 **APS SWIM SCHOOL (S) PTE LTD**

Email: admin@apsswim.com

 Tel: 67775823

 Mailing address: Orchard P.O. Box 788, S(912327)

**Registration Form**

*Please ensure all the information is filled out and email to* *admin@apsswim.com**.*

**Student Information**

Surname       Given Name (S)      Gender

Date of Birth (DD/MM/YYYY)       Nationality

NRIC/FIN/Birth Certificate      Name of School

Medical Background (Allergies, etc…)

**Parents/Guardian Information**

Surname       Given Name (S)

Relationship to Student

Mobile No.       Work No.       Home No.

Email Address

Home Address

Block       Street, Building Name       Unit No.       Postal Code

**THANK YOU FOR CHOOSING TO SWIM WITH APS SWIM SCHOOL**

The following information is important to you. Please take a moment to go through them.

**GUIDELINES FOR PARENTS**

1. Please be punctual.

2. The poolside is strictly out of bounds for parents. If you wish to speak to any of our Swim Teachers, please inform the Deck Coordinator and they will arrange a meeting.

3. Any communications with regards to the swim program or facilities, please email admin@apsswim.com.

4. After class, please arrange for your child to shower and change immediately. Do not allow your child to be in the water.

 **IMPORTANT INFORMATION** —

1. There will be **No Make-up Lessons** for all programs regardless of **no-show, bad weather** OR if your scheduled class falls on a

**i. Public Holiday**

**ii. New Year’s Eve**

**iii. Chinese New Year’s Eve & Days 3-6**

**iv. Christmas Eve**

**v. One week in September or a selected month** (will depend on the international competition calendar)

 **\*Please note that there are certain months in the calendar year with a 5th week. There are no extra charges for the additional lessons.**

**The APS Swim School Learn-to-Swim Certification Program:**

The purpose of this program is to provide a tangible tool to motivate the child and it also acts as a clear indicator of the child’s progress.

i. Our Trainer/Deck Supervisor will conduct the grading. Upon passing the grading, your child will be awarded a badge & sticker to be pasted on the Grading Card.

ii. The grading will be conducted during lesson time. Your child will be able to participate in as many Grading as long as he/she is recommended by the Swim Teacher.

*Note: Station recommended for grading does not reflect current learning level. Learning continues regardless of grading*

**Withdrawal of Class Policy:**

1. If you wish to withdraw your child from the program, please inform our office **one-month in advance** by filling up the Discontinuation Form available at the office or via email to admin@apsswim.com **by 12pm on 27th of the month.** Please adhere strictly to the time/date as we are required to facilitate the bank’s time line requirement.

 2. Medical cases with valid documentation qualify for immediate discontinuation.

*Note: Absence from lesson does not indicate withdrawal from class unless the withdrawal form is received.*

**PAYMENT POLICY**: 1. Monthly swim fee will be deducted MONTHLY via **GIRO** on the 1ST of each calendar month. If the 1st falls on a Saturday, Sunday or Public Holiday, deductions will be made on the next working day. If deduction fails, GIRO will be suspended and the outstanding amount shall be settled by cash or cheque. An administrative fee of S$15 will apply.

**COURSE FEES:** Learn-to-Swim / Endurance / Cross Training

1. Student registration fee is - S$70.

2. The deposit is one-month’s fee - S$150.00. This will serve as lesson fees for the one-month notice.

3. **Monthly Fee By GIRO** - S$150.00

4. **Monthly Fee By Cash or Cheque** – S$165.00 (Payable to: **APS Swim School Singapore Pte Ltd**)

5. Change of class – S$5 (non-refundable) only Applicable if parents submit form.

1. Receipts will be issued for cash/cheque payments.

2. For new enrolment, lesson that starts other than the first week of the month will be pro-rated at $37.50/- per lesson or per week.

Please write the student’s name, month of fee payment, day and class time on the reverse side for all cheque payments. Our mailing address: **Orchard P. O. Box 788, Singapore 912327.**

**NOTE**: The APS Swim School reserves the right to accept, reject or terminate any person from the activities and programs of the School.

**THE ENTIRE POLICY WILL BE STRICTLY ENFORCED.**

**READ CAREFULLY BEFORE SIGNING AGREEMENT FOR CHILD PARTICIPANT**

I,      , the parent/guardian of       herby agree that my child participates in the swimming programs and any other activities conducted by APS Swim School solely at his/her own risks and acknowledge that APS Swim School shall not be liable to me or my child or to any of his /her/my lawful visitors for any personal injury damage loss or inconvenience caused to my child or his/her/my lawful visitors or to any goods or chattels brought by my child or his/her/my lawful visitors to the said activities and I accordingly agree to indemnify APS Swim School for any claims by any such persons in respect thereof. I have read and understood the Rules & Regulations set by the School and will abide by it.

Electronic Signature       Date (DD/MM/YY)

**Payment Details – For Offise Use Only Processed By:**

Pay By CASH/CHEQUE**:** CASH **** Cheque ****

CASH/CHEQUE AMOUNTCHEQUE NO# PAYABLE TO **“APS Swim School (S) Pte Ltd”**