

## Registration Form

### SECTION 1 : CHILD'S PARTICULARS

Full name of child : \_\_\_\_\_

Chinese name (if any) : \_\_\_\_\_ Nationality : \_\_\_\_\_

Birth cert / passport no. : \_\_\_\_\_ Gender : (Female / Male)

Date of birth : \_\_\_\_\_ Age : \_\_\_\_\_

Current school : \_\_\_\_\_ since \_\_\_\_\_

**Please tick :**

I would like to enroll my child \_\_\_\_\_ (name)  
into \_\_\_\_\_ (name of programme) on  
\_\_\_\_\_ (days & times).

I would like to discuss different days/times slots for my child for \_\_\_\_\_  
\_\_\_\_\_ (name of programme).

Describe current proficiency with Mandarin and previous experience with Mandarin

instruction (if any) : \_\_\_\_\_

Any special needs or food allergies : \_\_\_\_\_

GTJ EDUCATION HOLDINGS PTE LTD

**Registered Address:** 40A Orchard Road, MacDonald House, Level 3, Singapore 238838

+65 832-832-08 www.hanhai-language.com

Co. registration no. 201612590D

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## SECTION 2: FAMILY'S PARTICULARS

1. \_\_\_\_\_ Occupation : \_\_\_\_\_

2. \_\_\_\_\_ Occupation : \_\_\_\_\_

Home Address : \_\_\_\_\_

\_\_\_\_\_ Postal code : \_\_\_\_\_

Home Tel. No. : \_\_\_\_\_

Handphone 1 : \_\_\_\_\_ Handphone 2 : \_\_\_\_\_

Email address 1 : \_\_\_\_\_

Email address 2 : \_\_\_\_\_

Who else are likely to accompany your child to/from lessons : \_\_\_\_\_

## SECTION 3: TERMS & CONDITIONS

- Missed lessons:** For individual lessons there will be no make up for any cancellation by the student unless given sufficient notice with a minimum of 24 hours. For group classes, the make up lessons have to be completed within the same month of the cancelled lesson or it will be forfeited. Should the instructor need to cancel a lesson, it will be replaced. This replacement will be re-scheduled accordingly to accommodate the time schedule of both parties. If the student is unable to attend the make up session, a recorded video lesson and audio files can be sent to the students for review and self-study.
- Punctuality:** Students must make the effort to come on time for their lessons. There will be any make up for any time lost. Strict punctuality is also expected of the instructor, should the instructor be late, time will be made up accordingly.
- Registration Fees:** A non-refundable registration fees of \$50 is required for all new students.
- Course Fees:** The monthly fees are due one week prior to commencement of the first lesson each month. Class is only confirmed upon full payment.

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Confidentiality, Security Policy and the Personal Data Protection Act (PDPA)

In compliance to the Personal Data Protection Act (PDPA), it is our school's commitment to protect your personal data. Our school will use the personal data that it collects only for the purposes intended. In the event that we intend to use data provided for other purposes beyond the original intent of data collection, we will seek the written permission from parents/guardians before using the data unless required for third party services or requested by government agencies.

Once your personal data is collected, to access, change or cancel your data, please contact [info@hanhai-language.com](mailto:info@hanhai-language.com)

Acknowledged by: \_\_\_\_\_

(Name of Parent / Guardian)

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

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**FOR OFFICE USE :**

\_\_\_\_\_  
\_\_\_\_\_  
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