



Registration & Enrolment Form

Please submit a family photo / passport sized photos of the student, mother / father / guardian with this application



Student Information

Student Name (English) <i>(Full name)</i>	(Mandarin)	Birth Certificate No. <i>(Please attach copy)</i>
Date Of Birth	Gender	Ethnicity
Programme <input type="checkbox"/> Half Day <input type="checkbox"/> Extended Day 3pm <input type="checkbox"/> Full Day <input type="checkbox"/> Others _____		

Parent / Guardian Information

Mother / Guardian	Mobile No.	E-mail Address
Home Address		Home Phone No.
Employer / Company Name	Occupation	Work Phone No.
Father / Guardian	Mobile No.	E-mail Address
Home Address		Home Phone No.
Employer / Company Name	Occupation	Work Phone No.

Student Medical Condition

Please include full details and attach another piece of paper if necessary.

Allergy:	Illness / Health Problems:
Family Doctor:	Doctor's Contact No.

Emergency Contact Information

The emergency contacts listed below may be contacted if the parent/guardian is not available. If any information changes, please notify the school staff immediately.

Name	Relation	Contact No.
Previous Pre-school / Childcare		

For Office Use Only

Registration Date:	Remarks / Parent's Request:
Admission Date:	



Terms And Conditions

Please read thoroughly, fill in the required details and sign at the relevant space below.



1. Upon Registration, parents are required to pay a one-time non-refundable, non-transferable registration fee of RM100.00.
2. Parents are required to attach the child's birth certificate and vaccination record along with the completed registration and enrolment form on submission.
3. A refundable deposit is required upon confirmation. **TWO MONTHS WRITTEN NOTICE** prior to withdrawal from Junior Champs is required, failing which; the refundable deposit will be automatically forfeited.
4. All payment of fees should be made before commencement of the new term or within **one week** from receipt of invoice, after which a **1.5%** interest will be levied on top of the unpaid balance. Receipts will be issued accordingly. Fees paid are strictly non-refundable, deductible or transferable. Freezing of accounts or pro-ratio of fees because of absence from any of Junior Champs' programmes or classes due to what-so-ever circumstances or reasons will not be taken into consideration. All payments should be made to **Elite Podium Sdn Bhd**. Cheques may be banked-in to **CIMB account number: 8008323671**. For all payments made through electronic bank transaction or direct bank-in or transfer, the bank transaction slip copy must be attached and submitted to Junior Champs as proof of payment.
5. There will be no make up time for absences due to illness, vacation or any other reasons.
6. There will be no replacement classes or reimbursements, whenever Junior Champs needs to close as instructed by the Ministry of Health or by any relevant authorities.
7. The Management of Junior Champs reserves the right to review and adjust the fees as deemed necessary at any given time.
8. As Junior Champs do not have the means nor the expertise to accommodate children with moderate to severe physical and/or behavioral conditions (children with disabilities); henceforth Junior Champs reserve the right to:-
 - a. Accept or decline admission of children deemed to require special care.
 - b. Discontinue a child whose disabilities are detected only after admission.
9. Junior Champs will only release the children to their Parents/appointed Guardians whose names appear on the registration & enrolment form. Parents / Guardians should advise Junior Champs in advance, in the event that the child is to be picked up by a different person. Junior Champs reserves the right to withhold the child if and should the stipulated condition is not met.
10. Junior Champs makes every effort to care for and cater to your child's needs, whilst it is our duty to maintain a safe and conducive environment for your child; we also realize that accidents can occur. Thus, Junior Champs should not be held liable for any accidents which may occur within our premises during school hours.
11. In the event of any emergencies or incident requiring immediate medical attention, Junior Champs is authorised to seek medical treatment for your child from the nearest clinic or hospital.
12. Junior Champs shall not be held liable / responsible for any loss of valuable items. As such, children are advised not to bring/wear on them any valuable items/belongings.
13. We hope that you understand the necessity to include such clauses and trust that you have read, understood and agreed to abide by our terms and conditions.

Effective date: 1 January 2017

I (full name) _____ of (MYKAD / Passport No.) _____ hereby confirm that I have read, understood and accept the terms and conditions stipulated and will adhere to it.

I agree to give **TWO MONTHS** written notice of withdrawal in advance, should I wish to withdraw my child from Junior Champs.

Parent / Guardian's signature: _____ Date: _____

Please notify Junior Champs' staff immediately should there be changes to any of the information given above.

Form-RE.05112018