



APPLICATION FOR ADMISSION INTO YEAR 12 BY CURRENT STUDENTS

TANGLIN IS AN EDUCATIONAL TRUST WHICH PROVIDES
SCHOOLING FOR 3-18 YEAR OLDS WHO PLAN TO PURSUE
FURTHER BRITISH-STYLE EDUCATION

ADMISSION TO THE INFANT OR JUNIOR OR SENIOR SCHOOLS
DOES NOT ACCORD AN AUTOMATIC RIGHT OF ENTRY TO THE
SIXTH FORM. THIS SEPARATE APPLICATION MUST BE
SUBMITTED FOR ENTRY INTO YEAR 12.

STUDENT'S NAME _____

CURRENT CLASS _____

PARENTS' NAMES _____

SINGAPORE ADDRESS _____

CONTACT NUMBERS _____ (HOME) _____ (OFFICE)

APPLICATION FOR ADMISSION INTO YEAR 12 IN SEPTEMBER _____ (year)

DATE OF ADMISSION INTO TANGLIN _____

To: The Head of School
 TANGLIN TRUST SCHOOL
 Portsdown Road
 Singapore 139299

Dear Sir

I understand and accept the foregoing policy and conditions governing admission of my child into the School.

I undertake to inform the School immediately of any change in the particulars in this application or of my wish to cancel it.

I further undertake:

- (1) to pay each term's fee (comprising Tuition Fee and Building Fund) not less than one week prior to the commencement of term:
- (2) to pay such increased fees as may be approved by the Board of Governors from time to time;
- (3) to top up the refundable deposit to equate to each term's fee.

I enclose herewith my Singapore cheque for S\$ _____ (Please make cheque payable to "Tanglin Trust School Ltd" or bank draft for the equivalent sum) as payment of the registration fee and apply to enrol my child on the waiting list for the term commencing:

- 1 _____ (date)
- 2 _____ (date)
- 3 _____ (date)

Dated: _____

Signature of Parent: _____

NOTE It is important that parents complete all sections of the form. If in doubt please contact the Student Enrolment Administrator for clarification. Forms should be returned to the Office of the Head of School, Tanglin Trust School, Portsdown Road, Singapore 139299.

FOR OFFICIAL USE

Registration No.	
Registration fee receipt no.	
Date of interview with Head of School	
Head of School's remarks	
Place offered / not offered	
Place accepted / not accepted	
Date Application withdrawn	
Reason for withdrawal	
House Code	
Mode of Transport	

Please detach for retention

CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

All parents are requested to note that enrolment and admission to the Sixth Form are subject to the conditions set out below and are asked to sign at the foot of this form in recognition of their acceptance of these conditions:

1. The parent shall send with this application a crossed cheque or bank draft made payable to the Tanglin Trust School Ltd (“the Trust”) for a sum equivalent to S\$500. This sum represents payment of the registration fee. This fee will be credited to the refundable deposit which the School will hold in the applicant’s name.
2. This application is made on the understanding that the applicant is fully able to participate in and benefit from the Sixth Form curriculum without extensive individual assistance. If the Head of School, in consultation with the applicant’s teachers, does not consider the applicant to be capable of fulfilling these requirements, then no place will be offered.
3. On receipt by the School of the fully completed application form and payment of the registration fee, the applicant will be registered at the bottom of the Sixth Form waiting list for the term requested in the application form.
4. Registration on the Sixth Form waiting list does not guarantee a place in the Sixth Form for the term for which the application is made.
5. The parent accepts that the applicant’s entry to the Sixth Form will be determined by the applicant’s age on 1 September of the desired year of entry.
6. On being offered a place, the parent shall pay immediately the requisite school fees at the rate then applicable. See the attached schedule for details of the current fees and for information about the fees and deposits which are payable. Please note, however, that all fees are subject to variation at any time and that the fee rates indicated on this schedule may not be the rates applicable at the date when a place is offered.
7. (a) If the application is withdrawn whether before or after a place has been offered, the registration fee will be forfeited.

After admission

- (b) If notice of withdrawal is given after a student has been admitted into the School, the refundable deposit, after deduction of any amounts which are due and payable to the School, will be repaid in full (without interest) provided that such notice of withdrawal:
 - (i) is to take effect on either the last day of a half-term or the last day of a full-term;
 - and
 - (ii) is given at least two (2) months before the date on which the student is to be withdrawn from the School.

(NB for the purposes of computing the two month notice period, school holiday periods will not be taken into account. In order to be effective, notice of withdrawal must therefore cover at least two complete teaching months)

The operative dates for withdrawal and for the giving of the notice of withdrawal will be confirmed in writing at the beginning of each school term.

If notice of withdrawal is not given in accordance with the above requirements, an amount equivalent to 50% of a term’s fee will be retained by the School from the refundable deposit in lieu of notice.

In the event that the parent is uncertain whether or not a student is to be withdrawn from the School on the last day of a relevant half-term or full-term period, the parent must give provisional notice of withdrawal in accordance with the above requirements in order to avoid forfeiting 50% of a term's fee from the refundable deposit. If provisional notice is given, the parent will be granted a further one (1) month from the last formal date for giving notice of withdrawal in which to determine whether or not the student is in fact to be withdrawn. At the end of that one month period, the parent will be required either to confirm or to cancel the notice of withdrawal. If the parent does nothing, the provisional notice of withdrawal will be deemed to have been confirmed

The refund of all or any part of the refundable deposit will be made as soon as practicable after it has become due to the individual(s), company or organisation by whom it was paid to the School, unless that party notifies the School in writing that the refund is to be made to a named parent of the student or to that parent's personal representative. In the case of deposits paid by cheque, the refund will be made to the individual(s), company or organisation indicated as the drawer of the cheque.

