



ADVENTIST SCHOOLHOUSE

REGISTRATION GUIDE FOR SINGAPORE PR & INTERNATIONAL STUDENTS

We seek your cooperation to make the preparations below for a smooth admission.

1. SCHEDULE AN APPOINTMENT

Please make an admission appointment with our Admin Officer at 6562 4932 or email to irenepang@ash.edu.sg. We recommend bringing your child along to facilitate the process.

2. FEES

Please pay the Registration fee \$108 (Singapore PR) or \$216 (International Students) and refundable deposit by *NETS* or *Baby Bonus NETS Card* only at the time of admission.

3. DOCUMENTS

- a. Please complete all relevant columns in the forms, indicate "nil" if not applicable.
- Registration Form
 - ECDA Form 1
 - Direct Debit Authorization Application Form
- b. ECDA requires centre to verify the original documents below at the time of admission.

- Child's birth certificate
- Child's Re-entry Permit/ Long Term Pass / Dependant Pass / Student Pass / Passport
- Child's Immunization record (health booklet), medical history if any
- Both parents' NRIC/Valid passes

Singapore PR only - A digital NRIC copy through Singpass app is acceptable for verification.
No hardcopy is required.

Foreigners - A hardcopy IC is required.

4. COLOURED PASSPORT-SIZED PHOTO (SOFTCOPY)

We require a softcopy of individual coloured passport-sized photos for uploading onto the centre's mobile app for your child's sign in/out upon arrival/dismissal.

Please get them ready prior to your appointment.

- Father's photo
- Mother's photo
- Authorised pick-up person's photo



ADVENTIST SCHOOLHOUSE REGISTRATION FORM

1. CHOICE OF PROGRAMME				
<input type="radio"/> Full-day 7am-7pm		<input type="radio"/> Half-Day 7am-1pm		
2. CHILD'S PARTICULARS				
Name (as in birth certificate, please <u>underline the surname/family name</u>)				
Chinese Name		Birth Cert No./ FIN No./Passport No.	Gender <input type="radio"/> Male <input type="radio"/> Female	
Residential Status <input type="radio"/> Citizen <input type="radio"/> Singapore PR <input type="radio"/> Dependant Pass <input type="radio"/> Long Term Pass <input type="radio"/> Student Pass		Nationality	Race	Mother Tongue Language
Residential Address Blk _____ Unit No. _____ Street Name _____ Building Name _____ Postal Code _____				Residential Phone
3. PARENTS' PARTICULARS				
	Father		Mother	
NRIC/FIN No.				
Name				
Mobile Number				
Email Address				
Occupation				
4. EMERGENCY CONTACT (OTHER THAN PARENTS)				
Name		Contact Number	NRIC No./FIN No.	Gender
Address			Postal Code	Relationship
5. IMPORTANT: AUTHORISED PERSON(S) TO FETCH THE CHILD FROM THE CENTRE OTHER THAN PARENTS				
Name	Gender	NRIC No./FIN No.	Contact Number	Relationship
1.				
2.				
3. <input type="radio"/> TRANSPORT (please put a tick ✓ if you authorize school bus to fetch your child.				
6. SIBLINGS' PARTICULARS				
Name	Age	Sex	Studying in the centre now YES / NO	
1.			YES / NO	
2.			YES / NO	
7. CHILD'S MEDICAL INFORMATION				
a. Does your child have any medical condition? Yes / No (if yes, please specify)				
b. Does your child have any special needs? Yes / No (If yes, please elaborate or attach medical report)				
c. Does your child have any food/drug allergies? Yes / No (If yes, please specify)				
d. Does your child have any dietary restrictions? Yes / No (if yes, please specify)				
8. HOW DO YOU FOUND OUT ABOUT ADVENTIST SCHOOLHOUSE?				
<input type="radio"/> Word of mouth If child is studying at ASH now, please indicate details below. Child's Name _____ Parent's Contact Number _____				
<input type="radio"/> Facebook <input type="radio"/> ASH Website <input type="radio"/> Banner <input type="radio"/> Other, please specify _____				

ADVENTIST SCHOOLHOUSE TERMS & CONDITIONS

PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING.

1. SCHOOL HOURS

- 1.1 FULL-DAY Monday-Friday 7.00am-7.00pm
- 1.2 HALF-DAY Monday-Friday 7.00am-1.00pm
- 1.3 These programmes operate according to child care holidays.

2. ATTENDANCE

2.1 SINGAPOREAN

As per ECDA's guidelines, to ensure that Singaporean students' attendance tallies with subsidy claims, child must attend centre for at least one day per month to be eligible for subsidy.

2.2 STUDENT PASS HOLDERS

For student pass holders, the Immigration and Checkpoints Authority (ICA) requires 90% attendance. Any absence without valid reasons, it may affect the future applications for the student pass.

3. REGISTRATION FEE

- 3.1 This is an administrative charge for the registration of a child. It is non-refundable and non-transferable. It is payable by NETS /Baby Bonus NETS upon registration.

4. DEPOSIT

- 4.1 A deposit of 1 month's school fee (excluding government subsidy) is payable upon registration. It will be refunded upon
 - a. sufficient written notice of withdrawal and all fees have been paid per clause 6.
 - b. full fees paid for the last month of attendance at the end of the academic year in Kindergarten 2.
- 4.2 The deposit required may be adjusted accordingly from time to time, including upon a change of programme or a revision of school fees.

5. SCHOOL FEE

- 5.1 School fees are payable monthly as long as the child continues to be enrolled in the centre. School fees are **due on 15th of every month**.
Fees paid are non-refundable, non-transferable, and shall not be pro-rated.
- 5.2 If monthly fees are not paid by the due date, the centre reserves the right to terminate enrolment by giving written notice to the parents and the deposit amount will be forfeited.
- 5.3 The first month's school fees must be paid by NETS / Baby Bonus NETS only. Subsequent monthly school fees must be paid by Baby Bonus GIRO or Interbank GIRO.
- 5.4 The centre will do the GIRO deduction within 7th - 9th of each calendar month. Parents should ensure there are sufficient funds in your GIRO-linked bank account before the 7th of each calendar month. All failed GIRO deductions are to be rectified by **15th of the corresponding calendar month** by way of NETS payments at the office.

6. WITHDRAWAL

- 6.1 Parents are required to submit the completed withdrawal form to the admin office. The form can be obtained from the admin office or downloaded from the school website.
- 6.2 All withdrawal made in accordance with Clause 6.1 above shall be made together with a **1 month's written notice** to the centre, or a payment of one month's school fees in lieu of notice. The deposit will be used to offset any outstanding payments owed to the centre, including any payment in lieu of notice. Any remaining amount will be refunded once any outstanding relevant documents and fees have been received.

The submission date of the withdrawal form **should not exceed the first day of a calendar month if the child is to be withdrawn from the school by the end of that same calendar month.**

Example:

- a. If parent submits the withdrawal form on 31 May, then the child's last day with the school is 30 June.
- b. If parent submits the withdrawal form on 1 June, then the child's last day with the school is 30 June.
- c. If parent submits the withdrawal form after 1 June, eg. 2 June, then the child's last day with the school is 31 July.

For the avoidance of any doubt, the school fee is payable in full during the notice period, including the last month of attendance.

7. LATE FEE PAYMENT

- 7.1 There will be a late fee of \$50 for all overdue invoices. This amount is payable by NETS only.

8. CHANGE OF PROGRAMME

- 8.1 For the change of programme type, **at least 1 month's advance written notice** is required. A written notice of change of programme type should also be submitted no later than the 1st day of the month if intended to take effect in the same calendar month. Otherwise, the said notice can only take effect on the following month. Any such changes may also be subject to resource availability.
- 8.2 A \$50 admin fee is chargeable for the change of programme. It is non-refundable and non-transferable.

9. LATE COLLECTION OF CHILD/CHILDREN

- 9.1 Time and punctuality are lessons taught in the school. Children will feel insecure if parents are late in fetching them. Thus, we would like to seek your co-operation to fetch your child on time. School dismissal time is set out in the parents' handbook and as per Clause 1 above, at 1.00pm or 7.00pm. **A late fee of \$5 will be imposed for every 5 minutes of lateness or part thereof.** The purpose of such fee is to encourage parents to bring your child home early for a quality family time.

10. INTERNATIONAL STUDENTS

- 10.1 Long Term Visit Pass holders should ensure that the pass remains valid so that your child can continue to study in Adventist Schoolhouse.
- 10.2 When there is a renewal or change of residential status, a new copy of Student Pass/Re-entry Permit should be submitted to the admin office.
- 10.3 When your child cease or terminate his/her studies, you should surrender his/her Student's Pass (STP) card to ICA for cancellation within seven days.
- 10.4 The centre will cancel your child's student pass on-line.

11. DECLARATION OF LEARNING DIFFICULTIES

- 11.1 If your child has learning difficulties of any nature, it is important to declare them in the Registration form, accompanied by medical reports. This is to minimize the risk of a child being enrolled into a programme that is not suitable to his/her level of development and ability. Some of these issues may often need specialized attention.
- 11.2 In the event that such learning difficulties are not declared timeously, and the child is found unsuitable to continue with the programme currently enrolled in, Adventist Schoolhouse reserves the right to discontinue the child's studies.

12. HANDLING OF EMERGENCIES

- 12.1 In the event of an emergency, the centre has the right to seek medical attention for your child including sending him/her to the nearest clinic/hospital on your behalf at the centre's discretion.
- 12.2 Complete the Authorization form to allow the centre to administer medicine to your child when necessary.

13. NOTIFICATION OF CHANGES FOR CITIZENS

- 13.1 Early Childhood Development Agency (ECDA) requires subsidy applicants to update the centre as and when the following changes arise, as these changes would affect the monthly subsidy amount. Please get a ECDA form from the admin office.
- Change of working status of subsidy applicants eg. non-working > working
 - Change of nationality of child
 - Change of subsidy applicant (from mother to single father, step-mother, grandparent or guardian)
- 13.2 ECDA will now verify the household incomes and working status of mothers at fixed points in the child's preschool years, and at longer intervals, instead of carrying this out annually. This enhancement will provide parents with greater certainty on the amount of subsidies they will receive, even if they transit between jobs or take on care-giving responsibilities. From 2019, ECDA will conduct these assessments at the following milestones:
- a. at the point of enrolment
 - b. upon a change in programme
 - c. at the end of Nursery

14. PERSONAL DATA PROTECTION

- 14.1 By signing this and acknowledging these Terms and Conditions, you consent to Adventist Schoolhouse's collection, use and disclosure and/or processing of your personal data and your child(ren)'s personal data for the purpose of your child(ren)'s studies in the centre and all other needs arising therefrom and/or incidental thereto, including but not limited to the use of photographs and videos taken during events organized by the centre and other photographs and videos shared by you for educational, publicity and marketing purposes. (Please refer to the Parents' handbook for more details on the use of your personal data and your child's personal data.)
- 14.2 For reasons of security and child's confidentiality, no photography and videography are allowed within the school premises. Parents/caregivers are permitted to take photographs of their child only during his/her 1st day of school, birthday celebrations and during the graduation concert.

15. MISCELLANEOUS

- 15.1 The various provisions of these Terms and Conditions are severable and if any provision is held to be invalid or unenforceable by any court of competent jurisdiction then such invalidity or unenforceability shall not affect the remaining provisions of these Terms and Conditions.
- 15.2 These Terms and Conditions are governed by, and shall be construed in accordance with the laws of Singapore. The parties hereto agree to submit to the exclusive jurisdiction of the Singapore courts.
- 15.3 Except as provided in these Terms and Conditions in relation to the Group Companies (who will enjoy the benefit of and may enforce such benefits under and subject to the terms of this Agreement), a person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act, Chapter 53B of Singapore, to enforce any provision of this Agreement
- 15.4 These Terms and Conditions supersedes and cancels all previous understandings, agreements, warranties and undertakings whether oral or written, express or implied, given or made by or between the parties hereto, and constitutes the entire agreement between parties hereto in respect of the matters set out herein and unless otherwise stated, no other terms and conditions shall be included or implied.

ACKNOWLEDGEMENT

By submitting and signing this form :

- I have agreed that I have read, understood and accepted the terms and conditions of Adventist Schoolhouse. I also understand that these terms and conditions are subject to amendment. Adventist Schoolhouse reserves the rights on the interpretation of the above Terms & Conditions.
- I have received a copy of the Terms & Conditions.

Name of father/mother/guardian

Signature

Date

FOR OFFICE USE

Level/Class	Application Date	Start Date	SDA Member YES / NO	Discount Given (%)
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Action Checklist

- Payment Schedule
 ECDA
 Parents Handbook
 Programme Calendar
- Language option
- Issued Referral Incentive to _____
- Parents' Name
Date

Document Checklist

✓ tick when document is in place.

- Filled ECDA Form 1
- Filled Baby Bonus Giro Form (Citizen only)
- Filled Interbank Giro Form
- Child's birth certificate
- Child's passport (International Students only)
- Child's Singapore Citizenship Certificate (if any)
- Child's Re-entry Permit / Long Term Pass / Dependant Pass / Student Pass
- Child's Immunization record (health booklet) and medical history if any
- Both parents' NRIC/valid passes/passports
- Latest Notice Assessment (NOA) from Inland Revenue Authority of Singapore (IRAS) (Self-employed mother/single father)
- Relevant legal documents to prove that the custody of the child is with the father (eg. Death certificate of mother, Deed of Separation, Divorce Petition)

Remarks

QP-03/F01 Rev 7



CHILD CARE ENROLMENT AND SUBSIDY APPLICATION

This form is used for the purpose of:

- Submitting basic enrolment details (**applicable for all children**)
- Applying for Child Care Subsidies, Start-Up Grant (SUG) and/or Child Care Financial Assistance (CCFA) (**applicable for Singapore Citizen children only**); or
- Updating change in applicant (**for existing enrolled Singapore Citizen children**)

Part 1: Child Enrolment Details

Please complete Part 1 to provide the information on the child(ren).

Child 1										Please fill in this column if you are enrolling for more than one child										
Enrolment Date	D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y
Name as in Birth Cert / Passport																				
Date of Birth	D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y
Citizenship	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Foreigner					<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Foreigner														
Birth Cert / FIN / Passport No.																				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female					<input type="checkbox"/> Male <input type="checkbox"/> Female														
Race	<input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others					<input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others														
The following section is to be completed by the centre																				
Centre Details	Centre Name: <u>ADVENTIST SCHOOLHOUSE</u> Centre Code: <u>RC1789</u>																			
Programme Level	<input type="checkbox"/> Infant Care <input type="checkbox"/> Nursery <input type="checkbox"/> Playgroup <input type="checkbox"/> K1 <input type="checkbox"/> Pre-Nursery <input type="checkbox"/> K2					<input type="checkbox"/> Infant Care <input type="checkbox"/> Nursery <input type="checkbox"/> Playgroup <input type="checkbox"/> K1 <input type="checkbox"/> Pre-Nursery <input type="checkbox"/> K2														
Service Type	<input type="checkbox"/> Full Day <input type="checkbox"/> Flexi Care 1 <input type="checkbox"/> Half Day(AM) <input type="checkbox"/> Flexi Care 3 <input type="checkbox"/> Half Day(PM)					<input type="checkbox"/> Full Day <input type="checkbox"/> Flexi Care 1 <input type="checkbox"/> Half Day(AM) <input type="checkbox"/> Flexi Care 3 <input type="checkbox"/> Half Day(PM)														
Fee charged for enrolment month	<input type="checkbox"/> Full Month <input type="checkbox"/> Pro-rate 75% <input type="checkbox"/> No fee charged / Free trial <input type="checkbox"/> Pro-rate 50% <input type="checkbox"/> Pro-rate 25%					<input type="checkbox"/> Full Month <input type="checkbox"/> Pro-rate 75% <input type="checkbox"/> No fee charged / Free trial <input type="checkbox"/> Pro-rate 50% <input type="checkbox"/> Pro-rate 25%														
Monthly Programme Fee	\$ _____ (less discount if applicable)					\$ _____ (less discount if applicable)														

Part 2: Applicant and Spouse DetailsPlease complete **Part 2** to provide the information on the applicant and spouse.

Applicant		Spouse
Relationship to Child	<input type="checkbox"/> Mother <input type="checkbox"/> Single Father ¹ <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Any Other Caregiver	<input type="checkbox"/> MSF Foster Parent <input type="checkbox"/> Head, Children Home
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced	<input type="checkbox"/> Separated <input type="checkbox"/> Widowed
Name (as in NRIC / FIN / Passport)		
NRIC/ FIN / Passport No.		
Date of Birth	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
Citizenship	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident (indicate start date of Permanent Residency): D D / M M / Y Y Y Y <input type="checkbox"/> Foreigner	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident (indicate start date of Permanent Residency): D D / M M / Y Y Y Y <input type="checkbox"/> Foreigner
Residential Address	Street and Building Name: _____ Block No.: _____ Floor No.: _____ Unit No.: _____ Postal Code: _____	
Contact Details	Mobile No.: _____ Email: _____	Mobile No.: _____ Email: _____

¹ If the mother is unavailable for divorced/separation/widowed cases, the applicant will be the single father.

Part 5: Consent and Declaration by Applicant / Spouse / Family Members

1. I/We understand that Government of Singapore as represented by the Ministry of Social and Family Development (“MSF”) and the Early Childhood Development Agency (“ECDA”) require my/our personal information and the personal information of my/our family members included in this application for the purpose of assessing and/or re-assessing my/our eligibility for the infant/child care subsidies, Kindergarten Fee Assistance Scheme (“KiFAS”), financial assistance for child care (“CCFA”), Start-Up Grant (“SUG”), KidSTART, and/or other relevant kindergarten, infant or childcare assistance or programmes provided by ECDA or its appointed agencies (“Pre-School Subsidies and/or Programmes”) at any point(s) in time during the period of this consent.
2. I/We hereby consent and agree to the following agencies disclosing to MSF and ECDA my/our personal information and the personal information of my/our family members included in this application, where applicable, to the extent permitted by law, strictly for the purpose specified in paragraph 1:
 - 2.1. The Comptroller of Income Tax disclosing my/our annual employment and/or trade income as assessed by the Inland Revenue Authority of Singapore within the last 2 assessment years;
 - 2.2. The Central Provident Fund (“CPF”) Board disclosing the CPF contributions submitted by my/our employer(s) for the period of 12 months preceding the date of request for information by MSF and ECDA, and any information that can be derived from those CPF contributions;
 - 2.3. The Immigration and Checkpoints Authority disclosing my/our personal information and the personal information of my/our children and family members included in this application form;
 - 2.4. The Registry of Marriages or the Registry of Muslim Marriages disclosing the information related to my/our marital status;
 - 2.5. The Singapore Prison Service disclosing information related to my/our period(s) of incarceration;
 - 2.6. The Ministry of Manpower disclosing information related to my/our work pass validity;
 - 2.7. The Housing & Development Board disclosing information related to my tenancy; and
 - 2.8. MSF disclosing information related to my Comcare Short-To-Medium-Term Assistance or Long-Term Assistance.
3. I/We understand that MSF and ECDA may, without further reference to me/us, collect, share and use my/our personal information and the personal information of my/our children included in this application, to the extent permitted by each of the agencies stated in paragraph 2, for analysis and evaluation to improve and/or make changes to the assistance or programmes specified in paragraph 1, and/or to create new social services or public assistance schemes.
4. I/We further consent for MSF and ECDA to share my/our information and the personal information of my/our children included in this application with ECDA’s appointed agencies for the application of any of the Pre-School Subsidies and/or Programmes, or for outreach and/or service delivery purposes if my/our children is assessed to be eligible for any of the Pre-School Subsidies and/or Programmes.
5. I/We consent and allow the early childhood development centre (the “ECDC”) indicated in this application to apply for any of the Pre-school Subsidies and/or Programmes on my/our behalf.
6. My/Our consent under paragraphs 2 to 4 shall remain valid until:
 - 6.1. One year after my/our child (or where applicable, last child) covered by this consent has withdrawn from the ECDC; or
 - 6.2. I/We withdraw it in writing, whichever is earlier.
7. I/We understand that my/our personal information may still be used for audit purposes for up to one year after my/our consent has expired or been withdrawn in paragraphs 6.1 or 6.2 (as applicable).
8. I/We consent to ECDA releasing my/our particulars included in this application to the Health Promotion Board (“HPB”) for the purpose of my/our children being screened under the health programmes of HPB. My/Our consent shall remain valid until my/our child covered by this consent has withdrawn from the ECDC or I/we withdraw it in writing.
9. I/We acknowledge that it could take up to 15 working days from the date of receipt by ECDA of the request, before any withdrawal of consent at paragraphs 6.2 and 8 takes effect. Consent can be withdrawn by sending an email request to Contact@ecda.gov.sg or by sending a written request to: 51, Cuppage Road, #08-01 Singapore 229469 (attention to: Subsidy Branch).
10. I/We understand that if I/we had opted to provide my/our signatures via electronic methods, the said electronic signatures would be legally valid and binding.
11. I/We declare that the information provided in this application by me/us is true and I/we furnish it knowing that I/we may be liable to prosecution if I/we have wilfully stated any information which I/we know to be false or misleading or do not believe to be true.
12. I/We understand that the onus is on me/ us to ensure that all information provided is true and accurate. In the event of any false or inaccurate information being submitted to ECDA or MSF, my/our application may be rejected or any prior approval may be withdrawn. In addition, I/we may be required to repay, in full or part, the subsidy and/or financial assistance provided to me/us by the Government.
13. I/We fully understand that the ECDA and MSF will assess our application according to their criteria and have the discretion to determine the amount of subsidy and/or assistance to be granted to me/us. I/ we are aware that if there are any payments made in mistake or error, I/we may be required to return any such payment to the Government.
14. I/We have read and understood this consent form fully. The terms of this consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

Applicant	
<p style="text-align: center;">_____ (Signature of applicant)</p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>	<p><u>Consent from parent / guardian:</u></p> <p>If the applicant is below 21 years old, please provide the consent and particulars of the parent/guardian of the applicant.</p> <p>_____ (Signature of parent / guardian of applicant)</p> <p>Relationship to applicant: _____</p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>
Applicant's Spouse	
<p style="text-align: center;">_____ (Signature of spouse)</p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>	<p><u>Consent from parent / guardian:</u></p> <p>If the applicant's spouse is below 21 years old, please provide the consent and particulars of the parent/guardian of the applicant's spouse.</p> <p>_____ (Signature of parent / guardian of spouse)</p> <p>Relationship to applicant's spouse: _____</p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: DD / MM / YYYY</p>

Name: _____ NRIC / FIN No.: _____ Date of consent: DD / MM / YYYY	_____ (Signature)
Name: _____ NRIC / FIN No.: _____ Date of consent: DD / MM / YYYY	_____ (Signature)

Part 6: Declaration by Licensee / authorised personnel of Early Childhood Development Centre

1. I am [the Licensee / authorised by the Licensee of this Centre] to complete this declaration.		
2. I am aware that all information submitted relating to the applicant, child and/or any family members is strictly confidential. The Centre is required to maintain the confidentiality of all such information and records in accordance with law, including the Personal Data Protection Act 2012 and the Early Childhood Development Centres Regulations 2018.		
3. I have verified ²¹ the above information to be true, to the best of my knowledge and belief. I understand that I/our Centre may be liable to prosecution for any information furnished which I know to be false or do not believe to be true.		
4. I understand that any part of this application improperly completed may lead to the rejection of the application.		
ADVENTIST SCHOOLHOUSE _____ Name of Centre	RC1789 _____ Centre Code	65624932 _____ Contact No.
_____ / ADMIN OFFICER _____ Name / Designation of Personnel	_____ _____ Signature	DD / MM / YYYY _____ Date

²¹ Please refer to Section 8 of the Code of Practice for the requirements relating to the administration of subsidy.

