

Student's Particulars 学生资料

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

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
P3 – P6: Eng Math Science Eng CW
Sec 1 – 2: Eng Math
Sec 3 – 5: Eng E. Math &/ A. Math * Chemistry &/Physics *

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/guardians 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 & / 3 lessons a month per course as strictly scheduled by Emma Study Place**) and with the exception of rule 2. An e-receipt will be issued before the 7th workday. 注册后, 请应立即通过 **PayNow** 或资金转账支付课程费用和押金, 支付至 **UEN 200711592G, Emma Study Place Pte Ltd**。现有客户、家长/监护人和/或学生应在该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 &/ 3 节课; 以根据 **Emma Study Place** 的安排)。条规 2 注明的情况除外。现有客户、家长/监护人和/或学生将在七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/guardian and/or students do not need to pay for the continued enrolment for the new academic year. A student who enrolls and commences lessons 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。现有继续的客户、家长/监护人和/或学生无需支付新学年的注册费。若学生并非于每个月的第一周入学, 学费则以上课天数计算、加以下个月的学费。
- Students who do not pay for lessons 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/监护人希望终止已注册的课程, 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/监护人需要支付通知期内当月的费用, 并且费用不会退还。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

5. Replacement of lesson is only conducted if the student furnishes the Teacher with **authentic medical certificate or letter of notification from school**. Replacement of lesson 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 lessons. **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). 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 from Chinese New Year Eve to 3rd day of Chinese New Year, and all Public Holidays (whether general, gazetted or otherwise declared or observed in Singapore). There shall be no lessons scheduled on these days, and should there be, replacement class will be scheduled within the month. Emma Study Place Pte Ltd 将在华人新年年三十、初一、初二、初三、以及(新加坡)公共假期休息，并且不会为这些假日上课。如有，Emma Study Place Pte Ltd 将在本月内安排补课。
7. There shall be lessons scheduled during March, June, September and November school holidays, Youth Day, Children's Day and Teacher's Day. There shall be a break in last week of November and December to allow students and teachers to recharge. Emma Study Place Pte Ltd 在每年三月、六月、九月、十一月学校假期，以及青年节、儿童节、教师节照常上课。11 月的最后一周和 12 月会是一个休息时间，好让学生和老师们的放松。
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 client, 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 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。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，已支付的费用绝对不予退还。
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 clients, 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 or 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/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责任，无论此类服务的提供是否在人民协会或 Emma Study Place Pte Ltd 的场所进行。

I have read, understood and shall abide by the Terms & Conditions, governed and construed in accordance with the law of the Republic of Singapore, concerning my child / ward'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/被监护人注册于 Emma Study Place Pte Ltd 就读的条款和条件，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 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: _____