

## Registration Form 报名表格

- 创意阅读写作班 (小二) Chinese Creative Reading and Writing (P2)  
 阅读写作强化班 Comprehension Passages and Composition Writing  
      P3 (小三)    P4 (小四)    P5 & P6 Chinese (小五至小六普华)  
      P5 & P6 Higher Chinese (小五至小六高华)

Current student 在籍学生:    No (不是)    Yes (是) [Please fill in the compulsory fields\* (请填写必填信息\*)]

Particulars of Student 学生资料		
Full Name in English (英文姓名) *	Full Name in Chinese (中文姓名) *	Birth Certificate (证件号码) * (last 3 digits and alphabet only)
Year of Birth (出生年份)	<input type="checkbox"/> Chinese (华文) <input type="checkbox"/> Higher Chinese (高级华文)	
Particulars of Parent 家长资料		
Name of Parent (家长姓名) *	NRIC / Passport No (证件号码) * (last 3 digits and alphabet only)	
Mobile No. (手机号码) *	Email Address (电邮地址) *	
How did you first learn about our programmes? 您是通过哪个途径认识我们的?		
<input type="checkbox"/> 学院官网 CI-NTU Website <input type="checkbox"/> 报章广告 Newspaper Advertisement <input type="checkbox"/> 朋友/同事 Friends / Colleagues <input type="checkbox"/> 学院电子邮件 e-Newsletter <input type="checkbox"/> 传单 Brochure <input type="checkbox"/> 网络搜寻 Online Search <input type="checkbox"/> 社交媒体 Social Media <input type="checkbox"/> 其他, 请注明 Others, please specify: _____		
Name of Referee (推荐人姓名):		
Programme Schedule 课程安排 Please tick in the box 请打勾 (v)		
Programme Title 课程	Timing 时间	
创意阅读写作班 Chinese Creative Reading and Writing (P2)	<input type="checkbox"/> Saturday 11:30am – 1:15pm	
阅读写作强化班 Comprehension Passages and Composition Writing (P3)	<input type="checkbox"/> Saturday 2:00pm – 3:45pm	
阅读写作强化班 Comprehension Passages and Composition Writing (P4 – P6)	<input type="checkbox"/> Saturday 11:30am – 1:30pm <input type="checkbox"/> Saturday 2:00pm – 4:00pm	
Preferred Start Date 首选开课日期:		

Please refer to programme schedule for the timings of the respective levels. (有关各年级的上课时间, 请参阅课程安排。)



Programme Fees 课程学费			
Programme Title 课程	Level 年级	Current Student 状元学堂学生	New Student 新学生
		Per Term Fee 每学期学费 (10 Lessons / Term) 每个学期10堂课	
创意阅读写作班 Chinese Creative Reading and Writing	P2	\$481.14 (incl. 8% GST)	\$535.14 (incl. 8% GST)
阅读写作强化班 Comprehension Passages and Composition Writing (CPCW)	P3		
	P4	\$555.98 (incl. 8% GST)	\$609.98 (incl. 8% GST)
	P5 & P6	\$632.02 (incl. 8% GST)	\$686.02 (incl. 8% GST)

\*One-time non-refundable \$54.00 (inclusive of 8% GST) registration fee is applicable for new students.

\*10% discount off programme fee applicable for NTU affiliates/alumni.

-GST is increasing to 8% effective from 1 January 2023. For payments received/invoices issued on and after 1 January 2023, the fee is subject to 8% GST.  
从2023年1月1日起, 消费税将上调至8%。2023年1月1日起收到的付款、开具的发票, 该费用需附加8%的消费税。

#### Mode of Payment 付款方式\*

NETS / Credit Card (NETS / 信用卡)     PayNow     Cheque Number (支票号码) : \_\_\_\_\_

Internet banking (网上银行转账) : 'Confucius Institute, NTU Pte Ltd', OCBC account, Account no.: 537-124125-001

### TCEP Registration Policy

#### Registration and Payment

- Please inform us in writing if there are any changes in your registration.
- Full payment must be received 1 week before the programme commencement for any confirmation of placements.
- All cheques must be made payable to **Confucius Institute, NTU Pte Ltd**, crossed and with the programme title(s) indicated on the back of the cheques.
- Please send or fax this registration form and cheque (by mail) to:  
Attn: TCEP Team  
Confucius Institute, NTU, 11 Slim Barracks Rise, NTU@one-north campus, Executive Centre, #08-01, Singapore 138664

#### Withdrawal and Refund of Fees

- Withdrawal request must be made in writing and no other mode of informing will be accepted.
- Student who have withdrawn from the Institute for more than 6 months (from date of withdrawal) will be considered as a new student and the registration fee will apply.
- Programme fees paid to CI-NTU are refundable based on the following conditions:

Written notice of withdrawal is received	Percentage of refund
More than 14 days before commencement	100%
7 to 14 days before commencement	50%
Less than 7 days before commencement	0%

- Approved refund shall incur an administrative fee of \$10.80 (inclusive of 8% GST) and it shall be calculated based on the original programme fee.
- The refunded amount will be credited to your designated bank account via GIRO.

