



Whizland Education & Consultants International

• SINGAPORE • • MALAYSIA • • CHINA •

(FIRST CLASS SCHOOL – DARE TO BE A LEADER)

Terms of Registration

1. INITIAL PAYMENT – PRIMARY ENGLISH/MATHS/SCIENCE SECTION

An initial payment equivalent to the total fees per month for monthly tuition fees of not more than \$100.00 is payable upon registration. This initial payment is strictly **non-refundable nor transferable**. It will be used to offset the fees for the final month provided that a written notice is given before the seventh of the month. A standard form will be provided for this written notice.

E.g. i) Peter Lim wants his last lesson to be on 31st October. He must notify the School by 7th October at the latest. His initial payment will be used to pay for the month of October then.

ii) John Tan wants his last lesson to be on 31st October. He notified the School on 10th October. His initial payment can only be used to pay for the month of November and he has to pay the October fees.

2. INITIAL PAYMENT – PRIMARY CHINESE SECTION

An initial payment equivalent to the total fees per month for Chinese tuition as a stand-alone or with 1 other English medium subject is payable upon registration. This initial payment is strictly **non-refundable nor transferable**. It will be used to offset the fees for the final month provided that a written notice is given before the seventh of the month. A standard form will be provided for this written notice.

3. INITIAL PAYMENT – SECONDARY SECTION

An initial payment equivalent to the total fees per month for Secondary tuition of less than 3 subjects is payable upon registration. This initial payment is strictly **non-refundable nor transferable**. It will be used to offset the fees for the final month provided that a written notice is given before the seventh of the month. A standard form will be provided for this written notice.

4. SECURITY PAYMENT – PRIMARY ENGLISH/MATHS/SCIENCE SECTION

A fixed security payment of S\$50.00 is payable for fees exceeding S\$100.00 per month. This payment is made in replacement of the initial payment. The security payment is refundable provided that a written notice is given before the seventh of the month. A standard form will be provided for this written notice.

E.g. i) Annie Lim wants her last lesson on 31st October. She must notify the School by 7th October at the latest. She will still be required to pay her fees for the month of October. The security payment will be refunded between the 10th – 15th November.

ii) Angie Ng wants her last lesson to be on 31st October. She notified the School on 10th October. She will be required to pay her fees for the months of October and November. The security payment will be refundable between the 10th – 15th December, otherwise her security payment will be forfeited.



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5. **SECURITY PAYMENT – SECONDARY SECTION**

A fixed security payment of S\$50.00 is payable for Secondary tuition of 3 subjects or more. This payment is made in replacement of the initial payment. The security payment is refundable provided that a written notice is given before the seventh of the month. A standard form will be provided for this written notice.

6. **NON-TRANSFERABLE**

The initial payment is strictly **non-transferable**. In the event that a student wishes to withdraw from tuition and join the enrichment programmes, he will still have to follow the standard procedure.

E.g. i) Sue Ng wants to withdraw from tuition in English but wishes to join the English Enrichment programme. She will have to offset her initial payment for English as the fees for the last month. If she wishes to join the English Enrichment programme, she will have to pay as per normal.

The initial payment is also strictly **non-transferable** from one sibling to another.

7. **REGISTRATION FEE**

A registration fee of S\$15.00 is required for all first-time registrants. This registration fee is strictly **non-refundable nor transferable**.

8. **RE-REGISTRATION FEE**

A re-registration fee (S\$15.00) will be levied on students who have withdrawn from the School but who later on wish to resume lessons on a new calendar year.

E.g. Ben Yeo left the School on 31st July 2000. However, he wishes to resume tuition here in January 2001. In this case, re-registration fee of S\$10.00 will be borne by him. If he wishes to resume tuition here in November 2000, no registration fees of S\$10.00 will be required.

9. **INTER-BRANCH TRANSFER FEE**

An inter-branch transfer fee of S\$15.00 will be levied for each transfer from branch to branch. This inter-branch transfer fee is applicable from the 2nd transfer onwards.

