



# PL ENRICHMENT PTE LTD PL EDUCATION CENTRE

Established in 1994

at Jurong East

## Registration Form 2009

plec 2009 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/PL Enrichment 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 or PL Enrichment Pte Ltd**. 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 has been offered a place but rejects it, all the fees paid will be forfeited except for withdrawal within five days after registration but before the commencement of the class, then the fee of the registration will be charged.
- 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/PLEPL 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/PLEPL 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/PLEPL.