In the event that the party who paid the deposit cannot be traced after the School has used all reasonable endeavours, the School will be entitled to retain the deposit or that part of it that is refundable to the party who cannot be traced for its own use.

In the event of some incident or event occurring within or affecting Singapore such that the School is required by the relevant authorities of the Singapore Government to close during the currency and/or aftermath of such incident or event, the School will not be obliged to refund all or any part of the fees or refundable deposit.

Where a student has been withdrawn from the School and the refundable deposit has been repaid, no enrolment fee will be payable if the student is readmitted to the School in the term immediately following the term in which the withdrawal takes place. If the student is readmitted to the School more than one term after the term in which the withdrawal takes place, the full enrolment fee will be payable at the prevailing rate on readmission.

Where a student has been withdrawn from the School but the School has, at the request of the parent, retained the refundable deposit, no further enrolment fee will be payable should the student be readmitted to the School, irrespective of either the period of time for which the student has not been a student at the School or the prevailing enrolment fee at the time of readmission.

8. The Head of School may require at any time the withdrawal of a student from the School for any cause judged by the Head of School in his absolute discretion to be adequate. Adequate cause may include matters such as the student's misconduct or the student's inability to participate in and benefit fully from the school curriculum without extensive individual assistance.
9. (Not applicable to Singapore Citizens and Permanent Residents)
Admission to, and continued status as a student at, the School is conditional on the student possessing a valid Student's Pass or Dependant's Pass issued by the Immigration Department of the Government of Singapore. As the validity of the Student's Pass may be affected by a change in the parent's employment or by the expiry of an Employment Pass or any change in the parent's Singapore immigration status, the parent undertakes to keep the School informed on these matters.
10. Where the need arises in a situation where neither parent can be contacted to given consent, the Head of School may authorise the medical examination of a student, the calling of further medical or specialist advice, or the removal of the student to a nursing home or hospital, all expenses thereby incurred being for the parent's account.
11. The parent accepts that the School cannot be responsible for any personal injury which the student may sustain at any time either within the school premises or elsewhere which is not attributable to the fault of the School, its officers or employees. The parent also accepts that in no circumstances can the School be liable for any loss or damage of any other kind whatsoever which the student may sustain.
12. The Contracts (Rights of Third Parties) Act (Cap. 53B) does not apply to these Conditions.

TANGLIN TRUST SCHOOL

POLICY GOVERNING ENROLMENT AND ADMISSIONS

APPLICATIONS BY CURRENT STUDENTS FOR ENTRY TO THE SIXTH FORM

Tanglin Trust School (“the School”); Year 12 and above (“the Sixth Form”)

1. *Policy with respect to general applications*

Applications for entry to the Sixth Form may be made for any students currently in Year 10 or 11 of the School. The names of all applicants are placed on a waiting list (“the Sixth Form waiting list”) for entry to the Sixth Form in September of the desired year of entry.

No applicant is entitled to automatic entry to the Sixth Form. Applicants are offered such places as are available for their desired year of entry according to the following criteria:

(a) The applicant’s position on the Sixth Form waiting list

- Except in the case of special applications (see below), an applicant’s position on the Sixth Form waiting list is determined by the date on which the relevant application form and the requisite proportion of the registration fee are received by the School.

(b) The applicant’s ability fully to participate in and benefit from the Sixth Form curriculum, and the Sixth Form’s ability to integrate and provide appropriate educational facilities for the applicant.

- This is determined by the Head of School in consultation with the applicant’s teachers.

2. *Policy with respect to special applications*

An applicant’s position on the waiting list may be accelerated where:

i - the applicant is the sibling of a student in the Sixth Form;

ii - the applicant is the dependant of an employee of School;

iii - the applicant’s past and projected tenure within the School justify priority being accorded to that applicant.

3. *Offers of Places*

Conditional offers of places in the Sixth Form will generally be made in March of the desired year of entry. Each offer will be conditional on the applicant meeting the requirements for entry into the Sixth Form which prevail at the date of the application. Conditional offers made in March in any year will apply only to applications received by the end of February in that year. In the event of an applicant whose application has been submitted before the end of February cannot be offered a place in March because all the places currently available have been offered to applicants whose names were above his on the pre-offer waiting list, then the applicant will be informed of this fact, and of this position on the post-offer waiting list.

An applicant whose application is received after February of the desired year of the entry will be informed within one (1) month of the date of his application whether or not a place is available for his desired year of entry. Such an applicant will *not* be entitled to the benefit of an accelerated position on the waiting list (under 2i above) in the event that he has a sibling in the Sixth Form.

If a place is not available for an applicant’s desired year of entry, but the applicant is one who is expected to meet the requirements for entry into the Sixth Form and to be able fully to participate in and benefit from the Sixth Form curriculum, then the applicant’s name will be retained on the Sixth Form waiting list until such time as a place becomes available.