

ENROLMENT FORM

STAR LEARNING CENTRE
School Registration No: 562351

I would like to enrol my child(ren) in classes at Star Learning Centre:

Parent's name:		(Mother / father / legal guardian)	
Address:			
Telephone no.:	(Home / office)	Fax:	(Home / office)
Mobile:		Email:	
Name of child's caregiver / nanny:			Contact no.:

	Child 1	Child 2
Name (First, Last Name)		
Date of birth (DD/MM/YY)		
Sex (M/F)		
Existing student, sibling or waitlisted?		

Please mark which English classes and times are most suitable for you, according to the timetable, in order of preference.
We shall do our best to accommodate you:

Child 1	Name of class	Day/Time	Tuition
First choice			
Second choice			

	Name of class	Day/Time	Tuition
First choice			
Second choice			

Please make out cheque to **Star Learning Centre**

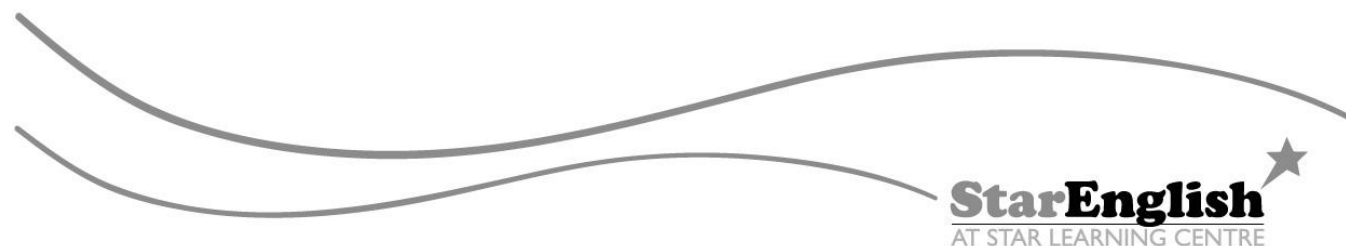
Is there anything we should know about your child (eg existing health condition, allergies, etc)? If so, please specify: _____
What school does your child attend? _____
Where did you hear about Star Learning Centre? _____

I have read the terms and conditions overleaf and agree to them.

Signature of parent or legal guardian

SLC-EF-P-2010/2

(Enrolments cannot be accepted without signature)



TERMS & CONDITIONS

Effective September 2010
School Registration No: 562351

PAYMENT OF FEES

- Tuition fees are charged on a monthly basis. Full payment must be received for the first month's tuition fees before the child's place is confirmed in the class. Tuition fees other than the first month are due on the first school day of each following month in which your child is attending classes. Payment is based on four classes per month
- We charge a \$20 administrative fee for each change you make to courses within the month or before your child's first class
- For payment we accept cash, transfers through ATM, and cheques. Please make cheques out to **Star Learning Centre**

ENROLMENT

- Parents should complete and sign the enrolment form and mail it to us with the tuition fees payment enclosed

WAITLIST

- When your requested class is full we waitlist your child

CATCH-UP/MAKE-UP CLASSES

- For students who enrol partway through the month, parents may either pay pro rata for the remaining classes or arrange one or two catch-up classes to achieve the same level as the other students in the class
- We can arrange make-up classes only for children who miss their regular class either through **sickness** or **travel overseas**. We cannot arrange make-ups for other reasons
- We must be informed at least **one day in advance and in writing** of classes to be missed so that we can schedule the make-up classes and inform our teachers. Classes missed without proper notice will not be made-up later
- A **maximum of one make-up may be made per month**, regardless of the reason for the make-ups
- Make-up classes must be taken within the month and cannot be carried over to the next month
- If our available dates for make-up lessons do not match your child's availability, we cannot guarantee a replacement class. Space available is on a first come, first served basis
- We cannot reschedule a missed make-up class
- Make-up classes cannot be accumulated to offset the tuition fees for the following month

PUBLIC HOLIDAYS

- Star Learning Centre is closed on all public holidays. If one of the four classes in the month falls on a public holiday, this class may be made-up anytime during the month. Please arrange with us in advance

ENFORCED CLOSURES

- We do not hold classes when the warnings for **black rain or typhoon signal number 8** or higher have been raised. We regret that we **cannot** arrange make-up classes for these enforced closures

FOOD AND BEVERAGES

- Children are not permitted to eat in class, as food provides a distraction to others and may be dangerous if certain children are allergic to food being consumed. Please advise us of any food or other allergies

PHOTOS AND OTHER MEDIA

- Due to the proprietary nature of our courses, photos and videos may only be taken with the written permission of Star Learning Centre. We reserve the right to use photos, videos, and/or sound recordings of children and their work for teacher training, curriculum, and/or promotional purposes, unless otherwise informed by you in writing

LEAVING STAR LEARNING CENTRE / CANCELLING CLASSES

- We assume that your child will continue with classes from month to month unless you notify us otherwise in writing
- We require **14 days' written notice** prior to the date your child is leaving, or fees will be charged as usual

DISCLAIMER

- All participants enrolled in activities at Star Learning Centre do so at their own risk and the company is not responsible for any loss, damage, or injury to students or their guests as a result of participating in these activities