

ENROLMENT FORM

Enrolment Date (DD/MM/YYYY): / /

| STUDENT INFORMATION | |
|------------------------------------|--|
| Name of Student: | Contact Number: |
| | Email: |
| | Date of Birth (DD/MM/YYYY): / / |
| Address: | |
| Postal Code: | |
| School: | Current Education Level (e.g. Sec 3 Express / JC1): |
| PARENT / GUARDIAN INFORMATION | |
| Name of Parent/Guardian: | Contact Number: |
| | Email: |
| Relationship: | |
| Address (if different from above): | |
| Postal Code: | |

Terms & Conditions

1. Accepted modes of payment include cash and crossed cheques payable to "Achevas Pte. Ltd." To arrange for payment via bank transfer, kindly contact us at 6266 0803.
2. Enrolment shall be confirmed upon payment of a \$360 refundable deposit.
3. No additional fees for registration or class materials apply.
4. No classes on public holidays unless otherwise specified.
5. No refund for non-attendance without a valid leave application or Medical Certificate.
6. In the event of planned non-attendance (e.g. due to overseas trips, camps or competitions), a Leave Application must be submitted 7 days in advance.
7. In the event of non-attendance due to illness or other medical reasons, kindly submit a valid Medical Certificate.
8. Make-up classes are subject to tutor and class availability. No refund shall be issued if arrangements were made for a make-up class.
9. Refunds shall be issued the following calendar month and are reflected on the relevant invoice as a downward fee adjustment.
10. A maximum of 10 non-attendance refunds shall be issued per annum.

 Name

 Signature & date