

报名表格 Enrolment Form

编号 Receipt No: _____

班级 Class: _____

Student's Name: _____ 学生名字: _____

出生日期 Date of Birth: _____ 年龄 Age: _____

住址 Address: _____

_____ (M / F)

电话 Telephone: _____ (Home)

学校 School: _____

_____ 年级 Standard: _____

家长姓名 Parents' Names

父亲 Father: _____

电话 Telephone: _____ (办公室 Office) _____ (手机 Mobile)

电邮 Email: _____

母亲 Mother: _____

电话 Telephone: _____ (办公室 Office) _____ (手机 Mobile)

电邮 Email: _____

监护人签名 Parent's Signature

日期 Date

Please fill in all the fields and fax to 6297 0488.

Beach Road
Tel: (65) 6297 1971
Fax: (65) 6297 0488

Pasir Ris
Tel: (65) 6582 1971
Fax: (65) 6582 9282

Yishun
Tel: (65) 6758 1971
Fax: (65) 6758 6727

Toa Payoh
Tel: (65) 6297 1971

报名及上课细则

- 1) 学生上课时，必须服装鞋袜干净整齐。
- 2) 不得无故迟到、早退或缺席；如有特殊事故，应在一星期前通知老师。
- 3) 无故缺席达三次者，当自动退出论，学费恕不退还。
- 4) 上课时，服从老师指导，不得任意胡为，破坏公物，食用零食，影响同学学习情绪。
- 5) 对屡犯错误，顽劣难改，经与家长共商后而无法改进者，本学院可勒令其退学并退还剩余学费。
- 6) 任何一个阶段的学习完成后，本学院对学生的进阶与否，保有决定权。
- 7) 上课时，不携带贵重饰物，尚若有任何物品遗失，学院概不负责。
- 8) 学位经肯定后，不得转让他人，亦不得随意换班。
- 9) 申请退位或延期上课，最迟须于正式上课日三十天以前提出；\$40 手续费将从学费中扣除。
- 10) 除第九项条规以外，任何学费经缴交后，概不退还，亦不得转让。
- 11) 学费须在开课日前缴付。第二课以后交付学费，须缴付\$10 滞纳金。第三课以后缴付学费，须缴付\$20 滞纳金。
- 12) 本规则若有未尽处，学院得以随时增删。
- 13) 本规则经签署后，将实效于该学生的每一项课程，直至该学生修完所有课程为止。

Rules & Regulations

- 1) All students must dress appropriately for lessons.
- 2) Attendance is compulsory. Students must be punctual for lessons. Students who are unable to attend classes with valid reasons must inform the Language School one week in advance.
- 3) Student who is absent for three times without any valid reasons will be considered as withdrawing himself from the Language School. No refund will be made under such circumstance.
- 4) Students must behave properly in class and be respectful to the teachers.
- 5) If the student's behaviour is disruptive to the class and after repeated warnings and in consultation with the parents, the student is still unrepentant, the School shall reserve the right to cancel the student's lesson and refund the prorated school fee.
- 6) Upon completion of the lessons, the School shall reserve the right to decide if the student qualifies for the next stage of learning.
- 7) The Language School shall not be held responsible for valuables lost in class.
- 8) Each student's membership at the Language School shall not be transferable nor assignable.
- 9) Any requests for a cancellation of the enrolment of the student for any course OR any request for any amendments relating to the same shall be made at least thirty (30) days before the commencement date of the originally course applied for. Requests made after such date shall not be entertained. An administrative fee of \$40 will be chargeable for such cancellation/ amendment.
- 10) Unless otherwise stated in the above rules, no refund shall be made for any monies paid to the Language School.
- 11) All school fees must be settled in full before the class commences. A late fee of \$10 would be imposed on payments received after the commencement of the second lesson. If payment were still not received after the third lesson, the late fee would then be compound to \$20.
- 12) The Language School reserves the right to amend the above rules from time to time.
- 13) These rules & regulations shall continue to bind all students of the Language School throughout their entire term of membership at the School.

Student's Name: _____ BC Certificate: _____

Parent's Signature: _____ Date: _____