

VPA FACILITIES BOOKING GUIDELINE

STUDENTS CAN NOW MAKE BOOKINGS FOR VPA FACILITIES VIA THE ONLINE BOOKING FORM BY SCANNING THE QR CODE AVAILABLE OUTSIDE EVERY STUDIO OR AT

<http://bit.ly/vpabooking>

Make a booking in 4 easy steps!

- 1 Fill up the online booking form.
- 2 A copy of the booking summary will be sent to your email.
- 3 Forward the booking summary to your respective lecturers for approval.
- 4 Once your lecturer has replied "approved", forward approval to vpabooking@nie.edu.sg

Points to Note

Booking hours are from 0830 -1730 excluding weekends and PH.

Each student is entitled to a maximum of two booking hours per week except for music student which is five booking hours per week.

For music students who need more than five booking hours per week should email their lecturers or Mr Alwyn Eng (alwyn.eng@nie.edu.sg) for prior approval.

Kindly note to send in your bookings three working days prior to booking date.

Bookings will only be confirmed when you received confirmation email from vpabooking@nie.edu.sg.

Students can check the studio availability pasted outside every studio prior to booking submission.

Music students can make bookings for Music Practice Room located at level 2 through the booking website as well.

*With effect from Jan 2019, all music studios will only be used by NIE/NTU students who are taking our courses for lesson purposes only. Kindly email vpabooking@nie.edu.sg for any enquiries.

*Music practice room is strictly meant for individual piano practices only, no external piano lessons are to be conducted within VPA facilities. No storing of personal belongings is allowed in any room. VPA will not be liable for any loss, stolen or damaged items left behind in the room.

Kindly adhere to the university's precautionary measures at all times on campus, students may check out the latest update at <https://ts.ntu.edu.sg/sites/intranet/alerts/Pages/coronavirus.aspx>

For enquiries, please contact VPA General Office at
6219 6095 or 6790 3557
vpabooking@nie.edu.sg

