

'1 ACADEMY' – Updated Terms and Conditions
Effective from 1st Sept 2017

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A. Communication / Administration :

1. To establish a common platform towards mutual respect and trust, parents are required to promptly reply via sms, WhatsApp or by phone call pertaining to schedule of coming lessons.
2. Pupils are required to observe all class rules to ensure optimal learning. Pupils must complete all assigned work on time. Disciplinary actions will be taken against pupils who misbehave or fail to do the assigned work. For serious cases, pupils may be barred from the lessons. Likewise, they will also be rewarded for positive behavior and good academic performances.
3. The work, achievement, photographs or results of the pupil may be used for publicity.
4. To maximize pupil's learning capabilities here, the following items are not allowed during the session: Items that may distract their learning or other pupils (toys such as fidget spinner, rubix cube, toy-like stationary, etc.). Mentioned items found displayed by pupils during the session will be confiscated and must be redeemed by their parent within 14 days, failing which will be disposed of.
5. Pupils are to put on the 1 Academy T-shirt (if issued) at all time during the coaching session to foster a group learning spirit, reminding them the importance of an integrated approach to effective learning. This is part of positive behavioural adaptation which 1 Academy instills in pupils.
6. Pupils will not benefit from 1 Academy if they:
 - Do not adhere to 1 Academy's policies as stated here
 - Do not come for makeup/remedial sessions or are consistently late
7. For all current all Pri.6 pupils, they are highly recommended to attend the 8-hour Sec.1 Preparation Training in Nov-Dec period. This is to ensure their smooth transition to higher academic and more stressful secondary school environment.

B. Makeup / Remedial Sessions :

1. For emergency cancellation, due to illness or other unforeseen circumstances, a 48-hour notice is required for replacement lesson to be arranged (if possible).
2. Pupils who are absent from lessons will be given a copy of the course materials for the lesson(s) which they have missed if they have made payment for the course fee.
3. Pupils are allowed to reschedule a maximum of one session/month. An E-Learning session will replace an actual session if it falls on a Public Holiday or Chinese New Year's Eve (at most once per year only).
4. An E-learning media or another lesson will replace the face-to-face session if the scheduled lesson is affected by serious unforeseen circumstances (e.g. accidents, illnesses, death, etc.) encountered by the teacher/pupil.
5. Pupils who failed to meet academic expectations are required to attend makeup sessions.

C. Payment: (monthly payment is at the start of every 4 sessions. Termly payment is at the start of 12 sessions)

1. Payment in cash, electronic transfer or cheque is required before the closing date of the particular course. Fees payment must be made punctually before the commencement of the sessions. Cheque made payable to **1 Academy**. Alternatively, TT to POSB Savings (056-169-229).
2. Every Termly payment entitles to one free 60min 1-to-1 private consultation session (worth \$90).
3. Should pupils fail to attend the scheduled lesson(s), no refund of fees is applicable.
4. A **\$200 Security Deposit for enrolment** to be paid after the trial session (if any). A **30-day termination notice** need to be served for the full refund of the Security Deposit. Subjected to mutual agreement, the Security Deposit will be pro-rated or transferred for other payment (damage to facilities, etc.) if a shorter termination notice was served.

I, (full name of parent/guardian) _____ of
(address) _____ agree to the above terms and
conditions for my child (full name of child) _____ to attend **1 ACADEMY**
in respect to : **(Course Name)** _____

Signature: _____ Fees: _____ Date: _____



Registration Form

Class: SEAL ____

Pupil's Profile:

Date of Commencement:

Full name as in B.C. : _____ Chinese Name(if any): _____

Birth Certificate No.: _____ Birth order: __ Date of birth (DD/MM/YYYY) : _____

1 Academy will celebrate the birthday of all pupils monthly.

Name of school: _____

Class in 2017: _____ CCAs: _____

Any previous tuition? (Please indicate): _____

Reason(s) for joining this training: _____

Favourite sports/hobbies: _____

Please indicate any medical/emotional conditions/allergies (e.g anger, gastric problems, fear, asthma, ADHD, etc.) :

Religion (if any): _____

Home Address: _____

Home Tel: _____ Mobile (if any): _____

Email (if any): _____

Emergency Contact Nos.: _____

Academic Grade before enrolment , Level: _____ Year: _____							
English		Mother Tongue		Maths		Science	
SA1:	SA2:	SA1:	SA2:	SA1:	SA2:	SA1:	SA2:

Target scores for next major Science : _____

PSLE Science Target Scores(%) : _____ **Target PSLE Aggregate:** _____

Parents' Profile:

Father's name as in IC. : _____ Chinese Name(if any): _____

Year of birth : _____ Highest academic qualification: _____

Tel (H): _____ (O): _____ Mobile: _____

Email : _____ Occupation: _____

Mother's name as in IC. : _____ Chinese Name(if any): _____

Year of birth : _____ Highest academic qualification: _____

Tel (H): _____ (O): _____ Mobile: _____

Email : _____ Occupation: _____

Parental partnership in child's education:

1. What are your child's strengths and weaknesses?

_____.

2. How do you think I can help your child?

_____.

3. Does the registered child, has any addiction or bad habits? (eg.: handphone gaming, internet gaming, T.V.)

_____.

4. Besides the usual academic route to success, do you sense that the registered child possess any special talents which you desire him to excel? (e.g music, sports, drama, sales, art, etc.)

_____.

5. Would you like to receive news which could help your child's learning abilities? Yes / No

Thank you for your cooperation.

The above Information is certified correct:

_____ (Name and signature)



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