



PL ENRICHMENT PTE LTD

PL EDUCATION CENTRE

Established in 1994

@ Clementi Park

Registration Form 2009

plepl cp 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 Enrichment Pte Ltd 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.
- PLEPL 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 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 rejects the place given, 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 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.
- 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 PLEPL/PLEPL.

Registration approved by Mr. Peter S.P. Lim _____ dated _____

For office use only

Primary / Secondary _____ / J.C. _____

Registration fee Receipt **PL430** _____
(waived)

Subject	Day	1st Month Fee Receipt No.	Fee for final 4 lessons Receipt No.	Worksheet Fee Receipt No.
		PL 430 pd / /	PL 430 pd / /	PL 430 pd / /
		PL 430 pd / /	PL 430 pd / /	PL 430 pd / /
		PL 430 pd / /	PL 430 pd / /	PL 430 pd / /
		PL 430 pd / /	PL 430 pd / /	PL 430 pd / /