

Hampton Pre-School (Bishan)

‘WAIT LIST AGREEMENT’

TERMS AND CONDITIONS

Below are the terms and conditions of being on the ‘Wait List’:

1. Your child’s name will be kept on the ‘Wait List’ for a **calendar year** of this ‘Wait List’ Terms and Conditions Agreement.

A **calendar year** is a one-year period that begins on January 1 and ends on December 31

2. A *Reservation Fee* inclusive of applicable GST amounting to **S\$85.60** will be collected.
Please make payment by cheque to ‘**PAP COMMUNITY FOUNDATION**’ or NETS between 8.30am to 5.30pm (Monday to Friday).
3. The *Refundable Deposit* and *Student Insurance* will only be collected once a place has been confirmed for your child.
4. Within the calendar year of being on the Wait List,

- 4.1 if a place is offered to parents and it is accepted within one (01) week of offer,
 - a. the *Reservation Fee* will be converted to *Registration Fee (inclusive of applicable GST)*,
 - b. the *Refundable Deposit* and *Student Insurance* will be collected to confirm registration,
 - c. the *School Fees* will be invoiced according to the offered enrollment date.

- 4.2 if a place is offered to parents and they do not register or make payment (as outlined above in 4.1b) within one (01) week of offer, the place will be offered to the next eligible child and the **FULL** *Reservation Fee* will be **FORFEITED**.

- 4.3 if a place is offered to parents and it is **not** accepted, the **FULL** *Reservation Fee* will be **FORFEITED**.

- 4.4 if parents write in to withdraw their child’s name from the waitlist **BEFORE** a place is offered or before this contract ends, **S\$50** of the *Reservation Fee* will be **RETAINED** by the Pre-School as *Administration Fees* (inclusive of GST).

5. After 12 months period, the school will contact you via email to ask whether you would like to renew the contract.

- 5.1 Should there be no response, the *Reservation Fee* will be forfeited automatically with 2 weeks from the date of email notification. The child will be withdrawn from the waitlist. Parents will have to re-queue for a position if desired.

- 5.2 Once this Agreement is renewed, it will be valid for a period of 12 months (one calendar year).

- 5.3 If parents like to withdraw from the waitlist at this point in time, they will receive a **FULL** *Reservation Fee* **REFUND**.

- 5.4 Parents who register for waitlist between September, October, November and December – This Agreement will be automatically renewed the following year.

6. The start date of enrolment is determined by the Pre-School. In the event the child is unable to start on the designated date, Hampton Pre-School will assess the situation on a case-by-case basis.

For Clause 4.2 to 4.4	
Centre’s Signature	
Parent’s Signature	

7. I agree to abide by the Terms and Conditions of the 'Wait List Agreement'. I am responsible for the payment of all fees for the student named herein below. I understand that **there is no guarantee that a place will be offered to my child** and I agree to pay the *Reservation Fee* to place my child on this Wait List.

Child's Name:		Birth Cert No:	
Date of Birth:	Gender: M / F	Nationality:	
Parent's / Guardian's Name:		HP(1):	HP(2):
Postal Address:			
Email (1):		Email (2):	

Parent's/Guardian's Signature: _____ Date: _____

*** I have received a copy of the Waitlist Agreement upon registration for my own reference.*

Parent's/Guardian's Signature : _____ Date: _____

Acknowledgement of receipt by Hampton Pre-School

For Official Use Only

Payment By : Cheque ☐ NETS ☐	Amount Received :
Cheque Number :	Date :
Received By :	Waitlist Level/Year :

Date Placement Offered :	Accepted / Rejected :
Level Offered / Year :	Reservation Fee : Refunded / Forfeited / Converted to Registration Fee
Remarks :	Administrator :