

Date: _____

Student ID: _____

STUDENT DETAILS

 Full Name
(as in NRIC/Passport): _____

NRIC/FIN No: _____ Date of Birth: _____

Nationality: _____ Gender: _____

 Address: _____

Postal Code: _____

Tel No (Home) _____ (Mobile) _____

Email Address: _____

NOT REQUIRED - STUDENT IS ABOVE 18 YEARS OF AGE

 Full Name
(as in NRIC/Passport): _____

NRIC/FIN No: _____

Relationship: _____ (Mobile) _____

Email Address: _____

IN CASE OF EMERGENCY, PLEASE CONTACT (PART-TIME / TDC)

Name: _____

Contact No _____

COURSE DETAILS

Course Name: _____

Course Day / Time: _____

Start Date: _____ End Date: _____

Fee before GST	\$
GST (7%)	\$
Fee with GST	\$
Early Bird Discount	\$
Re-registration Discount	\$
Skillsfuture Credit	\$
Infill Discount	\$
TOTAL PAYABLE	\$

WITHDRAWAL & REFUND POLICIES

Part-time Courses

For withdrawal and refund requests, please collect the appropriate form from Customer Services.

All requests for refunds for Part-time courses must be submitted in writing, together with the required documentation, where applicable. This includes a copy of the student's latest bank statement header (not more than 3 months old) showing the name of the bank, bank account name, account number and bank/branch codes. Refunds cannot be processed without this information.

Course fee refunds for Part-time courses will be considered in the following circumstances:

- 1 British Council (Singapore) does not commence the course on the course commencement date
- 2 It terminates the course before the course commencement date
- 3 It does not complete the course before the course completion date
- 4 It terminates the course before the course completion date
- 5 It has not ensured that the student meets the course entry or matriculation requirements as set by British Council (Singapore).
- 6 Refund request is made more than 60 days before the start of course

	Conditions	Refund Amount
BEFORE COURSE COMMENCEMENT DATE	Request is made less than 60 days before the start of course	
AFTER COURSE COMMENCEMENT DATE	Request is made with supporting documentation for the following reasons: <ol style="list-style-type: none"> 1 Permanent move to another country 2 Extended overseas work commitment 3 Extended medical leave 4 Severe illness or death of a close family member 	75% Refund of Unconsumed Course Fee
	Request is made without supporting documentation or supporting documents are not submitted within 7 working days from the date of request.	0% Refund

The refund approval process will take no more than seven (7) working days (Monday to Friday), provided we have received all required documentation and information. Once approved, the refund will be made by direct bank transfer or cheque. The cheque should be banked within six (6) months of the issuance date. We do not issue replacement cheques.

In some instances, British Council (Singapore) Limited may remove a student from courses for academic reasons or due to behaviour/SEN etc. In these instances, 100% of unconsumed fees will be returned to the customer.

PUBLIC HOLIDAYS AND MISSED CLASSES

- Lessons missed because they fall on public holidays are not made up. If a student loses 10% or more of a course due to public holidays, the course fee will be pro-rated. Details can be found on our course schedules.
- No refunds or make-up lessons are given for absences from the class by the student.
- We do not open on official public holidays. A list of our closure dates for the year is available on our website and upon request from customer service.

By completing your registration, you acknowledge that you have read and accept the following policies that will apply during your studies with British Council (Singapore) Limited.

- Withdrawal and Refund Policy
- Deferment & Transfer Policy
- Privacy Policy
- Data Protection Policy
- Child Protection Policy
- Fair Collection Notice
- Voluntary Medical / Learning Needs Disclosure

The above can be found on our website and in our Customer Charter. Please request a copy of the Charter if you have not been given one.

Voluntary Medical / Learning Needs Disclosure

The British Council is an inclusive organisation that welcomes students with learning difficulties or medical conditions. To help us choose teaching methods that will better suit you, you may wish to provide us information on any medical conditions or learning needs that you might have. The information provided will be kept confidential and will only be shared with staff who will be working directly with you.

- No, I do not wish to disclose / Not applicable.

 - Yes, I would like to inform British Council (Singapore) of my or my child's condition or needs. Our staff will provide a declaration form to complete. This form will then be given to the relevant academic staff working directly with you.
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The parties hereby acknowledge and agree to the terms stated in this Contract.

SIGNED by the PEI

Authorised Signatory of the PEI

Name:

Date:

Seal of PEI

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

Name of Student:

Date:

Name of Parent or Legal Guardian:

Date: