

REGISTRATION FORM - EDUPLAY

STUDENT'S NAME: _____ NAME IN HANYU PINYIN _____
(Please underline surname)

B.C./FIN: _____ BIRTHDAY (DD/MM/YY): _____ SEX : M/ F

PARENT : _____ NRIC / FIN : _____

ADDRESS : _____ PHONE : _____ (Home)
 _____ (Office)

E-MAIL : _____ (HP/Pager)

PROGRAMME	AGE	TIME (please circle your preference)
PlayNest (English & Mandarin)	6 mths - 18 mths	English : (a) 9am (b) 11am (c) 1pm (d) 3pm Mandarin : (a) 9am (b) 11am Frequency : 3 / 4 / 5 times per week
PlayClub (English)	1 ½ - 3 ½ years	(a) 9 – 11am (c) 2 – 4pm (b) 11.30am – 1.30pm (d) 4.30 – 6.30pm
Mandarin Play	1 ½ - 3 ½ years	(a) 9 – 11am (c) 2 – 4pm (b) 11.30am – 1.30pm (d) 4.30 – 6.30pm
PlayClub Additional session	1 ½ - 3 ½ years	Monday (a) 9 – 11am (b) 11.30am – 1.30pm
Mandarin Play Additional session	1 ½ - 3 ½ years	Monday (a) 9 – 11am (b) 11.30am – 1.30pm
Bilingual PlayClub	1 ½ - 3 ½ years	Monday (Forum only) (a) 9 – 11am (c) 2 – 4pm (b) 11.30am – 1.30pm (d) 4.30 – 6.30pm Sunday (Forum only) (a) 9 – 11am (c) 2 – 4pm (b) 11.30am – 1.30pm Friday (Evans Road only) (a) 4.30 – 6.30pm Saturday (Evans Road) (a) 9 – 11am (c) 2 – 4pm (b) 11.30am – 1.30pm (d) 4.30 – 6.30pm
PlayNursery	2 ½ - 3 ½ years	Tuesday / Thursday or Monday / Wednesday / Friday (a) 8.30 – 11am (b) 12noon – 2.30pm

Please make all cheques payable to : **Julia Gabriel Communications Pte Ltd**

1) Is your child currently attending classes or on the waiting list of Chiltern House? If so, please specify:

Class : Nursery / K1 / K2 Year : _____

2) Does the student have any allergies? If so, please specify :

3) Has the student ever seen, or been recommended to see, a speech and language therapist or psychologist? If so, please specify the nature of therapy or area of assessment:

4) Where did you hear about us? Friends / Newspapers / Magazines or Others _____

FOR OFFICE USE					
R #		C #		For :	Mode :
P #		MP#		By :	Date :
ADJUSTMENT NO:			AMOUNT:		

Submitted to the office on _____ (Date) at _____ (Time)

Course Code : _____

TERMS & CONDITIONS

REGISTRATION FEE

Registration is collected on a per child basis and is non-refundable.

REFUNDABLE DEPOSIT

Each student in PlayNest, PlayClub and Mandarin Play is required to pay a refundable deposit of \$200 or \$300 for PlayNursery. Separate deposits are required for students taking both PlayClub & Mandarin Play. Students in all other programmes are required to pay a refundable deposit of \$50 for each programme.

We require a deposit because some parents enrol their child for classes but do not take up the reserved place, without giving any notice of withdrawal. Your child's place in any new term following enrolment is automatic to ensure continuity and minimise administrative inconvenience to you. The deposit covers the space reserved.

The deposit will be forfeited if:

- 1. Your child fails to take up a reserved place in a class.**
- 2. Written notice of withdrawal from the next term is not given by the end of Week 5 in a 10-week term. This is because we automatically keep a place for your child in the next term unless you specifically withdraw.**
- 3. Your child is withdrawn during the current term.**
- 4. Your child is absent for the first two weeks of term without notification. We will then assume that you wish to withdraw him/her from the class. However, we will hold your child's place if you have paid fees in full for the term.**

The deposit is refunded three weeks after the end of term, but the cost of unreturned library books will first be deducted from the deposit.

MEDIA RELEASE

From time to time, we record class work to be used for media and academic release. We require parents to sign the release (below) before a child can be admitted to a class.

PUBLIC HOLIDAYS

There are no classes on gazetted Public Holidays. A replacement class will only be arranged when the public holiday occurs twice on the same day of the same term.

REFUND OF FEES

Fees will be forfeited if you were to withdraw your child during term time. However, if the child does not, for any reasons, settle in easily and happily, the teacher may decide that it is in the child's best interest to withdraw. In this case, the deposit and balance fees will be returned in full less any amounts due.

ACKNOWLEDGEMENT

I have read and accept the terms and conditions above.

I/We grant permission to JULIA GABRIEL COMMUNICATIONS PTE LTD to use my/our child's photograph(s), written work and voice in academic works, brochures, videos or other promotional materials.

_____ (Signature of parent) _____ (Name of parent)

_____ (Child's Name) Customer Ref: _____ Date: _____

We reserve the right to amend any of the above terms and conditions from time to time.

