

Student's Particulars 学生资料

Full Name 姓名: _____ I/C No (As required by People's Association) 身份证号码: _____

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

Address 地址: _____ Postal code 邮区: _____

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

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

* Kindly circle accordingly 请圈出相关者
 Please check 请打勾

Primary 小学 1 / 2 / 3 / 4 / 5 / 6 * (Other information 其他信息: _____)

Secondary 中学 1 / 2 / 3 / 4 / 5 * G1 G2 G3 / 'N' level 'O' level

Enrolling in 报读:

Pre-Pri, P1 – P2: Eng Math 华文
 P3 – P6: Eng Math Science 华文/高级华文
 Sec 1 – 2: Eng Math

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

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

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

Terms & Conditions 条款

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

- To enrol for the course, course fees are to be paid to **People's Association via its online payment system or at the respective community club**. Existing clients, parents/guardian and/or student are to pay all course fees **before the 1st session of the term**; course fees are collected on a term basis (**6 lessons a term per course as strictly scheduled by Emma Study Place and People's Association**). An e-receipt/receipt will be issued by People's Association. A student who enrolls and commences before the 3rd session of the term will have his fees paid in full to People's Association; arrangements to make up the first 2 sessions will be made accordingly. 客户、家长/监护人和/或学生需通过人民协会的在线支付系统或在各自的社区俱乐部报名课程与支付课程费用。现有的客户、家长/监护人和/或学生应在当学期第一节课之前支付所有课程费用; 课程费用按每门课程一个学期收取(每门课程每学期6节课)。如果学生在学期第三课之前注册, 学生将全额支付所有课程费用; 前两节课的补课将作相应安排。人民协会将向客户、家长/监护人和/或学生发出课程费用电子收据/收据。
- Emma Study Place Pte Ltd is a licensed training operator engaged by People's Association**. A new student will have to **pay a non-refundable registration fee of \$30/- via PayNow or Fund Transfer, to UEN 200711592G, Emma Study Place Pte Ltd, upon enrolment**. An e-receipt will be issued by Emma Study Place Pte Ltd before the 10th workday. Existing clients, parents/guardian and/or students do not need to pay the registration fee for the continued enrolment for the new academic year. **Emma Study Place Pte Ltd**是人民协会的持牌服务提供商。新生必须在注册时通过 **PayNow**或资金转账向 **UEN 200711592G, Emma Study Place Pte Ltd**支付不可退还的 **\$30/-**注册费。**Emma Study Place Pte Ltd**将在第 **10**个工作日之前发出电子收据。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。
- A formal written notice of withdrawal must be given **one term before the next if the student, parents/guardian wishes to stop the student's classes**. Clients, parents/guardian will need to pay the fees for that term of notice period and there will be no refund of fees. Please be reminded that **Emma Study Place Pte Ltd do not collect deposit**. 如果学生、家长/监护人希望终止学生的课程, 则必须在下一学期之前发出正式的书面退学通知。客户、父母/监护人需要支付该通知期的课程费用, 不可退还。另请理解并提醒您**Emma Study Place Pte Ltd**不收取押金。

Bedok & Admin@Blk 209 New Upper Changi Road #04-647 Singapore 460209
 Tel: 6635 1625/6493 2325 Mobile: 9062 9895
 www.emmastudyplace.com



Emma Study Place Pte Ltd
 Company Reg No 200711592G

4. Students who do not pay for lessons for up to a term, will have to pay a non-refundable re-registration fee of \$30/- (per student) to resume the courses. 任何学生没有缴付学费长达一个学期, 再次入学时必须重新缴付\$30/-的注册费, 不可退还。
5. Replacement of session is only conducted if the student furnishes the Teacher with **authentic medical certificate or letter of notification from school**. Replacement of session will be scheduled by Emma Study Place Pte Ltd, either online (together with another group) or onsite extension (combine with another group). There shall be no 1-1 replacement make up sessions. **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 session. Fees are strictly non-refundable** should the student do not want to attend his session(s). Requests to waive fees shall not be entertained. 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。Emma Study Place Pte Ltd 将安排补课 - online (与另一个小组一起) 或 onsite (延长与另一个小组合并)。不得有 1 对 1 的替补补课。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, 而免除费用的请求也不予受理。
6. Emma Study Place Pte Ltd is closed on stipulated days, as stated in on People's Association's payment link or informed by Emma Study Place Pte Ltd. Emma Study Place Pte Ltd will fulfil the 6 lessons scheduled per term. Should there be a replacement class, it shall be scheduled within 6 weeks of the calendar month. Emma Study Place Pte Ltd 在规定的日期休息。Emma Study Place Pte Ltd 将完成每学期预定的 6 节课。如果有补课, 则应在日历月的 6 周内安排。
7. There will be intermittent breaks in the whole academic year to allow students and teachers to recharge. The schedules will be informed in advance. Emma Study Place Pte Ltd 整个学年将有间歇性休息, 让学生和老师们放松。时间表将提前通知。
8. Emma Study Place Pte Ltd is registered with the Ministry of Education and People's Association. Teachers and staff are bound by contractual 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 and or business services. Emma Study Place Pte Ltd 已在教育部和人民协会注册表里。教师和工作人员受合同义务的约束; 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/或诱导辅导和/或商业服务。
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, parents/guardians and/or students fail to pay up the fees by the 2nd week of the term, 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/or 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 on People's Association'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/监护人和/或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和责任, 无论此类服务的提供是否在人民协会的场所进行。

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 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 的营销信息, 即使我已注册在 '谢绝来电' (DNC) 的登记处。

Signature of Parent/Guardian

家长/监护人签名: _____

Date 日期: _____