

ANDREW YAP EDUCATION CENTRE PTE LTD

Student Registration Form

(I) Student's Particulars

Full Name:	Gender:
School:	
Mobile Number:	Home Number:
Email:	

(II) Parent/Guardian Particulars (In case of emergency)

Name:	Contact:
Relationship:	

Part (A): Payment of Fee

1. There will be a non-refundable one-time registration fee of \$30 upon enrolment.
2. Every subsequent year, \$30 material fee will be collected.
3. Payment of fee must be made promptly on the first of every four lessons.
4. Fees can be paid by fund transfer.

Part (B): Rules and Regulations:

1. Students must be punctual for all lessons.
2. There will be strictly no refund for any lesson missed but full material with solutions or recorded video (if available) will be provided for lesson missed.
3. Lessons at centre will continue during **internal** school test or examinations period.
4. Over the June and Nov/Dec holidays, student going overseas will have to inform the centre 3 weeks in advance regarding the lesson(s) that the student will miss. The centre will then make suitable arrangement on a case by case basis.
5. For festive seasons, the centre will continue with lessons except for the first two days of Chinese New Year.
6. The centre reserves the right to postpone or cancel any lessons due to circumstances deemed appropriate by the centre.
7. Students will need to **service one month notice** before withdrawing from the class.

Signature of Parent:

Date:

Signature of student:

Date: