

**Hampton Pre-School  
'WAITLIST AGREEMENT'  
TERMS AND CONDITIONS**



Below are the terms and conditions of being placed on the 'Waitlist':

1. Your child's name will be kept on the 'Waitlist' for a **calendar year** of this 'Wait List' Terms and Conditions Agreement.
2. A *Reservation Fee* amounting to **S\$87.20** will be collected.
3. The *Refundable Deposit* and *Student Insurance* will only be collected once a place has been confirmed for your child.
4. Within the calendar year of being on the Waitlist,

- 4.1 if a place is offered to parents and it is accepted within one (01) week of offer,
  - a. the *Reservation Fee* will be converted to *Registration Fee* (inclusive of applicable GST),
  - b. the *Refundable Fee* and *Student Insurance* will be collected to confirm registration,
  - c. the *School Fee* will be invoiced according to the offered enrollment date.

4.2 if a place is offered to parents and they do not register or make payment (as outlined above in 4.1b) within one (01) week of offer, the place will be offered to the next eligible child and the FULL *Reservation Fee* will be **FORFEITED**.

4.3 if a place is offered to parents and it is **not** accepted, the **FULL** *Reservation Fee* will be **FORFEITED**.

4.4 if parents write in to withdraw their child's name from the waitlist **BEFORE** a place is offered or before this contract ends, **S\$50** of *Reservation Fee* will be **RETAINED** by the Pre-School as Administration Fee (inclusive of GST).

<b>For Clause 4.2 to 4.4</b>	
<b>Centre's signature</b>	
<b>Parent's Signature</b>	

5. After the 12 months period, the school will contact you via email to ask whether you would like to renew the contract.

5.1 Should there be no response, the reservation fees will be forfeited automatically within 2 weeks from the date of email notification. The child will be withdrawn from the waitlist. Parents will have to re-queue for a position if desired.

5.2 Once this contract is renewed, it will be valid for a **period of 12 months** (a full academic year).

5.3 If parents like to withdraw from the waitlist at this point of time, they will receive a **FULL** *Reservation Deposit* **REFUND**.

5.4 Parents who register for Waitlist between September, October, November and December - The agreement will be automatically renewed the next following year.

6. The start date of enrollment is determined by the preschool. In the event if the child is unable to start on the designated date, Hampton Preschool will assess the situation on a case-by-case basis.

7. I agree to abide by the Terms and Conditions of the 'Waitlist Agreement'. I am responsible for the payment of all fees for the student named herein below. I understand that **there is no guarantee that a place will be offered to my child** and I agree to pay the *Reservation Fee* to place my child on this Wait List.

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<b>Child's Name:</b>		<b>Birth Cert / FIN No.:</b>	
<b>Date of Birth:</b>	<b>Gender: M /F</b>	<b>Nationality:</b>	
<b>Parent's / Guardian's Name:</b>		<b>Hp (1):</b>	<b>Hp (2):</b>
<b>Postal Add:</b>			
<b>Email (1):</b>		<b>Email (2):</b>	

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*I have received a copy of the Waitlist agreement upon registration for my own reference.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement of Receipt by Hampton Pre-School

***For Official Use Only***

<b>Payment By:</b> NETS <input type="checkbox"/> PayNow <input type="checkbox"/>	<b>Amount Received:</b>
<b>PayNow Number:</b>	<b>Date:</b>
<b>Received by:</b>	<b>Waitlist Level / Year:</b>

<b>Date Placement offered:</b>	<b>Accepted / Rejected</b>
<b>Level offered / Year:</b>	<b>Reservation Fee:</b> Refunded / Forfeited / Converted to Registration Fee
<b>Remarks:</b>	<b>Administrator:</b>