

Student Enrolment Form



Student's Details

Full Name in BLOCK LETTERS: _____

Date of Birth: ____/____/____ Male Female

Birth Cert No: _____

Nationality: _____ Race: _____ Religion: _____

Home Address: _____

Telephone No (Home): _____ E-Mail: _____

Facebook: _____

<p>FOR OFFICIAL USE</p> <p>Date Registered: ____/____/____</p> <p>Date of First Session: ____/____/____</p> <p>Financial Scheme: No / Yes ____</p> <p>Enrolling Personnel: _____</p>

School Details

Current School/Institution: _____

Class: _____ Form Teacher: _____



Parent's/Guardian's Details

Full Name of Parent/Guardian: _____ Relationship to student: _____

Nationality: _____ NRIC No: _____ Date of Birth: ____/____/____ Occupation: _____

No. of Children: _____ Marital Status: *Single/Married/Separated/Divorced/Widowed

Address (If different from the above address): _____

Telephone No (Home): _____ (HP): _____ (Office): _____

E-Mail: _____ How did you know about Kowabunga! ?

* Delete as appropriate.

Authorized Guardians to fetch student (excluding above Parent/Guardian):

1. Name: _____ Relationship: _____ Contact: _____

2. Name: _____ Relationship: _____ Contact: _____

3. Name: _____ Relationship: _____ Contact: _____

I am a working parents

	I am a working Dad	I am a working Mom
Occupation		
Organisation		
Working hours		

Thank you for registering with us at Kidz Treehouse Student Care. Kindly read the terms of conditions of our centre below;

Kowabunga! Education Centre LLP (Com. Reg No. T09LL1900F)

333, Boon Lay Way, #1A-03, Singapore 649848

Hotline: 6681 6785 / 97717093

Email: enquiry.sj@airzonelearning.com

Terms and Conditions of Enrolment



Student Care Centre @ Safra Jurong

Enrolment Policy

Kowabunga! Education Centre LLP adheres strictly to the enrolment guidelines set by MSF as we are the administrator of MSF. During Registration, teachers or admin staff will explain to you about the SCFA (**Student Care Financial Assistance**) scheme (**subsidies**) set by the ministry as well as additional subsidy set by Kowabunga!

All fees must be received in full before students receive a final confirmation of place. Students receiving discounts, promotional offers or financial assistant schemes are to attend a minimum of 3 months upon joining the programme or Kowabunga! Education Centre LLP has the right to be compensated for the discounted amounts.

Education Fees

Upon registration, students are required to pay:

+ One-time non-refundable administration fee of S\$50.00

+ One month deposit

+ Monthly academic fee, full month or pro-rated

Other additional fees payable;

+ Annual insurance fees of S\$10.00

+ Uniform at S\$25.00/each

+ Enrolment package of S\$60.00 (PVC mattress, blanket, pillow, utensils, fork and spoon)

+ Full day Student Care for school holiday and or during school days will be charged at S\$5.00 per day.

Academic fees are payable during school holidays regardless of student's attendance. Kowabunga! Education Centre LLP reserves the right to adjust our education fees according to prevailing economic conditions upon informing the parents/students 3 months earlier. Payment can be made by cash or bank cheque to Kowabunga! Education Centre LLP. Parents are highly encouraged to keep the receipt for all the paid fees for the purpose of verification.

Discounts & Privileges

Students will be entitled to the following discounts upon being a Kowabunga! Student (choose only one whichever is with higher discount);

+ 5% discounts off for siblings

+ 15% discounts with Safra member

+ Safra member's Points Rewards Programme

Late / Outstanding Fees

All education Fees are to be paid by the 23rd of each month. Parents/students are to contact Kowabunga! Education Centre LLP in the event that you are unable to pay the fee for the month by the assigned date. A late payment administration fee of S\$3.00 will be charged for every month the fees are not paid. In the event that the amount due is still not paid after the third (3rd) reminder, Kowabunga! Education Centre LLP holds the right to terminate our services and a compound fine of S\$50.00 will be imposed. Parents will also be liable for any legal or court fees that may arise from any legal actions undertaken by Kowabunga! Education Centre LLP to recover the outstanding fees.

Class Arrangements & Termination

+ The Teacher to Student ratio is 1:15.

+ Kowabunga! Education Centre LLP reserves the right to change or reschedule the Academia Class Schedule and Teacher without prior notice.

+ Attendance for each class/sessions will be taken. Kowabunga! Education Centre LLP holds the right to terminate our services if the student's attendance is unsatisfactory (less than 50% attendance).

+ Students are required to wear Kidz Treehouse uniforms and bring their own writing materials, textbooks, change of clothes, toiletries and towel.

+ Parents are to fetch their children by 7:00pm (for after school care) and the centre will released students to authorized guardians only, unless prior informed by parents. A grace period of 10 minutes will be given. Students will be instructed to wait outside the student care centre after the release time. A late fees of S\$10.00 will be imposed for every 5 minutes after the grace period.

+ Kowabunga! Education Centre LLP holds the right to terminate our services in the event that the student is disruptive to the class or is behaving in a manner that is not acceptable in the centre or is caught committing a criminal act such as theft, verbal assault, vandalism and voluntarily causing hurt to anyone including him/herself.

+ For termination of service, parents are required to give a one month written notice to Kowabunga! Education Centre LLP or to fill up the withdrawal form at least one month prior. Failure to do so will result in the forfeiture of deposit.

+ Assessment books recommended by Kowabunga! will only be charged based on per semester/year.

The Privacy Act

Kowabunga! Education Centre LLP will be permitted to use student's profile and results for the purpose of marketing and information on the company's performance. Personal information on the Enrolment Form and all consultation will be held by Kowabunga! Education Centre LLP and used for calculation of fees, monitoring of students' academic progress; administration of tests and assessments; maintenance of order and discipline; providing for students support and welfare.

Parent/Guardian Declaration

- * **I declare the information in this application and any attachments is true and correct. Kowabunga! Education Centre LLP reserves the right to terminate the services if any of the information are found to be inaccurate.**
- * **I understand and agree to the Terms and Conditions of Enrolment.**

Parent/Guardian Signature & NRIC No:

Parent/Guardian Signature & NRIC No:

Date:

Kowabunga! Education Centre LLP (Com. Reg No. T09LL1900F)

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