guardian :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature :** \_\_\_\_\_ **Relationship to child :** \_\_\_\_\_