



Pro-Teach Education Group Pte Ltd

St Joseph's Institution Junior, No. 3 Essex Road, S309331



Student's Particulars

Name: _____ Birth Cert. No.: _____ Age: _____
 Date of Birth: ____/____/____ Gender: Male Female
 (DD / MM / YY) Nationality: S'porean PR Others: _____
 Level : Primary _____ Class: _____ Form Teacher: _____
 Home Address: _____ Postal Code: _____
 Home Tel: _____ Allergy: No Yes (Pls specify: _____)
 Meal Requirement: Normal Vegetarian, no egg Vegetarian, with egg Halal
 Currently enrolled in Morning Star SCC (2022): Yes No

Student's Profile

Child's Discipline: Excellent Good Average Poor
 Child's Handwriting: Excellent Good Average Poor
 Remarks from Parent/ Guardian: _____

Student's Reporting Schedule

Monday Not coming Normal School Dismissal Remedial/CCA (Time: _____)
 Tuesday Not coming Normal School Dismissal Remedial/CCA (Time: _____)
 Wednesday Not coming Normal School Dismissal Remedial/CCA (Time: _____)
 Thursday Not coming Normal School Dismissal Remedial/CCA (Time: _____)
 Friday Not coming Normal School Dismissal Remedial/CCA (Time: _____)

Parent/ Guardian's Particulars

	Father / Guardian	Mother / Guardian
Name		
NRIC No.		
Date of Birth		
Nationality		
Company		
Job Title		
Highest Qualification		
Monthly Income		
Contact No.	(Office)	(Office)
	(Mobile)	(Mobile)
Email Address (pls write clearly)		

Pick Up Reminder for Parents

I understand that Pro-Teach's daily programme ends at 6:00pm. The earliest time to fetch my child/ward is 6:00pm. Should I have to pick my child up earlier, I understand that there is a minimum waiting time of 15 minutes for my child/ward to conclude their work, pack their bags and walk out to the designated dismissal point.
 Parent's Signature: _____



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Our Terms and Conditions

I have read and agreed to the Terms and Conditions of Pro-Teach Education Group Pte Ltd.

1. I understand that Pro-Teach's daily programme ends at 6:00pm. The earliest time to fetch my child/ward is 6:00pm.
2. Monthly fee is payable even on missed lessons due to personal reasons, for example, sick leave, vacation, etc.
3. Pro-Teach is an independent SCC operator who does not receive any funding from the Government. Pro-Teach is **not** part of the MOE FAS scheme. In addition, as long as my child is registered with Pro-Teach, I agree to make payment for my child's student care fees monthly, regardless of my application status in the MSF SCFA scheme.
4. I understand that deposit is refundable to offset fees for the last month only if 1 month written termination notice is served on the 1st of any calendar month.
5. The Centre reserves the right to suspend and terminate their service to my child by giving 1 month written notice or refund of deposit.
6. Registration Fee and Deposit are non-transferrable and non-refundable in the form of cash.
7. Once deposit is offset, subject to availability, Registration Fee is payable should I decide to join Pro-Teach again.
8. I agree to the number of closure days Pro-Teach has stipulated in the Parents' Handbook. Lessons on School Official Closures & gazetted public holidays will not be replaced nor refunded in cash.
9. I agree to Pro-Teach's Personal Data Protection Policy as stipulated in the Parents' Handbook.
10. Pro-Teach reserves the right to make any changes or amendments.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

For Official Use only:

Course(s) applying for:

- Student Care
- Others *Pls specify:*

Date of Commencement:

_____ (DD/MM/YY)

Remarks

	Paid \$	Unpaid \$
Registration		
Insurance	waived	
Deposit		
Fee (month _____)		
Holiday Surcharge		
_____ piece(s) of Uniform		
Excursion(s)		
Others _____		
TOTAL		
Receipt No.		
Cheque No. _____		

Officer's Name: _____

Officer's Signature/Date: _____