

Student's Particulars 学生资料

Full Name **I/C No (last 4 digit)**
姓名: _____ 身份证号码 (最后四位数字): _____

Chinese Characters (if any) **Gender:** **M / F***
华文姓名: _____ 性别: 男 / 女*

Address **Postal Code**
地址: _____ 邮区: _____

Tel (Home) **Student's Mobile** **Date of Birth (month/year)**
电话 (家): _____ 学生手机: _____ 出生日期 (月/年): _____

Nationality **Race** **School**
国籍: _____ 种族: _____ 学校: _____

Primary 小学 1 / 2 / 3 / 4 / 5 / 6 * *** Kindly circle accordingly 请圈出相关者**
Secondary 中学 1 / 2 / 3 / 4 / 5 * NT (G1) / NA (G2) 普通 Express (G3) 快捷 SAP 特别
Year 年级 1 / 2 / 3 / 4 / 5 / 6 * IP/IB 直通车/联办国际中学毕业会考课程

Enrolling in 报读: Please check 请打勾
Pre-Pri, P1 – P2: Eng Math MT 华文
P3 – P6: Eng Math MT/HMT 华文/高级华文 Sci MT CW 华文写作与会话 Eng CW
Sec 1 – 2/Year 1 – 2: Eng Math MT/HMT 华文/高级华文 Sci
Sec 3 – 5/Year 3 – 4: Eng E. Math A. Math MT/HMT 华文/高级华文 Phy Chem Bio POA
JC1 – 2/Year 5 – 6: General Paper

Parent/Guardian's Particulars 家长 / 监护人资料

Name of Parent/Guardian **Relationship**
家长/监护人姓名: _____ 关系: _____

Tel No **Mobile** **Email**
电话: _____ 手机: _____ 电子邮件: _____

Terms & Conditions 条规

Please adhere to our terms and conditions appended below. 请遵循以下条规。

- Course fees are to be paid immediately via **PayNow or Fund Transfer**, to **UEN 200711592G, Emma Study Place Pte Ltd**, upon enrolment. Existing clients, parents/guardian and/or students are to pay all course fees **within the 1st week** of the month; course fees are collected on a monthly basis (**4 lessons a month per course**) and with the exception of rule 2. An e-receipt will be issued before the 10th workday. 课程费用将在注册后立即通过 **PayNow** 或资金转账支付至 **UEN 200711592G, Emma Study Place Pte Ltd**。现有的客户、家长/监护人和/或学生应在每月的第一周内支付所有课程费用; 学费皆以每个月为计算和收取 (每门课程 - 每月 4 节课), 条规 2 注明的情况除外。现有客户、家长/监护人和/或学生将在十天工作日内收到电子收据。
- A new student will have to pay a **non-refundable registration fee of \$35/-**. Existing clients, parents/guardians and/or students do not need to pay for the continued enrolment for the new academic year. A student who enrolls and commences courses at any juncture of the month will have his fees paid on a pro rata basis plus the following month. 新生须缴纳\$35/-的注册费, 不可退还。现有的客户、家长/监护人和/或学生如继续, 无需支付新学年的注册费。若新生并非于当月的第一周入学, 学费则以当月上课次数计算、加以下个月的学费。
- Students who do not pay for courses for up to one month, **particularly in the June and November holidays**, will have to pay a non-refundable re-registration fee of \$70/- to resume the courses. 任何学生没有缴付学费长达一个月, 尤其是六与十一月假期, 再次入学时必须重新缴付\$70/-的注册费、不可退还。
- A formal written notice of withdrawal must be given **one calendar month if the client, student, parents/guardian wishes to terminate the enrolled course**. Clients, parents/guardians will need to pay the fees for that month of notice period and there will be no refund of fees. Please be reminded that **Emma Study Place Pte Ltd do not collect deposit**. 如果客户、学生、家长/监护人希望终止注册课程, 则必须在一个日历月内发出正式的书面退学通知。客户、父母/监护人需要支付当月通知期的费用, 并且费用不予退还。请注意, **Emma Study Place Pte Ltd** 不收取押金。



5. Replacement of lesson is only conducted if the student furnishes Emma Study Place Pte Ltd with **medical certificate or letter of notification from school. Personal reasons** such as travelling, family holidays, family gatherings, birthday celebrations, weddings, funerals, religious activities, outside school activities, outing with friends, being too tired and etc. **are not acceptable, and there will be no replacement of lesson. Fees are strictly non-refundable** should the student do not want to attend his lesson(s). Emma Study Place Pte Ltd 只在学生能够提供合理证明（如病假单或学校通知）的情况下才会安排补课；诸如因家庭旅游、聚会，家人朋友生日、婚礼、葬礼、宗教活动、校外活动与朋友郊游、太累了等私人原因而缺课的，Emma Study Place Pte Ltd 将不予补课。若学生故意缺课，Emma Study Place Pte Ltd 不予退还费用。
6. **Emma Study Place Pte Ltd will conduct classes on stipulated days as stated in the calendar furnished (ANNEX A). Emma Study Place Pte Ltd will fulfil the 4 lessons scheduled per month. Should there be a replacement class, it shall be scheduled within 4 weeks of the calendar month. Emma Study Place Pte Ltd 将在提供的日历（附件 A）中规定的日期上课。Emma Study Place Pte Ltd 将完成每月安排的 4 节课。如果有替代课程，应在 4 周内安排。**
7. There will be a break in December to allow students and teachers to recharge. Emma Study Place Pte Ltd 将在 12 月休息时间，让学生和老师们充电。
8. **Emma Study Place Pte Ltd is registered with the Ministry of Education and People's Association. Teachers and staff are bound by legal contract obligations; clients, parents/guardians and/or students are not to contact our Teachers and Staff directly or indirectly for private recruitment, solicitation and/or inducement of tutoring services. Emma Study Place Pte Ltd 是在教育部和人民协会注册列表里。教师和工作人员受法律合同义务的约束；客户、家长/监护人和/或学生不得直接或间接联系我们的教师和工作人员进行私人招聘、招揽和/或诱导辅导服务。**
9. Emma Study Place Pte Ltd **reserves the right to report to the authorities of any violation of law, misbehaviour or public nuisance caused by the clients, parents/guardian and/or students.** Emma Study Place Pte Ltd reserves the right to reject the student's admission or continuity based on the clients, parents/guardian and/or student's attitude. 客户、家长/监护人和/或学生若做出任何有悖于法律道德的行为或造成公共秩序混乱，Emma Study Place Pte Ltd 有权向公共机关报告，以维护秩序。客户、家长/监护人和/或学生若在中心内行为不当，粗鲁对待中心员工的，Emma Study Place Pte Ltd 有权让其离开。Emma Study Place Pte Ltd 会根据客户、家长/监护人和/或学生的态度以及是否适合集体学习等情况，保留决定学生去留的权利。
10. **Emma Study Place Pte Ltd reserves the right to suspend and/or terminate the student with immediate effect from or to any or all classes in the event that without prejudice** should the clients, parent and/or students fail to pay up the fees by the 2nd week of the month, harass or threaten, abuse and cause distress to others at the premises. **Paid fees are strictly non-refundable in such circumstances.** 客户、家长/监护人和/或学生若无法准时缴清学费，破坏中心内的财物，做出任何有悖于法律道德的行为，和给场所内的其他人造成困扰，Emma Study Place Pte Ltd 保留让其立即暂停和/或终止学生任何或所有课程的权利。在这种情况下，已支付的费用严格不予退还。
11. **Emma Study Place Pte Ltd will not be held liable for hurt, injury, loss or damage to clients, parents/guardians and/or students and any of their personal property.** The client, parents/guardians and students hereby agree to undertake all risk and liability arising from or incidental to the provision of the services to the students, whether the provision of such services takes place at Emma Study Place Pte Ltd's premises. Emma Study Place Pte Ltd 不会为任何受伤事故，个人的项目损失或由学生导致的破坏承担责任。客户、家长和学生特此同意承担因向学生提供服务而产生或附带的所有风险和责任，无论此类服务的提供是否在 Emma Study Place Pte Ltd 的场所进行。

I have read, understood and will abide by the Terms & Conditions, governed and construed in accordance with the law of the Republic of Singapore, concerning my child / guardian's enrolment at Emma Study Place Pte Ltd. I have a duplicated copy of the Terms & Conditions, signed. 我已阅读、理解并将遵守有关我的孩子/监护人在 Emma Study Place Pte Ltd 的注册的条款和条件，并根据新加坡共和国法律进行管理和解释。我有条款和条件的副本条件，签字。

I agree and accept to receive marketing information from Emma Study Place Pte Ltd even though I am registered with the Do Not Call (DNC) Registry. 本人同意并接受接收来自 Emma Study Place Pte Ltd 的营销信息，即使我已注册 "谢绝来电"(DNC)登记处公众注册表。

Signature of Parent/Guardian & Full Name

家长/监护人签名和姓名: _____

Date 日期: _____