

Enrolment Form

Pupil's Particulars

Registration Date : _____

Name (underline surname) :				
Sex : M/F	Date of Birth :	BC No :	Age :	Standard :

Address

Blk	Unit	Street Name	Postal Code
			S

Home Tel : _____ Email : _____

Parent's Particular's

	Name	IC No	Occupation	Telephone
Father				(hp)
Mother				(hp)

Siblings

Name	Gender	Date of Birth	Age	Standard

Other related course(s) attended

Course	Duration	Institution

Please tell us how you got to know about Mrs Sam's Programmes by ticking the appropriate box/ boxes below :

- Newspaper
 Magazines
 Bus/MRT Poster
 Flyer/Brochure
 From Relatives/Friends
 Banner
 Others (Please specify _____)

Programmes Enrolled

Course Reference

Programmes Enrolled

Course Reference

Playgroup	P	Tuition (EMS)	
Preparatory	PG	Fun with Mathematics	
Reading	R	Challenging Mathematics	
Phonics	PH	Creative Writing	
English	E	Exploring Science	
Mathematics	M	Speech & Communications	

For Official Use :

Date of Enrollment :
Comments :

Payment Details

Registration Fee :	\$45.00
Bag & Water Bottle	F.O.C
Stationery Fee:	\$50.00
Course Fee : (First Payment)	
Total	
Receipt No	

Terms & Conditions

FEES PAYABLE

The schedule of course fees are available upon request at the Reception. All course fees, calculated on the basis of lessons to be held over each calendar month, are payable in advance. In addition, the following payments are payable upon registration with Mrs Sam's Learning Formula centers or enrollment on Mrs Sam's Learning Formula programs.

- Registration Fee
A one time, non-refundable fee of \$45.00 is payable upon the pupil's registration.
- Stationery Fee
A non-refundable payment of \$50.00 is payable upon the pupil's enrolment.

All course fees shall be paid within the first seven days of the due date, failing which a late payment surcharge shall be levied. Course fees collected are non-refundable, except in the event the particular course is cancelled outright.

LATE PAYMENT SURCHARGE

The following surcharge shall be payable for late payment of monthly course fees:

- Payment on or before the 7th: No surcharge
- Payment made from 8th to 14th: \$10 surcharge.
- Payment made from 15th to 21st: \$15 surcharge.
- Payment made from 22nd to month end: \$20 surcharge.

COURSE CANCELLATION

Whilst Athena / Small Steps / Stepping Stone will make every effort to run programs as scheduled; it may sometimes be unavoidable to postpone a scheduled program due to reasons beyond management's control.

Athena / Small Steps / Stepping Stone therefore reserves the right to amend its Course Schedule, or otherwise postpone or withdraw a scheduled program or course. Where a course is cancelled outright, fees collected for such course shall be refunded to parents.

NON ATTENDANCE

Parents are strongly encouraged to schedule their holidays during the Center's Term Holidays (refer below). It is not possible to conduct make-up classes for pupils' absence from scheduled/rescheduled classes. Please note that fees are payable of any period of absence, regardless of duration, except in the event of medical leave of hospitalization supported by medical certificate.

WITHDRAWAL

Parents wanting to withdraw children from courses prior to their scheduled completion shall give one calendar month notice of such withdrawal to Athena / Small Steps / Stepping Stone. Failing such notice, a payment equal to the regular course fee applicable to the required notice period shall be payable.

HEALTH & SAFETY

In the interest of the well being of your child as well as that of the other children, please refrain from sending your child to the Centre, should he/she be unwell.

CENTRE'S TERM HOLIDAYS

The Center will observe the Term Holidays generally during the last two weeks of the June and December Singapore School Holidays.

PARENT'S DECLARATION & INDEMNITY

I agree to abide by the terms and conditions and do agree to take full responsibility for injury to any persons or damage to any property or material caused by my child.

I further indemnify Athena Educational Services Pte Ltd / Small Steps Educational Services Pte Ltd / Stepping Stone Educational Services Pte Ltd and its staff and management from any responsibility for any injuries that may be sustained by my child at Athena's / Small Steps / Stepping Stone.

Child's Name: _____

Parent's Signature: _____ Date: ____/____/____

Parent's Name : _____