

# Registration Form for Creative Art Program (Adult)

<input type="checkbox"/> Adult modular Art Program Level :	_____	
<input type="checkbox"/> Art Jamming (Adult)	<input type="checkbox"/> Art Jamming (Teen)	_____
<input type="checkbox"/> Specialised Program / Workshop	_____	
<input type="checkbox"/> MAS @ Burghley Drive	<input type="checkbox"/> MAS @ Midview City	_____

Personal Detail		
Name (please underline family name)		
Male / Female	Date of Birth	NRIC
Religion	Allegies	Age
Mailing Address		Postal Code
Telephone (H)	Telephone (O)	
Handphone (HP)	Email	

Other Contacts <i>(In case of emergency)</i>	
Name (please underline family name)	
Mr / Mrs / Mdm / Ms	
Telephone (H)	Telephone (O)
Handphone (HP)	Email

I acknowledge that the above information are true. I have also read and understand the above Terms and Conditions (back page), and accept that enrolment in My Art Studio is subject to these.

\_\_\_\_\_  
Signature of Parent / Guardian

## Official Use Only

Level Assignment		
Assessment-Booked by	Conducted by	Date
Trial Registration form <input type="checkbox"/> Trial Activity Form <input type="checkbox"/> Trial Evaluation Form <input type="checkbox"/>		
Registration		
Day : M / T / W / T / F / S / S	Time : _____ am / pm	
Start Date	Registration Processed by	
Payment Amount S\$	Receipt No. :	
Date of Information entered into e-Database		(dd/mm/yyyy)

Administrative Preparation for Lesson Commencement		
<input type="checkbox"/> Student ID	by	Date:
<input type="checkbox"/> Student Name Tag	by	Date:
<input type="checkbox"/> Student Comment Sheet	by	Date:
<input type="checkbox"/> Student Attendance	by	Date:
<input type="checkbox"/> Sketch book & Folio	by	Date:

Terms and Conditions of enrolling in a **My Art Studio** Creative Art Programme :

- At the time of registration, a non-refundable registration fee of S\$25.00 will be charged. Unless otherwise, stated during promotional period.
- Tuition fees are charged on a monthly (4 sessions) or term-by-term-basis (10 weeks). Payment must be made in full prior to the commencement of the term. A student will not be entitled to attend class unless payment has been received. **My Art Studio** reserves the right to charge an administrative fee of S\$10.00 for any late or dishonored payments.
- Parents who pay upfront for two terms' course fee at the same time are entitled to an additional 10% off the 2<sup>nd</sup> term's course fee. However the 2<sup>nd</sup> term's course fee is not refundable in the event of withdrawal.
- Classes are 90 minutes in duration.
- **My Art Student** reserves the right to change or substitute teachers without prior notice.
- Classes will not be scheduled on gazette public holidays.
- **My Art Studio** reserves the right to vary tuition fees without prior notice.
- **My Art Studio** reserves the right to combine, transfer or suspend classes without prior notice. In the case of classes cancelled by **My Art Studio**, a replacement lesson will be scheduled.
- **My Art Studio** is not liable to provide replacement classes for students who fail to attend their scheduled class. In the case where a Medical Certificate is provided, all efforts will be made to arrange a replacement class.
- Enrolment may be suspended if the student is planning to be outside of the country for a minimum period of one calendar month. Proof of absence AND one month's prior written notice is required to suspend lessons. Any suspended lessons may be credited to the following term's tuition fee.
- Should a student be absent for a period of greater than 6 months and wish to re-enrol, this will be considered a new enrolment and a non-refundable registration fee will be charged and a new S.I.D. will be issued.
- **My Art Studio** or its associated companies will not accept liability for loss of, damage to, student's personal belongings while in attendance at the art studio.
- **My Art Studio** will not be liable for replacement lessons if the student fails to attend classes for reasons beyond the company's control i.e. force majeure.
- **My Art Studio** will not use student or parent / guardian details for any purpose other than in the normal administration of its tuition business.
- The enrolling parent / guardian is required to notify **My Art Studio** of any changes to the student's particulars as per this registration form. All correspondence will be sent to the current registered address and **My Art Studio** accepts no responsibility for undelivered correspondence.