

# HELLO!

**SCHOOL OF THOUGHT**

112 Middle Road  
#08-01 Midland House  
Singapore 188970

Tel: 6334 8773

SMS: 8418 1861

**STUDENT DETAILS**

<b>I am applying</b>	<input type="radio"/> as a new student	<input type="radio"/> for my child/ sibling/friend/ relative	<input type="radio"/> as a current student	
<b>I found out about SOT</b>	<input type="radio"/> from a former SOT student whose name is: _____	<input type="radio"/> from a current SOT student whose name is: _____	<input type="radio"/> from a sibling/ relative/ friend	<input type="radio"/> from the SOT website/ Facebook/ Instagram/ an online article
<b>NAME</b> <i>Please underline your surname</i>	<b>BIRTHDAY</b> <i>DD/MM/YYYY</i>		<b>I AM INTERESTED IN SIGNING UP FOR</b>  <input type="radio"/> JC 1 <input type="radio"/> JC 2  <input type="radio"/> IP Year 3 <input type="radio"/> IP Year 4	
<b>SCHOOL</b>	<b>CONTACT NO.</b>			
<b>EMAIL</b>	<b>NRIC/FIN NO.</b>	<b>LEVEL</b> <i>JC1/JC2/IP3/IP4</i>		
<b>I would like to</b>	<input type="radio"/> start classes immediately  <input type="radio"/> sit in for a one-time trial class first <i>You can sit in <u>for free</u> in one of our ongoing classes to get a better sense of our style of teaching. You can decide to sign up after that.</i>			
<input type="radio"/> apply for financial aid <i>You qualify for financial aid if your family has a combined household income of less than \$3,000 or if you are a repeat student in a private school. All applications will be handled on a case-by-case basis. For any queries, email <a href="mailto:jc-dept@school-of-thought.com">jc-dept@school-of-thought.com</a></i>				

**Parent/Guardian Details**

<b>NAME</b> <i>Please underline surname</i>	<b>RELATIONSHIP TO STUDENT</b>
<b>OCCUPATION</b>	<b>COMPANY NAME</b>
<b>CONTACT DETAILS</b> <i>(For emergency purposes)</i>  <b>Tel (Home):</b> _____  <b>Tel (Office):</b> _____  <b>HP:</b> _____	<b>EMAIL</b>  _____  <i>Your email is necessary for receiving weekly updates on your child's curriculum, administrative details and special event invitations.</i>

## Declaration

As a student of School of Thought, I \_\_\_\_\_ (name) have read and agreed to:

- a) Abide by the Terms and Conditions stated in the following page.
- b) Avoid replicating and transmitting any part of the course content in any form whatsoever, including, but not limited to email, photocopying and scanning.
- c) Be responsible for my attendance in class at the agreed time and place specified.
- d) Make a request in advance to the SOT administrator in the event that I am unable to make a scheduled class.
- e) Keep my parent/guardian informed of the class schedule and the payment of fees.
- f) Give consent to School of Thought Learning Centre to collect, use and disclose my personal data for the purpose of administration and providing educational services related to the running of the school in compliance with the Personal Data Protection Act (PDPA).

I declare that all information given in this form is true and correct. I understand and agree to comply with the above Refund Policy and Cancellation Policy of the School.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

*For matters regarding data protection, please contact our data protection officer (DPO) at  
wearenotprism@thethoughtcollective.com.sg.*

## For Official Use

Tutor's name:	Class day/time:	If under SOT f/a, fee to pay:

# TERMS AND CONDITIONS

## 1. REGISTRATION

- a. All entries in the registration form must be completed for it to be valid.
- b. School fees have to be paid upon registration by **NETS, cash or cheque**. (post-dated cheque will not be accepted).
- c. School fees paid are not refundable and not transferable under any circumstances.

## 2. FEES

- a. GST is charged at the prevailing rate of 7%.
- b. Each lesson is 2 hours long (except for JC lecture which is between 2 – 3 hours).
- c. A registration fee of \$30 will be chargeable upon enrolment. For re-enrolment, an administrative charge of \$30 will be imposed.
- d. There is an annual photocopying fee of \$30 for each year of attendance; or \$15 if students enrol after June of the same year.
- e. Registration and photocopying fees are strictly non-refundable and non-transferable.
- f. Students may be required to purchase supplementary materials.
- g. Course fees will be pro-rated according to the commencement dates of lessons.

## 3. PAYMENT

- a. Cheques should be crossed and made payable to '**School of Thought Learning Centre Pte Ltd**'. Please write the student's full name, NRIC / Birth Cert No. and contact number on the reverse side of the cheque. We are not liable for any bank charges incurred.
- b. Any returned cheque due to the drawer's fault will incur an administration fee of \$10.
- c. Payment of course fees shall be advised every term (Each term is three months).
- d. Course fees must be paid by the first lesson of every term.
- e. Failure to make payment within 30 days will result in an imposition of a late fee of \$10 (excluding GST).
- f. SOT reserves the right to refuse a student to attend the lesson if payment is not made.
- g. Students on the SOT financial aid scheme may, upon request, make payment on a monthly basis.

## 4. FINANCIAL AID

- a. Please contact our administrators for more information on our financial aid scheme.

## 5. WITHDRAWAL

- a. Students who wish to withdraw from SOT are required to give one month's notice in writing, via email or written form. Verbal notice will not be accepted as notice of withdrawal.
- b. Students who have withdrawn from SOT are required to pay the administrative charge and photocopying fees upon re-enrollment

## 6. PUBLIC/SCHOOL HOLIDAYS

- a. No lessons are conducted on Public Holidays and Chinese New Year's Eve and there will be NO replacement lessons. Students must attend a lesson on other days within the same week.
- b. Lessons are conducted during school holidays.

## 7. MAKE-UP LESSONS

- a. If students miss a scheduled lesson, they must attend a lesson **within the same week**, strictly according to SOT's arrangements.
- b. Students/Parents should ensure the availability of class and register for the make-up lesson with SOT. If a make-up lesson cannot be arranged, no refund will be provided. Students may request for the materials used in the missed lesson from their teachers/administrators.
- d. If students are unable to replace their missed lesson within the week in spite of a replacement slot, they are not entitled to a refund for that lesson.
- e. There will be no refunds for missed lessons.

## 8. DISCIPLINE

- a. Littering and consumption of food and drinks in the classrooms are strictly prohibited.
- b. Mobile phones are to be switched off or to the silent mode during lessons.
- c. SOT reserves the right to dismiss any student who caused disturbance to the class.

## 9. MISCELLANEOUS

- a. SOT has to be kept informed at all times of any changes in a student's particulars, such as change in address, contact numbers, etc.
- b. SOT will take all necessary precautions to safeguard the well being of students within its premises. SOT will not be held responsible or answerable for any incidents or mishaps that may occur.
- c. There will be no make-up classes or refund of school fees if the SOT closed due to contagious diseases such as SARS and unforeseen circumstances.
- d. Parents are to refrain from approaching SOT tutors or staff for private lessons - this is a serious violation of SOT's policy.
- e. In the event that a tutor is unable to conduct a lesson, SOT reserves the right to appoint a relief tutor or re-schedule the lesson.
- f. SOT reserves all rights on the materials, no copying, reproduction and resale of any material is allowed.
- g. SOT reserves all rights to change the fees, if appropriate and all rights to amend the above rules from time to time.