



Stepping Stones Study Centre

步步高升补习中心

Since 1993

(Registered with M.O.E. Reg Lic No. 1168)

where geniuses are born.....

ENROLMENT FORM

Student's Particulars

Name of Student 学生姓名		Date of Birth 出生日期	Child's H/P. No. 孩子流动电话
School Attending 学校		Primary / Secondary* 小学 / 中学 (EXP/NA/NT*)	Level 年级

Parent's Particulars

Name of Parent 家长姓名		Occupation 职业	Relationship 关系
Home Address 住址		Email Address 电邮信箱	
Contact No. 联络号码	Home 住家	Father's Mobile 父亲流动电话	Mother's Mobile 母亲流动电话

Sibling's Particulars (current student(s) in Stepping Stones) 在籍的兄弟姐妹

Sibling's Name 姓名		Sibling's Name 姓名	
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Tuition Subjects

For Kindergarten / Primary Level 幼儿园 / 小学	Standard Classes 普通班 (1.25 / 1.5* hours each session / week)		
	<input type="checkbox"/> English 英文	<input type="checkbox"/> Math 数学	<input type="checkbox"/> Science* 科学
	Enrichment Classes 语文强化班 (1.25 hours each session / week)		
	<input type="checkbox"/> English Comprehension and Writing 英文写作	<input type="checkbox"/> Phonics 英语发音	
	Combo / Combined Class 组合班 (1.5 / 2* hours each session / week)		
	<input type="checkbox"/> For Pri 1 / Pri 2 - English & Math 英文与数学	<input type="checkbox"/> Chinese (P1 & 2) 华文 (Paper 1 & 2)	<input type="checkbox"/> English (P1 & 2) 英文 (Paper 1 & 2)
Small Group 小组班 (1.5 hours each session / week)			
<input type="checkbox"/> English 英文	<input type="checkbox"/> Math 数学	<input type="checkbox"/> Science 科学	

For Secondary Level 中学	<input type="checkbox"/> Regular Group - English / Math
	<input type="checkbox"/> Small Group - English / Chinese / Science / Math
	<input type="checkbox"/> Premier Group - English / Chinese / Science / Math / POA

*Delete whichever is appropriate.



Letter of Acknowledgement

- 1) A registration fee of \$20 (non-refundable) and a deposit of \$40 must be paid upon registration.
- 2) All fees must be paid in full by the first week of every new term.
- 3) The term tuition fee is due in full even if the student attends just one lesson. Thus, if the student discontinues early in the term, the whole term of tuition fee and the deposit is non-refundable.
- 4) To get your deposit refunded, a letter of termination from tuition classes must be given to the centre **during the first three weeks of the term** (please refer to our Planner). This letter of termination can be obtained from the counter. You may request for a **cheque refund** or use the **deposit to offset your final term** of tuition fees. There is strictly no refund if a student does not want to continue the new term and has not given the centre ample notice of termination. This refund is also non-transferable.
- 5) If a student withdraws from the centre for whatever reasons and wishes to register again, a new registration fee of \$20 and a deposit of \$40 will be levied.
- 6) Cheques should be crossed and made payable to “Stepping Stones Management Services”.
- 7) Centres will be close on all Public Holidays, including Teachers’ Day, and fees will not be pro-rated. Holiday worksheets will be given in advance as homework and the teacher will go through with them on the next tuition day.
- 8) There will be no replacement of lessons should the student fail to attend the lesson.
- 9) Warning letters would be issued to parents for continued late payment of tuition fees and a 10% interest on the tuition fees will be imposed on the student’s fees.
- 10) If the child is suffering from any contagious illnesses, please refrain from bringing him/her to the centre.
- 11) The Centre will not held responsible for any accident that arises from the negligence of the students.
- 12) By registering with Stepping Stones Study Centre, you are consenting to receive messages from us through any electronic means that relate to the student or any part of the promotional materials.
- 13) The Management reserves the rights to amend the above rules and regulations without prior notice.

For Official Use

I acknowledge and agree to be abided by the above rules and regulations. I would like my child to be enrolled into Stepping Stones Study Centre for tuition classes.

Particulars of Child			
Name of Child		Level	
Particulars of Parent / Guardian			
Name of Parent / Guardian		Signature	
Remarks		Date	