NOTICE

Our Ref: SGS/SC/P/714

Date: 14th September, 2015

To: All KG 3 Parents & Guardians

CONFIRMATION OF YEAR 1 SEATS FOR ACADEMIC YEAR 2016

Please be informed that the school requests for your cooperation to confirm whether your child/ward will continue studying in Year 1 at our school. Please take note that Year 1 to Year 6A is in the afternoon session from 12.30 pm to 5.30 pm and that the school fees are $180.00 per month from January to October.

A. WHY THE NEED FOR A SEAT CONFIRMATION?

1. There are applicants from other schools and applicants from foreign countries who also wish to register/enroll at our school in Year 1 for 2016, but they have to wait for vacancies to exist in the school as priorities are given to our students.

2. The school has only two classes (Year 1A & Year 1B), therefore the seats are limited.

3. From our previous experiences, there are a number of students who choose to move out to other schools towards the end of the year without informing our school in advance. As a result, the school did not have the opportunity to register/enroll new students because by that time they have already registered/enrolled with other schools.

B. MATTERS TO BE TAKEN NOTE FOR SEAT CONFIRMATION

1. Students who want to continue their education at this school are required to make one month advance school fees, i.e. for the month of January 2016.

2. The closing date for seat confirmation and payment is on Monday, 28th September 2015.

3. Students, who fail to do so, will only be accepted subject to the availability of seats.

4. Seat payment is NON-REFUNDABLE if the student chooses not to continue his/her studies at this school after making the payment.

5. Any pending fee of current year will automatically result in non-registration and non-confirmation of seat for the student for the 2016 academic year.

C. SUBMITTING SEAT PAYMENT

1. Advance school fee payment should be made at the School Bursary.
2. If your seat payment is received after the deadline, it will be accepted on a space availability basis only.

3. The school will not accept payment that is not paid in full, and will not register your child/ward to Year 1 for the academic year 2016.

Thank you.

JANIDI JINGAN
Principal

-----------------------------PLEASE CUT-------------------------------

Declaration by the Parent/Guardian

I have read, understood and agree to the above Fee Policy with regard to the confirmation of a seat for my child/ward in Year 1 for academic year 2016.

Name of Student : _________________________________________

Year/Class (2015) : _________________________________________

Identity Card Number : _____________________________________

Name of Parent/Guardian : ___________________________________

Identity Card Number : _____________________________________

Telephone Number : _________________________________________

Date: ___________________________ Signature: ____________________

Note: Please present this form upon payment to the School Bursary.

This form will be kept by the Bursary.

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