10. **PAPER FEE**

The paper fee is strictly **non-refundable nor transferable**. All paper fees are calculated on a 12-monthly basis for tuition and diagnostic courses and there will be no pro-rating. The following are the charges for paper fees after discounts :

Tuition/Diagnostic Courses : 1 Subject : S\$15.00 Yearly
2 Subjects : S\$30.00 Yearly
3 Subjects : S\$35.00 Yearly



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Chinese Courses : \$15.00 Yearly; \$10.00 Yearly As A 3rd Subject Onwards

Enrichment Courses : \$20.00 Yearly; \$10.00 For Modules 4 and 5 Only;
\$5.00 For Module 5 Only;
\$5.00 For Module 4 Lessons 6 – 10 Only

11. COLLECTION OF WORKSHEETS

Students are ONLY allowed to collect their worksheets from the School even though they did not attend their classes provided their fees for the month are fully paid.

12. PRIMARY 6 TUITION / DIAGNOSTIC CLASSES

All Primary 6 students have to end their tuition or diagnostic programme in the month of October. Initial payments can ONLY be used to offset the monthly fees for the month of October. Security payments will be refunded between 10th – 15th November if monthly fees are paid up to end October. Paper fees will be adjusted according to the following :

Primary 6 English / Mathematics / Science Paper Fees

1 Subject : S\$15.00 (Enrolled between Dec - Jun);
S\$8.00 (Enrolled between Jul – Aug);
S\$5.00 (Enrolled between Sept - Oct)

2 Subjects : S\$30.00 (Enrolled between Dec – Jun);
S\$16.00 (Enrolled between Jul – Aug);
S\$10.00 (Enrolled between Sept – Oct)

3 Subjects : S\$35.00 (Enrolled between Dec – Jun);
S\$20.00 (Enrolled between Jul – Aug);
S\$15.00 (Enrolled between Sept – Oct)

Primary 6 Chinese Paper Fees

Stand-Alone : S\$15.00 (Enrolled between Dec – Jun);
S\$8.00 (Enrolled between Jul – Aug);
S\$5.00 (Enrolled between Sept – Oct)

3rd Subject : S\$10.00 (Enrolled between Dec – Jun);
S\$6.00 (Enrolled between Jul – Aug);
S\$4.00 (Enrolled between Sept – Oct)

13. PRIMARY 4 / PRIMARY 6 ADVANCE CLASSES

There will be the Primary 4 Streaming Exam Advance classes and the Primary 6 PSLE Advance classes in the month of September. Students are required to pay 2 months tuition/diagnostic fees in the month of September or they may use their initial payments to offset for October fees.



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14. **NOTICE OF TERMINATION**

Students/Parents are required to give notice of termination in writing. Verbal notice will not be entertained. A standard form is provided by the School for this notice. This form must be signed by the parents or it will be invalid.

15. **DIAGNOSTIC PROGRAMME**

Students in the diagnostic programme are not permitted to join the tuition programme classes for make-up lessons. There will not be a refund of pro-rated monthly fees if they missed their actual diagnostic classes.

16. **MINIMUM 3 MONTHS TUITION / DIAGNOSTIC PROGRAMME**

Students are required to attend a minimum period of **3 months** when they sign up for the tuition or diagnostic programme. Otherwise, the initial payment or the security payment will be forfeited.

17. **STUDENTS ARE TO PROVIDE THEIR OWN :**

- Exercise book(s)
- Stationery (ball-point pens, ruler, correction fluid/tapes and colouring pencils for K1/K2 & Primary)
- Water-bottle
- Foolscap papers
- Dictionary
- Highlighters
- Calculator (for upper primary and Secondary school students only)
- Plastic, paper or PVC files

18. **ANNUAL SHUT-DOWN PERIOD**

The School will be closed for 7 days yearly on the last week of November for consolidation and preparation for the new academic year. There will be **no make-up** classes for these days. Students are still required to pay for their full November monthly tuition/diagnostic fees.

19. **PUBLIC HOLIDAYS**

We will be closed and there will be **no make-up classes** for the following public holidays :

- | | |
|------------------------|-----------------------------|
| • New Year's Eve * | • New Year's Day * |
| • Lunar New Year's Eve | • Lunar New Year (3 days) |
| • Hari Raya Haji | • Good Friday |
| • Labour Day | • Vesak Day |
| • National Day | • Teacher's Day |
| • Deepavali | • Christmas Eve * |
| • Christmas Day * | • Hari Raya Puasa |



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* In view of 2 consecutive holidays on New Year's Eve, New Year's Day, Christmas Eve and Christmas Day, make-up classes will be arranged by the School for either the Christmas or New Year's holidays. Similarly, make-up classes will also be arranged by the School for the Christmas Eve or New Year's Eve holidays.

20. **UPGRADE/DOWNGRADE OF COURSES**

Initial payments, security payments and paper fees will be adjusted if specific subjects are dropped or added. Students/Parents are required to inform their intention to upgrade/downgrade by the seventh of the month. For Enrichment programmes, fees will be pro-rated according to the balance lessons in a module. In any case, all fees are strictly non-refundable nor transferable except for the security payment.

21. **CHANGE OF PACKAGE**

Initial payments, security payments and paper fees will be adjusted if there is a change of package from Tuition to Diagnostic Programme or vice-versa. Students/Parents are required to inform their intention to change of package by the seventh of the month.

22. **RESERVATION**

The School will only reserve a student's place for **strictly a maximum of two months only within a one-year period.** These 2 months of reservation **cannot be arranged consecutively,** otherwise, the initial payment or the security payment will be forfeited.

E.g. i) David Tham wants to take a break in August. Later in the year, he wants to take another break in November. A place will be reserved for him and his initial or security payment is still valid.

ii) Sharon Lam wants to take a break in October and November. This is **NOT POSSIBLE.** If Sharon Lam insists on taking her break in these 2 consecutive months, a place will not be reserved for her and her initial payment or security payment will be forfeited.

23. **EX-STUDENTS**

Ex-students who have outstanding payments due to the School must settle the outstanding amounts before they are allowed to register. Parents may write in to appeal at :

Attention : Accounts and Audits Department
Whizland Education & Consultants International
Singapore Headquarters
Blk 204 Choa Chu Kang Ave 1
#B1-15 Singapore 680204



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24. **BANNED STUDENTS**

Ex-students who are banned by the School will not be allowed to register. In any case, parents can write in to appeal at :

Attention : Operations Manager (Singapore)
Whizland Education & Consultants International
Singapore Headquarters
Blk 204 Choa Chu Kang Ave 1
#B1-15 Singapore 680204

The School's decision is final and parents will be informed by writing on the outcome of their appeals.

25. **REWARD SYSTEM**

Each student will be provided a name-tag FREE. You are required to provide a passport size photograph of your child for this purpose. Students can accumulate points and redeem it for a wide range of gifts.

26. **REWARD BOOKLET**

You are required to purchase the name-tag (comprising of the plastic holder, the Whizland Reward Booklet and the strap) at S\$5.00 or at S\$3.00 (Whizland Reward Booklet only) if you have misplaced them. All points accumulated before would also be forfeited upon replacement. OTHER KINDS OF BOOKLETS ARE NOT VALID.

27. **COLLECTION OF REWARD BOOKLET**

The Terms of Registration must be signed by the parents before collection of the Whizland Reward Booklet.

28. **LUCKY DIP**

Each student will also be entitled to a lucky dip for every friends he/she brings in. Students can accumulate as much as 300 points with each lucky dip and redeem it for the reward gifts.

29. **MODES OF PAYMENT**

The School accepts payment of fees by cash, cheque or NETS. For cheque payments, please make cheque payable to : **WFS-PMEI.**

You are advised to include your child's name and your contact number at the back of your cheque.



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30. **PRIVATE TUITION**

Parents are not permitted to engage any of our School’s teachers in private tuition assignments for their children. Upon discovery, the teachers will be instantly terminated from our School’s service. The students will also be banned from registering in our School and all initial payments or security payments will be forfeited.

31. **COPYRIGHT**

Reproduction of our School’s teaching materials in whole or in part to any person, firm or Company, except with the expressed consent of the School or in so far as may be required by a Court of competent jurisdiction, is strictly prohibited and punishable by law. The students will also be banned from registering in our School and all initial payments or security payments will be forfeited.

32. **TERMS OF REGISTRATION**

The School reserves the right to alter the terms of registration from time to time as deemed necessary. The terms of registration as laid out in this agreement applies to Whizland (Singapore) **ONLY**.

DECLARATION : I agree to abide by the terms and conditions of acceptance listed in this agreement.

.....
Signed By

Parent’s Name : _____

NRIC No : _____

in respect of :

Student’s Name : _____

Date : _____

.....
Witnessed By :

NRIC No : _____

Designation : Admin Asst

Date : _____