

MONTESSORI CO-CURRICULAR ENRICHMENT ENROLMENT FORM

Please tick (✓) the appropriate boxes

I wish to enroll my child for the Montessori Co-Curricular Enrichment (CCE): <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"/> Chinese Program Start Date: ____/____/____ (dd / mm / yyyy) <input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4	For Official Use Only Montessori Class: _____		
Child's Name: _____			
Student Status: <input type="checkbox"/> New <input type="checkbox"/> Existing (PYP Class: _____) Year: ____ Level: <input type="checkbox"/> PG <input type="checkbox"/> N1 <input type="checkbox"/> N2 <input type="checkbox"/> K1 <input type="checkbox"/> K2 Session: <input type="checkbox"/> AM <input type="checkbox"/> PM			
Birth Certificate / Fin No: _____	Date of Birth: _____		
Parent's / Guardian's Name: _____		NRIC No.: _____	
Email Address: _____		Contact No: _____	
Mode of Payment for subsequent term fees <input type="checkbox"/> Cheque <input type="checkbox"/> Electronic Funds Transfer <input type="checkbox"/> PayLah / PayNow <input type="checkbox"/> GIRO			

ACKNOWLEDGEMENT

I _____ parent / guardian of above child have read BRMCK's terms and conditions for Montessori Co-curricular Enrichment stated on this enrolment form and agree to abide by them.

Signature of Parent / Guardian: _____ Date: _____

Terms and Conditions:

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

2. Fees Payable Upon Registration for Montessori CCE

N1, N2, K1 & K2	Montessori CCE Term Fees	\$2,160.00 + \$151.20 (GST)	\$2,311.20
	Standard Deposit		\$ 800.00

- 2.1 The Initial Term Fees Payable upon Registration include the Standard Deposit and One Term Fees.
- 2.2 Standard Deposit
 - The Deposit shall be used to contra Term 4 fees of a Montessori CCE K2 student.
 - The Deposit cannot be used to offset any other Term Fees.
 - The Deposit may be used to reimburse BRMCK for any damages to and / or loss of school equipment.
 - The Deposit is refundable upon withdrawal provided the withdrawal conditions have been met.
3. **Mode of Payment for Montessori CCE**
- 3.1 Please make arrangements to pay all Montessori CCE Term Fees via GIRO / Electronic Funds Transfer / PayLah or PayNow (via School Portal) / Cheque or Cashier's Order by the due dates.

3.2 Montessori CCE Term Fees are invoiced and due on the following dates:

Payment of Fees for	Term 1	Term 2	Term 3	Term 4
Due Dates	1 st December	1 st March	1 st June	1 st September

- 3.3 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.
- 3.4 Cheque or Cashier's Order must be made payable to "Barker Road Methodist Church Kindergarten".
- 3.5 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.
4. **Withdrawal from Montessori Co-curricular Enrichment**
- 4.1 Only written notices bearing the signatories of parents or legal guardians will be processed. Verbal notices will not be entertained.
- 4.2 A minimum of one full term's written notice (notification period) must be given and payment of one Full Term Fees in lieu of such notice must be made to BRMCK if parents / legal guardians wish to withdraw their child / ward from Montessori CCE. 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.
- 4.3 In the event of withdrawal of a student from the program, the Deposit shall be refunded at the end of the required notification period if the written notice is given to BRMCK.
- 4.4 If the full notification period is not given or if the child / ward is withdrawn prior to the expiry of such notice, BRMCK shall be entitled to forfeit the Deposit and claim for the balance of the fees due to BRMCK.
- 4.5 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.
- 4.6 Deactivation of GIRO: it is the sole responsibility of parents to deactivate their GIRO accounts upon withdrawal from Montessori CCE. BRMCK is not able to do this on parents' behalf.

For Official Use Only	<input type="checkbox"/> Cash - Receipt No: _____	<input type="checkbox"/> Cheque - Bank / Cheque No: _____	<input type="checkbox"/> Electronic transfer Verified by: _____
	Amount: _____		Date: _____