

Student's Particulars 学生资料

<b>Full Name</b> 姓名: _____	<b>I/C No</b> 身份证号码: _____
<b>Chinese Characters (if any)</b> 华文姓名: _____	<b>Gender:</b> M / F* 性别: 男 / 女*
<b>Address</b> 地址: _____	<b>Postal code</b> 邮区: _____
<b>Tel (Home)</b> 电话 (家): _____	<b>Student's Mobile</b> 学生手机: _____
	<b>Date of Birth (month/year)</b> 出生日期 (月/年): _____
<b>Nationality</b> 国籍: _____	<b>Race</b> 种族: _____
	<b>School</b> 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 \*  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

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

<b>Name of Parent/Guardian</b> 家长/监护人姓名: _____	<b>Relationship</b> 关系: _____
<b>Tel No</b> 电话: _____	<b>Mobile</b> 手机: _____
	<b>Email</b> 电子邮件: _____

Terms & Conditions 条规

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

- 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/guardians and/or students are to pay all course fees **before the 1<sup>st</sup> session** of the term; course fees are collected on a term basis (**6 lessons a term per course**). A student who enrolls and commences courses before the 3<sup>rd</sup> lesson of the term will have his fees paid full; arrangements to make up the first 2 lessons will be made accordingly. **People's Association will issue the parent/guardian and/or students a receipt of the course fees.** 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;课程费用按月收取(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。

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 course. 任何学生没有缴付学费长达一个月, 再次入学时必须重新缴付\$30/-的注册费, 不可退还。
5. Replacement of lesson is only conducted if the student furnishes the Teacher 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 is closed on** stipulated days as stated in the calendar furnished (ANNEX A). 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** 在提供的日历 (附件 A) 中规定的日期关闭。Emma Study Place Pte Ltd 将完成每门课程学期安排的 6 节课。如果有替代课程, 应在 6 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, parents/guardians and/or students fail to pay up the fees by the 2<sup>nd</sup> 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 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: \_\_\_\_\_