



WAIT LIST FORM – Montessori Based Enrichment

NB: For Existing BRMCK Mainstream Students Only

Name of Student : _____ Birth Cert No.: _____

Class: _____ Level: _____ Session: _____

Name of Parent / Legal Guardian: _____ NRIC: _____

Contact No: _____ Email: _____

I/We _____ of NRIC No.: _____ parent/s or guardian/s of the above mentioned would like to request for my/our child to be put in the BRMCK Wait List for AM / PM * session in year _____.

With this request, I/We have been fully informed and are agreeable to the following terms and conditions:

1. A **non refundable** payment of an admin fee of SGD\$75/- (including prevailing GST) **per child** via an 'account payee only' cheque addressed to: '**Barker Road Methodist Church Kindergarten**'. There are **no discount packages** for additional child/children.
2. This Wait List is **subjected** to the availability of vacancies. It is **not a guarantee** of enrolment in BRMCK's Montessori Enrichment Classes. In the event, the offer of a vacancy is taken up, the usual registration fees for enrolment is applicable.
3. There **will be no refund of the admin fee for Wait List** in the event BRMCK is not able to offer a vacancy. This is **non negotiable** and applicable under all circumstances.
4. BRMCK will **only notify** parents in the event of an available vacancy.
5. **In the event a vacancy is offered but is subsequently declined, additional admin fee for handling another new wait list position will be charged** should parents still require their child to remain on the wait list to continue to await enrolment at the time, session and date of their choice.
6. Wait List Applications must be accompanied by a copy of the child's Singapore birth certificate.
7. Foreign students must register with the Singapore Immigrations for a Student Pass at least 6 months before formal enrolment into BRMCK. In the event, a student pass is not approved, there will be no refund of the admin fees for Wait list. There will also be no refund for the registration fees.
8. All Wait List applications **must** be submitted by **31st January** of the year before the child enters school.
Example: If you wish to enroll your child for the academic year of 2015, your Wait List application for the academic year of 2015 **must** be submitted **by 31st January 2014**. Failing which, you will have to join our annual registration exercise on the first Monday of April in 2014.
9. **Bilingual Before/ After School Montessori Based Programme:** As this is a popular before/after school enrichment programme, parents are advised to plan ahead on behalf of their child/children. **Please note that only BRMCK students are eligible to apply for our Bilingual Before/After School Montessori Based Programme. BRMCK does not accept student wait list applications solely for entry into the enrichment programme alone without application for enrolment as a mainstream student of BRMCK.**
10. **Mutual Respect (BRMCK Rules & Regulations Clause 43):** Mutual respect is **expected** of both our staff and parents/guardians/care givers at **all times and under all circumstances**. While all BRMCK Staff are required to constantly endeavor to serve our students and parents to the best of their ability and with respect, all BRMCK parents/guardians/care givers are **expected to respond in like manner**. BRMCK **reserves the full rights at its sole discretion** not to process wait list applications, admit or to de register any student from BRMCK whose parents/guardians/care givers and / or family members / relative choose to be disrespectful, threatening and /or abusive (whether verbally or otherwise) to BRMCK staff. **Please note that there is no refund for wait list application fees and/or registration fees.**

Signature of parent/legal guardian

Date