#### Deferment and Cancellation

- There will be no make-up lessons or refund should the student fail to attend any of the lessons.
- Transfer to another programme or make up lessons is subjected to approval and availability of placements.  
CI-NTU reserves the right to cancel or re-schedule the lessons due to unforeseen circumstances.

#### DECLARATION

- I understand and accept the above terms and conditions set by CI-NTU.
- I declare that all the information I have provided in this form is true and correct, to the best of my knowledge, without misinterpretation or omission.

\_\_\_\_\_  
Parent's Signature/Full Name

\_\_\_\_\_  
Date

**Declaration**  
**(to be signed by the parent/guardian of TCEP participant/student)**

1. I am applying for my child to be a participant or student of the Top Chinese Enrichment Programme (“**TCEP**”) conducted by Confucius Institute, NTU (“**CI-NTU**”).
2. By signing and submitting this Declaration to CI-NTU, I give consent on my child's behalf to CI-NTU to collect, use, disclose and process my child's Personal Data for the following purposes:
  - a) Evaluate and process the TCEP programme application;
  - b) For TCEP programme administration or management;
  - c) To deal with any matter related to my child's participation in the TCEP. This includes any one or more of the following matters if determined by CI-NTU to be applicable: arranging for accommodation, applying for a student pass, issuance of student card, arranging for internet access, insurance coverage and access to NTU facilities, issuance of letter of invitation, certificate of participation and any other required documents to participants;
  - d) To submit the data to the NTU offices, schools, departments, centres, or external organizations who are hosting visits (if such visits are part of the TCEP programme);
  - e) To create and maintain participants' profiles in CI-NTU's system database for internal records and reference;
  - f) To carry out data analysis and to understand and study the profile of course and programme participants for CI-NTU's policy making and planning;
  - g) To enable the teachers/instructors/faculty/trainers/speakers/facilitators to understand the background of the course or programme participants;
  - h) For reporting to NTU;
  - i) For audit related purposes; and
  - j) To generate marketing, advertising and promotional materials for CI-NTU's events, courses and programmes.
3. By signing and submitting this Declaration to CI-NTU, I give consent to CI-NTU to collect, use, disclose and process my Personal Data for the following purposes:
  - a) Evaluate and process the TCEP programme application;
  - b) For TCEP programme administration or management;
  - c) To deal with any matter related to my child's participation in the TCEP. This includes any one or more of the following matters if determined by CI-NTU to be applicable: arranging for accommodation, applying for a student pass, issuance of student card, arranging for internet access, insurance coverage and access to NTU facilities, issuance of letter of invitation, certificate of participation and any other required documents to participants;
  - d) For TCEP programme billing;
  - e) To provide me with relevant information relating to the subject matter(s) and/or area of interest(s) indicated in any query from me;
  - f) To respond to any query from me and to provide me with the relevant information relating to educational and/or other related or ancillary services provided by CI-NTU;
  - g) To contact me in case of any emergency;
  - h) For reporting to NTU;
  - i) For audit related purposes;

- j) To generate marketing, advertising and promotional materials for CI-NTU's events, courses and programmes;
- k) To send me course or programme updates, marketing, advertising, and promotional information via e-mail; and
- l) To send me course or programme updates, marketing, advertising and promotional information via the following modes (please tick) :

Text Messages                       Phone Calls                       Facsimile

- 4. I give consent for my child's personal data to be disclosed by CI-NTU to its third party service providers, agents or collaborators, whether located within or outside Singapore, for any one or more of the above Purposes stated in paragraph 2, as such third party service providers, agents or collaborators, would be processing my child's Personal Data for any one or more of the above Purposes stated in paragraph 2.
- 5. I give consent for my personal data to be disclosed by CI-NTU to its third party service providers, agents, or collaborators, whether located within or outside Singapore, for any one or more of the Purposes stated in paragraph 3, as such third party service providers, agents or collaborators, would be processing my personal data for any one or more of the above Purposes stated in paragraph 3.
- 6. I understand that during the course or programme, photographs and videos of the persons participating may be taken or recorded for news, publicity, marketing, advertising or promotional purposes. I consent for such photographs or videos which have been taken of my child and/or of me to be used for such purposes. Should I not want a photograph or video to be taken or recorded of my child and/or of me, it is my responsibility to (i) inform the photographer/videographer of this as early as possible; and (ii) remove my child and/or myself from group shots/recordings that the photographer/videographer intends to capture.
- 7. I understand that I may withdraw any of the consents I have given under paragraphs 2 to 6 above, whether in part or in whole, and this process may be initiated by sending an e-mail to my child's course administrator or to tcep@ntu.edu.sg. I understand that if I withdraw my consent, it could mean that in some situations, my child may not be able to participate in the TCEP programme.
- 8. I agree that CI-NTU has the right to terminate my child's participation in the course or programme, and to ask my child and/or me to leave the course or programme venue immediately, or to stay away from the course or programme venue, if CI-NTU determines that my child and/or me poses a danger to the health, safety or well-being of any person.

\_\_\_\_\_  
Signature of parent/guardian: \_\_\_\_\_  
Name of parent/guardian: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

NRIC/Passport No of parent/guardian (last 3 digits and alphabet only):

Name of child:

Name and date of TCEP programme applied for: