

ENROLMENT FORM

MONTESSORI ENRICHMENT PROGRAM

For Registered BRMCK Mainstream Students Only

Please tick (✓) the appropriate boxes

I wish to enroll my child for the Montessori Enrichment Program:		Montessori Class: _____ (For Official Use Only)	
<input type="checkbox"/> 8.30 am to 11.30 am: Before School Session for PM BRMCK students <input type="checkbox"/> 12.00 noon to 3.00 pm: After School Session for AM BRMCK students			
For K1 and K2 children only, please indicate <input type="checkbox"/> Bilingual Program <input type="checkbox"/> Full Chinese Program			
Start Date: _____ <input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4			
Child's Name: _____			
Year / Mainstream Class: _____		Level: <input type="checkbox"/> N1 <input type="checkbox"/> N2 <input type="checkbox"/> K1 <input type="checkbox"/> K2	
Birth Certificate /Fin No: _____		Date of Birth: _____	
Parent's / Guardian's Name: _____		Contact No: _____	
Mode of Payment for subsequent term fees		<input type="checkbox"/> Cheque <input type="checkbox"/> GIRO	
For Official Use Only		Bank / Cheque No _____	Date Received _____
		Amount _____	

ACKNOWLEDGEMENT

I _____ of NRIC No: _____ parent / guardian of above child have read BRMCK's terms and conditions for Montessori Enrichment Program stated on this enrolment form and agree to abide by them.

Signature of Parent / Guardian: _____ Date _____

Terms and Conditions:

1. Montessori Enrichment Program Term Fees

Levels	Montessori Enrichment Program Term Fees	GST	Total Payable
N1, N2, K1 & K2	\$2,160.00	\$151.20	\$2,311.20

- 1.1 BRMCK conducts daily Montessori Enrichment Program for BRMCK registered students.
- 1.2 Montessori Enrichment Program term fees include all designated school holidays and public holidays.
- 1.3 Montessori Enrichment Program term fees paid are not refundable.

2. Mode of Payment for Montessori Enrichment Program

- 2.1 Please make arrangements to pay all Montessori Program Term Fees via GIRO or Cheque / Cashier's Order.
- 2.2 Montessori Program Term Fees are invoiced and due on the following dates:

Payment of Montessori Enrichment Program Fees for	Invoice Dates	Due Dates
Term 1	1 st November	1 st December
Term 2	1 st February	1 st March
Term 3	1 st May	1 st June
Term 4	1 st August	1 st September

- 2.3 GIRO deduction will take place on due dates. If a due date falls on a Saturday, Sunday or public holiday, deduction will take place on the next working day.
- 2.4 Cheque / Cashier's Order must be made payable to "Barker Road Methodist Church Kindergarten" by the due dates.
- 2.5 There will be no official receipts issued for all Cheque / Cashier's Order payments.
- 2.6 Please note that failure to make the necessary school fee payment on time will result in BRMCK admin charges or de-registration of the student from the enrichment program.

3. Withdrawal from Montessori Enrichment Program

- 3.1 Only written notices bearing the signatories of parents or legal guardians will be processed. Verbal notices will not be entertained.
- 3.2 A minimum of one full term's written notice (notification period) must be given and payment of one Full Term Montessori Enrichment Program Fees in lieu of such notice must be made to BRMCK if parents / legal guardians wish to withdraw their child / ward from BRMCK. Fees are to be paid even when there is no school during the usual scheduled school holidays, school celebrations, rest days and / or public holidays.
- 3.3 If the full notification period is not given or if the child / ward is withdrawn prior to the expiry of such notice, BRMCK shall claim for the balance of the fees due to BRMCK.
- 3.4 Please note that the cut-off date for notice of withdrawals for any new academic year (commencement in January) is **31st August** of the preceding year.
- 3.5 Deactivation of GIRO: it is the sole responsibility of parents to deactivate their GIRO accounts upon withdrawal from Montessori Enrichment Program. BRMCK is not able to do this on parents' behalf.