

## Registration Form (报名表格)

状元学堂 Top Chinese Enrichment Programme (TCEP)

Current student of TCEP: No  Yes  [Pls fill up the compulsory fields \*]

Particulars of Student (学生资料)	
Full Name in English (英文姓名) *	Full Name in Chinese (中文姓名) *
Year of Birth (出生年份)	<input type="checkbox"/> Chinese <input type="checkbox"/> Higher Chinese
Registration Level (报名年级) *	
Particulars of Parent (家长资料)	
Name of Parent (家长姓名) *	
Mobile No. (手机号码) *	Email Address (电邮) *
How did you first learn about our programmes? (您是通过哪个途径认识我们?)	
<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: _____	
Would you like to be included in our mailing list / SMS Service/e-Newsletter updates? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Programme Schedule (上课日期/时间)	
Please tick in the box (v)	
Level (年级)	Saturday (星期六)
Primary 1 – 6	<input type="checkbox"/> 0900 – 1100
Secondary 1 – 4	<input type="checkbox"/> 1400 – 1600
<b>Preferred Start Date:</b>	

Please refer to programme schedule for the respective levels' timings.

Programme Fees (课程学费)		
Level	Per Term Fee (inclusive of 7% GST) 每学期学费 (包括 7%消费税) (10 Lessons / Term) 每个学期 10 堂课	
	Current Student 状元学堂学生	New Student 新学生
Primary 1 – 3	\$476.69	\$530.19
Primary 4 – 5	\$550.84	\$604.34
Primary 6	\$626.16	\$679.66
Secondary 1 – 2	\$668.54	\$722.04
Secondary 3 - 4	\$739.16	\$792.66

\*One-time non-refundable \$53.50 (inclusive of 7% GST) is applicable for new students.  
 \*10% discount off programme fee applicable for NTU affiliates/alumni.

**Mode of Payment (付款方式)\***

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

GST registration no. 200511211D

TCEP Registration Policy									
<p><b>Registration and Payment</b></p> <ol style="list-style-type: none"> <li>Please inform us in writing if there are any changes in your registration.</li> <li>Full payment must be received <u>1 week</u> before the programme commencement for any confirmation of placements.</li> <li>All cheques must be made payable to <b>Confucius Institute, NTU Pte Ltd</b>, crossed and with the programme title(s) indicated on the back of the cheques.</li> <li>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</li> </ol> <p><b>Withdrawal and Refund of Fees</b></p> <ol style="list-style-type: none"> <li>Withdrawal request <u>must</u> be made in writing and no other mode of informing will be accepted.</li> <li>Student who have withdrawan 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.</li> <li>Programme fees paid to CI-NTU are refundable based on the following conditions:</li> </ol> <table border="1"> <thead> <tr> <th>Written notice of withdrawal is received</th> <th>Percentage of refund</th> </tr> </thead> <tbody> <tr> <td>More than 14 days before commencement</td> <td>100%</td> </tr> <tr> <td>7 to 14 days before commencement</td> <td>50%</td> </tr> <tr> <td>Less than 7 days before commencement</td> <td>0%</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>Approved refund shall incur an administrative fee of \$10.70 (inclusive of 7% GST) and it shall be calculated based on the original programme fee.</li> <li>The refunded amount will be credited to your designated bank account via GIRO.</li> </ol> <p><b>Deferment and Cancellation</b></p> <ol style="list-style-type: none"> <li>There will be <u>no</u> make-up lessons or refund should the student fail to attend any of the lessons.</li> <li>Transfer to another programme or make-up lessons is subjected to approval and availability of placements.</li> <li>CI-NTU reserves the right to cancel or re-schedule the lessons due to unforeseen circumstances.</li> </ol>		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%
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More than 14 days before commencement	100%								
7 to 14 days before commencement	50%								
Less than 7 days before commencement	0%								

**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

## Data Protection and Privacy Statement

1. Your personal data privacy is important to us and we are committed to safeguarding your personal data. Please read this data protection and privacy statement carefully so that you know and understand the purposes for which we collect, use and disclose your Personal Data. In this document, “CI-NTU” refers to Confucius Institute, Nanyang Technological University.
2. You are applying to be a participant/student of a programme/course conducted by Confucius Institute, NTU (“**the Relationship**”).
3. We may collect, use, disclose and process your Personal Data for one or more of the following purposes:
  - a) Evaluate your application.
  - b) Administer, manage and process your relationship with us as a participant of CI-NTU Courses.
  - c) For programme administration and billing.
  - d) To create and maintain participants’ profiles in our system database for internal records and reference.
  - e) To enable the trainers/speakers/guides to know the background of the participants.
  - f) To submit the data to CI-NTU or external organisations who are hosting the visits for their information and/or to seek security clearance to enter their premises.
  - g) To arrange accommodation for participants (if applicable).
  - h) To issue Letter of Invitation, certificate to participants and any other required documents (if applicable).
  - i) To provide you with relevant information relating to the subject matter and/or area of interests indicated in your query.
  - j) To respond to your query and provide you with the relevant information relating to educational and/or other related or ancillary services provided by CI-NTU.
  - k) During the course of your participation or attendance at events, seminars, workshops, or programmes organised or held by CI-NTU, photographs or video image(s) of you may be taken or recorded for news and publicity purposes relating to the legitimate interests of CI-NTU. By participating in attending the same, you agree for CI-NTU to collect, use, reproduce, publish, adapt, apply or otherwise deal with the same in any medium and format (whether in their present, adapted or modified form) for the said purposes.
  - l) To contact you via postal mail, electronic mail, text messages (SMS/MMS), fax and/or voice calls (including to provide you with marketing, advertising and promotional information).
  - m) To generate publicity materials for our courses, events and programme; and or
  - n) Any other purpose reasonably related to the aforesaid. (collectively, the “**Purposes**”).
4. We may need to disclose your personal data to third parties, whether located within or outside Singapore, for one or more of the above Purposes, as such third parties, would be processing your Personal Data for one or more of the above Purposes.
5. You have the right to withdraw your consent given hereunder, whether in part or as a whole. However, your withdrawal of consent could mean that we will not be able to continue with your relationship with us. Should you wish to withdraw your consent in part or in whole, please send an email to us at [tcep@ntu.edu.sg](mailto:tcep@ntu.edu.sg).

### **DECLARATION**

I hereby consent to the Data Protection and Privacy Statement.

\_\_\_\_\_  
Signature:  
Name:  
NRIC/Passport No.:

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