



# PL ENRICHMENT LLP PL EDUCATION CENTRE

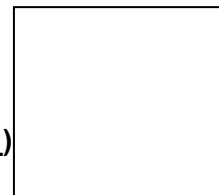
Established in 1994

## at Jurong East

### Registration Form 2010

plec 2010 registration form  
For official use

Name \_\_\_\_\_ ( male / female )  
(Please tick if you are a current student  / Ex-student  )



Address \_\_\_\_\_ (S' \_\_\_\_\_)

NRIC \_\_\_\_\_ Tel. \_\_\_\_\_ HP \_\_\_\_\_

E-Mail \_\_\_\_\_ Name of School \_\_\_\_\_

Pri \_\_\_ (EM \_\_\_ / GEP)      Sec \_\_\_ GEP / Sp / IP / Exp / Nor / Pte      JC \_\_\_ / CI \_\_\_ / Pte

Person to contact in an emergency \_\_\_\_\_ Tel. \_\_\_\_\_  
(Father / Mother/ Guardian)      (Please state the name)  
HP \_\_\_\_\_

Subject	Pri / Sec / J C	Day	Time	Date of first lesson

I came to know of PL Education Centre through friends / newspaper advertisement / flyers / others \_\_\_\_\_

I hereby agree to all the conditions stated below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Conditions for Enrolment

- All information given must be accurate and updated at the reception when necessary.
- PLEC reserves the right
  - to terminate a student's enrolment if he is disruptive to the proper functioning of the lessons
  - not to admit any student without giving any explanation
  - to replace a tutor with another suitably qualified tutor if necessary
- All payments due must be paid in full upon registration.
- Subsequent fees are to be paid at the **beginning of each 4 lessons**. Payment could be made in cash or crossed cheque made payable to **PL Education Centre**. Students must retain their receipts as proof of fees paid.
- A \$10.00 administrative charge is required for any changes made in subjects or day of classes.
- Four week's notice is required for termination** (Students will have to attend 4 more **lessons from the date of termination**). Students will have to fill in a **termination form** as proof of notice given.
- If a termination notice is not given, fees will continue to be charged. Legal action may be taken to recover all fees due including the legal and administrative fees that arise because of this.
- If a student rejects the place offered, all the fees paid will be forfeited except for withdrawal within five days after registration but before the commencement of the class. However, the registration fee will be charged for administrative purposes.
- Any lesson that falls on a public holiday, Eve of Chinese New Year, Youth Day and Teachers' Day will not be replaced and is chargeable. However, if PLEC cancels a class for whatever reasons, no fees will be levied for that lesson.
- Students will have to pay the fees if they do not attend the lessons for whatsoever reasons. However, they will be given the notes. The tutor will mark the work if the absentee does the assignment.
- Materials and worksheet fees are one time payment. Students are entitled to the notes and use of materials only for the period that they are with the class.
- PLEC will take all necessary precautions while the students are in its premise. It will not be held responsible for any mishap that occurred at the Centre.
- Any photographs or videos taken during lessons or demonstrations remain the sole property of PLEC.

**For office use only**

Primary / Secondary \_\_\_\_\_ / J.C. \_\_\_\_\_      Registration fee Receipt **PLED430** \_\_\_\_\_  
 ( waived  )

Subject	Day	1 <sup>st</sup> Month Fee Receipt No.	Fee for final 4 lessons Receipt No.	Worksheet Fee Receipt No.
		PLED 430 pd / /	PLED 430 pd / /	PLED 430 pd / /
		PLED 430 pd / /	PLED 430 pd / /	PLED 430 pd / /
		PLED 430 pd / /	PLED 430 pd / /	PLED 430 pd / /
		PLED 430 pd / /	PLED 430 pd / /	PLED 430 pd / /

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Primary / Secondary \_\_\_\_\_ / J.C. \_\_\_\_\_

Registration fee Receipt **PLED 430** \_\_\_\_\_  
 ( *waived*  )

Subject	Day	1 <sup>st</sup> Month Fee Receipt No.	Fee for final 4 lessons Receipt No.	Worksheet Fee Receipt No.
		PLED 430 pd / /	PLED 430 pd / /	PLED 430 pd / /
		PLED 430 pd / /	PLED 430 pd / /	PLED 430 pd / /
		PLED 430 pd / /	PLED 430 pd / /	PLED 430 pd / /
		PLED 430 pd / /	PLED 430 pd / /	PLED 430 pd / /