

<b>Name of Entity Enrolled (please tick accordingly)</b>			
<input type="checkbox"/>	Indigo Education Centre Pte. Ltd.	<input type="checkbox"/>	Math Academia Tuition Centre Pte. Ltd.
<input type="checkbox"/>	Making Sense Tuition Centre Pte. Ltd.	<input type="checkbox"/>	Indigo Geography Tuition Centre Pte Ltd.

Student No.: \_\_\_\_\_  
Registration Date: \_\_\_\_\_

## A. STUDENT DETAILS

Full Name as in NRIC / Passport ( <i>Please underline surname</i> ):		Gender:
School ( <i>Name in Full</i> ):		Current School Level:
Home Address:		Postal Code:
Contact No.: ( <i>Mobile</i> )	*Primary contact <input type="checkbox"/>	Email:
<b>B1. PARENT (FATHER)</b>		<b>B2. PARENT (MOTHER)</b>
Full Name:		Full Name:
Contact No.: ( <i>Mobile</i> )	*Primary contact <input type="checkbox"/>	Contact No.: ( <i>Mobile</i> ) *Primary contact <input type="checkbox"/>
Email:		Email:
Occupation:		Occupation:

## C. COURSE DETAILS

## D. OTHERS / REFERRALS

<b>CHOICE OF COURSE</b>		How did you come to know about our organization?
1. Subject & Class Level:	Trial Lesson Date:	<input type="checkbox"/> Word-of-mouth <input type="checkbox"/> Website <input type="checkbox"/> Facebook/Instagram <input type="checkbox"/> Advertisements (Bus/SMRT) <input type="checkbox"/> WeChat <input type="checkbox"/> Others _____ <input type="checkbox"/> Siblings _____  <input type="checkbox"/> Referred by Indigo student  _____ (Full Name of student)
DAY/ TIME:	First lesson Date:	
2. Subject & Class Level:	Trial Lesson Date:	
DAY/ TIME:	First lesson Date:	

## E. (To be completed by staff)

<b>Admin Use</b>	<b>Receipt Number:</b>	<b>Payment Mode:</b> <input type="checkbox"/> Nets <input type="checkbox"/> Cash <input type="checkbox"/> Paynow <input type="checkbox"/> Cheque Bank/ Chq No /Date: _____	
	<input type="checkbox"/> Form completed		<b>Prepared By:</b>
	<input type="checkbox"/> System updated		<b>Date:</b>
<input type="checkbox"/> Email /SMS sent			

Kindly go through all the terms and conditions especially on our **Suspension, Withdrawal and Absenteeism/ Replacement lessons** before signing.

