

## REGISTRATION FORM

STUDENT'S NAME : \_\_\_\_\_ (PLEASE UNDERLINE SURNAME)

NAME IN HANYU PINYIN : \_\_\_\_\_ (Optional)                      SEX : M/F

B.C./FIN : \_\_\_\_\_ BIRTHDAY (DD/MM/YY) : \_\_\_\_\_

PARENT : \_\_\_\_\_ NRIC / FIN : \_\_\_\_\_

ADDRESS : \_\_\_\_\_ PHONE : \_\_\_\_\_ (OFFICE)

\_\_\_\_\_ : \_\_\_\_\_ (HOME)

\_\_\_\_\_ : \_\_\_\_\_ (MOBILE)

\_\_\_\_\_ : \_\_\_\_\_ (E-MAIL)

### CLASS PREFERENCE

PlayNest\*  
(age 6 – 18 months)

PlayClub\*  
(age 1 ½ – 3 ½ years)

Bilingual Play  
(age 1 ½ – 3 ½ years)

EduDrama Nursery 1 (1 hour)  
(age 2 – 3 years)

EduDrama Nursery 2 (1 ½ hours)  
(age 3+ – 4 years)

EduDrama Kindergarten 1&2 (1 ½ hours)  
(age 5 – 6 years)

EduDrama Primary 1&2 (1 ½ hours)  
(age 7 – 8 years)

EduDrama Primary 3&4 (1 ½ hours)  
(age 9 – 10 years)

Readers & Writers Kindergarten 1 – Primary 1 (1 ½ hours)  
(age 4 – 7 years)

Readers & Writers Primary 2 – Primary 6 (1 ½ hours)  
(age 8 – 12 years)

### DAY PREFERENCE

Weekdays

Saturday

### TIME PREFERENCE

Morning

Afternoon

### LANGUAGE PREFERENCE

English

Mandarin

Class assigned : \_\_\_\_\_

\* Only available on weekdays

### FOR OFFICE USE

CUST ID# : \_\_\_\_\_

STUDENT ID# : \_\_\_\_\_

- 1) Is your child currently attending classes or on the waiting list of Chiltern House? If so, please specify :

Class : N1 / N2 / K1                      Year : \_\_\_\_\_

- 2) Does the student have any allergies? If so, please specify :

\_\_\_\_\_

- 3) Has the student ever seen, or been recommended to see, a speech and language therapist or psychologist?

If so please specify the nature of therapy or area of assessment :

\_\_\_\_\_

- 4) Where did you hear about us?

Friends / Newspapers / Magazines / Others : \_\_\_\_\_

## TERMS AND CONDITIONS

### REGISTRATION FEE

Registration fee is collected on a per child basis and is non-refundable

### TERM FEES

#### Payment Method

Payment may either be made by :

- Cash
- Personal Cheque\*
- Credit Card (Visa and Mastercard only)

*\*Cheque is to be made payable to Edukate Learning Centre Sdn. Bhd.*

#### Terms of Payment

We will require term fees to be paid no later than 7 days after the start of a new term. Delays in payment add to our administrative cost. Any parent with payment outstanding after the due date will be charged a late fee or RM40 per week.

#### Withdrawal Notice

Julia Gariel Centre requires, in writing, notice of withdrawal by the **end of Week 5 in a 10-week term** and **Week 6 in a 12-week term** in order to return your refundable deposit. Verbal notice will not be accepted as notice of withdrawal.

#### REFUND OF FEES

Fees will be forfeited if you were to withdraw your child during term time. However, if the child does not, for any reasons, settle in easily and happily, the teachers may decide that it is in the child's best interest to withdraw. In this case, the deposit and balance fees will be returned in full less any amounts due.

#### REFUNDABLE DEPOSIT

Each student in PlayClub is required to pay a refundable deposit of RM400. Students in other programmes such as EduDrama and Readers & Writers are required to pay a refundable deposit of RM150 for each programme. Separate deposits are required for students taking two or more Julia Gabriel Centre programmes.

We require a deposit because some parents enroll their child for classes but do not take up the reserved place, without giving any notice of withdrawal. Your child's place in any new term following enrolment is automatic to ensure continuity and minimise administrative inconvenience to you. The deposit covers the space reserved.

The deposit will be *forfeited* if :

1. Your child fails to take up a reserved place in a class.
2. *Written* notice of withdrawal from the next term is not given by the end of Week 5 in a 10-week term and by the end of Week 6 in a 12-week term. This is because we automatically keep a place for your child in the next term unless you specifically withdraw.
3. Your child withdrawn during the current term.
4. Your child is absent for the first two weeks of term without notification. We will then assume that you wish to withdraw him/her from the class. However, we will hold your child's place if you have paid fees in full for the term.

The deposit is refunded *three weeks after the end of term*, but the cost of unreturned library books will first be deducted from the deposit.

**MEDIA RELEASE**

From time to time, we record class work to be used for media and academic release. We require parents to sign the release (below) before a child can be admitted to a class.

**PUBLIC HOLIDAYS**

There are no classes on gazetted Public Holidays. A replacement class will only be arranged when the public holiday occurs twice on the same day of the term.

**ACKNOWLEDGEMENT**

I have read and accept the terms and confitions above.

I also understand that by joining in programmes under Julia Gabriel Centre, it does not guarantee my child a space in Chiltern House.

I grant permission to Edukate Learning Centre Sdn Bhd to use my child's photograph(s), written work and voice in academic works, brochures, videos or other promotional materials.

Name of parent : \_\_\_\_\_ Signature of parent : \_\_\_\_\_

Name of child : \_\_\_\_\_ Date : \_\_\_\_\_

We reserve the right to amend any of the above terms and conditions from time to time.

FOR OFFICE USE					
R#		C#		For :	Mode :
P#		MP#		By :	Date :
ADJUSTMENT NO :				AMOUNT :	

Submitted to the office on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time)

Course Code : \_\_\_\_\_