



My Little Genius™ (Hougang)

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Term: _____

Class: _____

Photo of Child



PARTICULARS OF CHILD

Child's Name:		Chinese/Japanese Characters:	
Sex: F/M	Birth Certificate No:	Date of birth: (Day/Month/Year)	
Nationality:	Race:	Religion:	
Frequently spoken dialect/languages :			
Home Address:		Postal Code:	
Home Tel No:	Any Siblings: No/Yes (If yes, state all ages):		
Siblings in the course: No/Yes	Name of Siblings in the course:		

Other additional information (eg learning disabilities, hyper-active, etc.) Please indicate:

PARTICULARS OF FATHER

Name:		Chinese/Japanese Characters:	
NRIC/Passport No:	Date of birth: (Day/Month/Year)	Nationality:	
Frequently spoken dialect/languages :		Race:	Religion:
Name of Company:			
Occupation:		Email:	
Office Address:		Postal Code:	
Telephone: (Home)	(Office)	(H/P)	(Fax)

PARTICULARS OF MOTHER

Name:		Chinese/Japanese Characters:	
NRIC/Passport No:	Date of birth: (Day/Month/Year)	Nationality:	
Frequently spoken dialect/languages :		Race:	Religion:
Name of Company:			
Occupation:		Email:	
Office Address:		Postal Code:	
Telephone: (Home)	(Office)	(H/P)	(Fax)

PREFERRED TIMESLOT (Please state your 3 preferred timeslots in order of 1st, 2nd and 3rd.)

	9:00-10:10 am	10:30-11:40 am	12:00-1:10 pm	2:00-3:10 pm	3:30-4:40 pm	5:00-6:10 pm	6:30-7:40 pm
Thursday							
Friday							
Saturday							
Sunday							

FOR OFFICIAL USE

Name of Officer-in-charge :		FEES	
Date of Application:	Receipt No:	Registration Fee S\$50	
Payment Mode: <input type="checkbox"/> Cash <input type="checkbox"/> NETS <input type="checkbox"/> Visa/Master card _____		Term Fees S\$680/S\$740	
<input type="checkbox"/> Cheque (Payable to "Biz Kidz Pte Ltd")		Refundable Deposit S\$100	
Bank:	Cheque No:	Total	

Terms and Conditions

1. New Application

For new applications, parents are required to complete the official registration form and submit it with a photocopy of your child's birth certificate. Upon allocation of a place, the term fees, together with the registration fee and refundable deposit, must be paid in advance to confirm the placement. The Centre reserves the right to reject any incomplete or inaccurately-completed application or to cancel any allocation of places for which the term fees remain unpaid when the programme commences.

2. Term Fees

The term fees are payable for a term of 12 weeks. The Management reserves the right to adjust the term fees when deemed appropriate.

3. Sibling Discounts

If more than one child in the same family is attending the programme simultaneously, the second sibling is entitled to a 5% discount on the lesser term fees, the subsequent sibling is entitled to a 10% discount. The maximum combined discounts that a child is entitled to is 10%.

4. Absence From Class

In the event that a child is absent from a class due to illness or other reasons, parents will either:

- (a) arrange a make-up class for the child within the same week, subject to availability of time slots. If a child is unable to attend the make-up class, the lesson fee will not be refunded;
or
- (b) in the case of the child's illness, produce a medical certificate (MC) or clearance letter from the doctor, our company will rebate 50% of that lesson's fee to the parent which will be credited into the following term's fee. If the child is not continuing in the following term, the rebate will not be refunded.

5. Policy on Public Holiday (PH)

Lessons that fall on public holidays will be rescheduled to another day on the same week, subject to availability of time slots. No refunds will be given should a child be unable to attend the make-up class.

6. Withdrawal Notice

For existing children:

Any child who wishes to withdraw from the programme shall submit a withdrawal notice to our administrative staff through the form of a written letter by the eighth week of the current term, failing which his/her deposit will be forfeited. Should the child wish to rejoin at a future date, he/she will have to join a waitlist. The Management does not guarantee a place or resumption into the previous class. Any child who signed up and paid the full fees for the upcoming term shall provide at least one month's notice to our Centre in writing if he/she wishes to withdraw from the programme. The following cancellation charges will apply in the event of short notice for withdrawal:

- Less than 2 weeks from commencement date – 50% refund of term fees but forfeiture of registration fee and deposit
- After commencement date – no refund of all fees

For new children:

Any new child who signed up and paid the full fees for the upcoming term shall provide at least one month's notice to our Centre in writing if he/she wishes to withdraw from the programme. The following cancellation charges will apply in the event of short notice for withdrawal:

- Less than 4 weeks from commencement date – full refund of term fees but forfeiture of registration fee and deposit
- Less than 2 weeks from commencement date – 50% refund of term fees but forfeiture of registration fee and deposit
- On or after commencement date – no refund of all fees

All refunds will be made via the mode of payment during registration.

7. Terms and Conditions

The terms and conditions of this programme may be amended from time to time with due written notice to you. Such notice may be posted on our notice boards at the Centre or found in the application forms issued from time to time.

I, _____, of NRIC No. _____, hereby declare that the information given is true and complete in all aspects, and will notify the Centre of any changes. I have read, understood and agree to abide by the Terms and Conditions of this programme.

Signature of Parent: _____

Date of Application: _____