<p><b>Payment</b></p> <ol style="list-style-type: none"><li>All fees must be paid before the commencement of classes:<ol style="list-style-type: none"><li>One-time Registration Fee: \$50.00, Deposit Fee: \$100.00</li><li>Course Fee: Based on number of lessons for the current term.</li><li>Course Fee for students joining during the term will be pro-rated. Students who sign up during the last 5 weeks of the current term will need to pay the next term fee together with the current term fee.</li></ol></li><li>Registration fee and course fee will be subjected to GST at the prevailing rates. <b>The registration fee and course fee are NON-REFUNDABLE.</b></li><li>Fees are collected on term-basis and are due 2 weeks before the start of term.</li><li>Late payment: The Centre reserves the right to impose a late payment fee of \$10.00 per week for overdue payment.</li><li>We accept NETS, cash or cheque. Cheques must be crossed and made payable to "Indigo Education Centre Pte. Ltd."/ "Making Sense Tuition Centre Pte. Ltd./ Math Academia Pte. Ltd." Please write the student's full name, mobile phone number, subject and level legibly at the back of the cheque.</li><li><b>Deposit will not be collected for Maths Academia Tuition Centre Pte. Ltd. for AY 2022.</b></li></ol> <p><b>Suspension</b></p> <ol style="list-style-type: none"><li>Strictly "No Suspension" policy for all Students enrolled with any entities stated in clause 5 except for those with valid reasons (medical surgery/conditions, Olympics or representing School to participate).<ul style="list-style-type: none"><li>All suspension applications are subjected to the Management's final approval on a case by case basis.</li><li>There is no fee payable for the first suspension application. A fee of \$32.10 is chargeable for the second suspension application.</li></ul></li><li>Students are obliged to do replacement lessons within the week or request for online lessons if they missed their schedule due to medical leave or other personal reasons. Failure to attend scheduled lesson will not constitute a credit note to be issued from the entities stated in clause 5.</li><li><b>No immediate withdrawal is allowed upon return from suspension. Any immediate withdrawal during or within 30 days after Suspension period would result in forfeiture of deposit and cancellation of credit notes issued.</b> Refer to withdrawal clause section for withdrawal matters.</li></ol> <p><b>Withdrawal</b></p> <ol style="list-style-type: none"><li>Students are required to <b>submit a completed Withdrawal Form</b> to the front desk staff <b>at least 4 lesson weeks in advance</b> (excluding the Centre year break). <b>Deposit will be forfeited if students have not given advance notice of 4 lesson weeks. The registration fee is NON-REFUNDABLE.</b></li><li>Students <b>absent for three or more weeks</b> without informing the Centre will be considered as having <b>withdrawn</b> from the course and the deposit will be forfeited. Re-registration with a fee of \$50 is required to resume lessons. <b>Top up of 4 lesson weeks is mandatory from withdrawal date</b></li><li><b>For graduating students (Sec 4 Exp/JC 2) who signed up for Term 3, there would strictly be no refund for any unutilized lessons.</b></li><li><b>*For Orange/Red Package students, the registration fee and course fee are NON-REFUNDABLE.</b> Students who signed up for Orange/Red Package programme(s) are not allowed to switch to other programme(s).</li><li><b>For students who do not provide adequate notice of 4 lesson weeks for withdrawal, deposit will be forfeited, and they are also required to top up to 4 lesson weeks' notice.</b></li><li>Formal withdrawal form must be submitted with all information complete otherwise the student continues to be liable for the subsequent term fees until formal withdrawal form has been submitted.</li><li><b>*For Orange/Red Package students &amp; Modular programme students, the registration fee and course fee are NON-REFUNDABLE.</b> Students who signed up for Orange/Red Package programme(s) or Modular programme(s) are not allowed to switch to other programme(s).</li></ol>	<p><b>Absenteeism / Replacement lessons</b></p> <ol style="list-style-type: none"><li><b>*The allowance for replacement lesson is not an entitlement.</b> Lesson missed may be replaced only during the allotted timeslots within the term. Replacement lessons may be carried forward to the following term only provided if the student continues the course with the Centre and subject to the approval of the Director of Curriculum Studies. Students are responsible for making arrangement with the Centre for replacement lessons. Students who fail to do so may not be able to attend the replacement class. In our rescheduling for replacement lessons, priority is given to students who registered a day before the start of replacement lesson. <b>If it is not possible to attend the replacement classes, there will strictly be NO REFUND of fees for lessons missed.</b></li><li>*The Centre reserves the discretion to conduct general replacement classes on public holidays or school holidays. If it is not possible to attend the replacement classes, <b>there will strictly be NO REFUND of fees for lessons missed.</b> However, materials for lesson(s) missed will be provided in the next lesson. *There will be NO replacement lesson conducted and NO refund of lesson fee if the Centre is closed due to contagious diseases or adverse weather condition e.g. SARS, Covid 19 or haze.</li></ol> <p><b>Confidentiality</b></p> <ol style="list-style-type: none"><li>All learning materials, including notes, worksheet, case studies etc. are copyrighted and strictly for personal use and <b>NOT for sharing or sale</b> by any means. Voice and video recording is strictly NOT allowed during lesson. Legal action will be taken against any students who violate this copyright or no recording agreement.</li></ol> <p><b>Personal Data Protection</b></p> <ol style="list-style-type: none"><li>I hereby give my clear and unambiguous consent to receive from the Centre promotional and marketing messages via phone calls, SMS/MMS/ Whatsapp (text message), faxes, emails and mailers.</li><li>I hereby give my clear and unambiguous consent for the Centre to collect, use and disclose my personal data in accordance with the Personal Data Protection Act. Please refer to our website (<a href="http://www.indigo.com.sg">www.indigo.com.sg</a>) for our Personal Data Protection Policy.</li><li>The Centre shall not be required to provide services to abusive students or parents and shall be entitled to terminate the contract without refund upon the occurrence of such incidents.</li><li>The Centre reserves the right to change the Terms and Conditions without notice. Reasonable steps will be taken to inform students of such changes.</li><li>These terms and conditions shall be governed by the laws of Singapore.</li></ol> <p><b>Others</b></p> <ol style="list-style-type: none"><li>The Centre reserves the right to change the teacher at its own discretion.</li><li>Scheduled classes will only commence with a minimum of 6 students. If the number of students in a class falls below 6, the Centre has the right to dissolve the class or to merge with other class.</li><li>The Centre must be kept informed always of any changes in a student's or parent's particulars, e.g. address, contact numbers etc.</li><li>The Centre reserves the right to postpone or reschedule any lessons due to any circumstances.</li><li>The Centre shall NOT bear responsibility for the loss of valuables or injuries sustained which happen in the Centre's premises.</li><li>The Centre shall not be required to provide services to abusive students or parents and shall be entitled to terminate the contract without refund upon the occurrence of such incidents.</li><li>The Centre reserves the right to change the Terms and Conditions without notice. Reasonable steps will be taken to inform students of such changes.</li><li>These terms and conditions shall be governed by the laws of Singapore.</li></ol> <p><b>Personalized Learning</b></p> <ol style="list-style-type: none"><li>All credits purchased are valid for a specific number of weeks corresponding to the number of credits purchased.</li><li>For Graduating students, credits purchased which remained unused will expire by end of Term 3 of the academic year and be forfeited by end of Term 3. There will not be any refund or credit notes issued for unused credits.</li><li>Please be reminded that all credits purchased will expire by end of the specified number of weeks according to the number of credits purchased. There will not be any extension of expiry period.</li></ol>
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**I have read, understood, and agreed to abide by the terms and conditions of Indigo Group.**

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Parent/Guardian's Signature & Date

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Name of Student