Information Sheet on Direct Debit Authorisation

1. You may use the DDA arrangement to pay for the monthly school fees and expenses. Please complete the Direct Debit Authorisation Application Form. Giro arrangement can be made via POSB, DBS, OCBC, STANDARD CHARTERED & UOB only.
2. As per Ministry of Social and Family Development's (MSF) regulation, Child Development Account (CDA) funds may only be used for basic fees and/or other education expenses within the approved list below.
 - Registration fee
 - Deposit
 - Uniforms and attire
 - Insurance
 - Excursion
3. Any refund of fees paid to the centre via the CDA must be returned to the respective accounts. The centre is therefore not allowed to make any refund by way of cash or cheque directly to parents.
4. Your Direct Debit Authorisation (DDA) will be sent to your bank and will be processed within 4 – 6 weeks.
5. If you have set a payment limit on your DDA deduction with your bank, ensure that the limit is sufficient to pay for the necessary fees. Some banks may charge an existing administrative fee for each unsuccessful deduction.
6. The centre will do the Giro deduction **within 7th-9th of the month.** Please make sure you have enough funds in your respective bank accounts before the 7th of the month. For failed GIRO deductions, you are required to pay monthly fee via NETS at the office by 15th of the month. There will be a late fee of \$50 for the overdue invoice.
7. If you intend to use the CDA account of another sibling, please provide the sibling's birth certificate for us to verify the relationship.



90 Jurong East Street 13, S (609648)
Tel : 6562 3606, 65624932

DIRECT DEBIT AUTHORISATION APPLICATION FORM

*Please select one option:

CDA Application (Baby Bonus Account)

INTERBANK GIRO Application

IMPORTANT:

1. Please read overleaf "Information On Direct Debit Authorisation" before completing the form.
2. Do not fax this form as original signature(s) is required.
3. Application form must be completed in ink and Bank account holder must sign against amendments made.
4. **DO NOT use correction fluid/tape.** Incomplete or illegible details on the form will delay the processing.

Section 1: For Applicant's Completion

Name of Child (As in BC) _____

Year & Level of enrolment (Class if applicable) _____

Child's Birth Certificate Number/FIN Number _____

Submission Date _____

1. I/We hereby instruct you to process the BO's instructions to debit and credit my/our account.
2. The Bank is entitled to reject the BO's debit instruction if my/our account do / does not have sufficient funds and charge me/us a fee for so doing. The Bank may also have the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.
3. This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

Bank's Name: _____

Account holder/ Name of Trustee (as in Bank Account): _____

Bank Account Number: _____

Contact Number (Mobile): _____

My/Our Signature(s)/Company Stamp/Thumbprint(s): _____

*For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.

Section 2: For BO's Completion

BO's Account Name: ADVENTIST SCHOOLHOUSE

Bank		Branch		BO's Bank Account Number														
7	1	7	1	0	5	4	0	5	4	9	0	6	3	2	1	5		

Reference Number									

Bank		Branch		Account Number To be Debited														

Section 3: For Bank's Completion

To Seventh-day Adventist Conference (Singapore)-Adventist Schoolhouse : This application is hereby **REJECTED** for the following reasons:

- | | |
|--|--|
| () Signature/Thumbprint differs from Bank's records | () Wrong account number |
| () Signature/Thumbprint incomplete/unclear | () Amendments not countersigned by customer |
| () Account operated by signature/thumbprint | () Others : _____ |

Name Of Approving Officer

Authorised Signature

Date

ADVENTIST SCHOOLHOUSE

90 Jurong East Street 13, Singapore 609648 ☎ 6562 4932

CLOTH NAME BADGE ORDER FORM

- Use **Capital** letters, leave a **blank space between names**.
- **Do not exceed maximum 14 characters** long inclusive blank spaces.
- Shorten your child's name
eg. ✓ MOHD SYAFIQ ✗ MOHAMMED SYAFIQ
eg. ✓ P A AKSHAYAA ✗ PRABHAKARAN ARASUR AKSHAYAA

Name tags will only be issued in the beginning of every quarter as the supplier requires a minimum order quantity.

Name of Pupil

Class : _____

Year : _____

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Programme

- Full-day Half-Day
7am-7pm 7am-1pm