



## 报名表格 Enrolment Form

收据

Receipt No.:

班级

Class:

编号

Serial No.:

学生姓名

Student's Name :

(Eng)

(华文)

性别 Gender :

M  / F

出生日期 Date of Birth :

DD / MM / YYYY

国籍 Nationality :

出生证号 NRIC No. :

种族 Race/Ethnicity :

学校 School :

年级 Standard/Level :

Pri : Foundation Chinese  Standard Chinese  Higher Chinese   
Sec: Normal Tech  Normal Academic  Express  Higher Chinese

地址 Address :

电话 Home No. :

POSTAL CODE: S( )

父亲姓名 Father's Name. :

手机 Handphone. :

电邮 Email. :

公司 Office. :

母亲姓名 Mother's Name. :

手机 Handphone. :

电邮 Email. :

公司 Office. :

### Short Questions:

<p>1. 您从什么管道认识天磊 How did you get to know Skylace ?</p>	<p>通过朋友介绍 Through friends: _____ 网上 From website 就读学校 From school 其他 others : _____</p>
<p>2. 您的孩子是否有其他辅助学习的管道? Does your child attend other Chinese enrichment classes?</p>	<p>其他语文学校 Other tuition centers 家教 Home tutor 其他 others : _____</p>
<p>3. 您送孩子来天磊的目的是什么? What is your objective for sending your child to Skylace?</p>	<p>使成绩进步 To improve his or her Chinese results. 提升兴趣 To arouse his or her interest in the Chinese language. 加强信心 To build up his or her confidence. 应付会考 To prepare for PSLE / O-Level / A-Level 其他 others : _____</p>
<p>4 家庭用语 Language spoken at home.</p>	<p>英语 English      华语 Mandarin      英语多, 华语少 More English      华语多, 英语少 More Mandarin</p>
<p>5 学校用语 Language spoken in school.</p>	<p>英语 English      华语 Mandarin      英语多, 华语少 More English      华语多, 英语少 More Mandarin</p>

## **报名及上课细则**

1. 学生上课时，服装鞋袜必须干净整齐。
2. 不得无故迟到、早退或缺席；如有特殊理由而必须缺课，应在该课一周前通知老师。
3. 无故缺席达三次者，当自动退出论，学费恕不退还。
4. 上课时，学生须服从老师指导，不得任意胡为、破坏公物、食用零食，或影响同学学习情绪。
5. 对屡犯错误，顽劣难改，经与家长共商后而无法改进者，本校可勒令其退学并退还剩余学费。
6. 任何一个阶段的学习完成后，本校对学生的进阶与否，保有决定权。
7. 上课时，不可携带贵重饰物，倘若有任何物品遗失，本校概不负责。
8. 席位经肯定后，不得转让给他人，亦不得随意换班。
9. 申请退学或延期上课，最迟须于正式上课三十天前提出；四十元手续费将从学费中扣除。
10. 除了第九项条规以外，任何学费经缴交后，概不退还，亦不得转让。
11. 学费须在开课日期前缴付。第二课以后缴付学费者，须加付\$10 滞纳金，第三课以后缴付学费者，须加付\$20 滞纳金。
12. 本校有权采用学生相片或视频做宣传活动。
13. 本规则若有未尽处，本校得以随时增删。
14. 本规则经签署后，将实效于该学生的每一项课程，直至该学生修完所有的课程为止。

## **Rules & Regulations**

1. All students must dress appropriately for lessons.
2. Attendance is compulsory. Students must be punctual for lessons. Students who are unable to attend classes with valid reasons must inform the Language School one week in advance.
3. Student who is absent for three times without any valid reasons will be considered as withdrawing himself or herself from the Language School. No refund will be made under such circumstance.
4. Students must behave properly in class and be respectful to the teachers.
5. If the student's behaviour is disruptive to the class and after repeated warnings and in consultation with the parents, the student is still unrepentant, the School shall reserve the right to cancel the student's lesson and refund the prorated school fee.
6. Upon completion of the lessons, the School shall reserve the right to decide if the student qualifies for the next stage of learning.
7. The Language school shall not be held responsible for valuables lost in class.
8. Each student's membership at the Language School shall not be transferable nor assignable.
9. Any requests for cancellation of the enrolment of the student for any course OR any request for any amendments relating to the same shall be made at least thirty(30) days before the commencement date of the originally course applied for. Requests made after such date shall not be entertained. An administrative fee of \$40 will be chargeable for such cancellation/amendment.
10. Unless otherwise stated in the above rules, no refund shall be made for any money paid to the Language School.
11. All school fees must be settled in full before the class commences. A late fee of \$10 would be imposed on payments received after the commencement of the second lesson. If payment were still not received after the third lesson, the late fee would then be compound to \$20.
12. Skylace reserves the right to use any pictures and videos of students that were taken in school for marketing purposes.
13. The Language School reserves the right to amend the above rules from time to time.
14. These rules and regulations shall continue to bind all students of the Language School throughout their entire term of membership at the school.

\_\_\_\_\_  
家长/监护人签名 Parent's/Guardian's Signature

\_\_\_\_\_  
Date 日期