



**aLIVE ACADEMIC PROGRAMME
 YEAR 2019
 RE-REGISTRATION FORM**

FOR OFFICIAL USE			
Registration No.	: _____	Class	: Kids / Tweens _____
Day	: <input type="checkbox"/> SATURDAY	Session	: <input type="checkbox"/> AM <input type="checkbox"/> PM

Please indicate for session:

Saturday Classes					
Age Group	Programme	<input checked="" type="checkbox"/>	Session 1	<input checked="" type="checkbox"/>	Session 2
5 – 8	Kids	<input type="checkbox"/>	8.00 a.m. – 11.00 a.m.	<input type="checkbox"/>	11.30 a.m. – 2.30 p.m.
9 – 12	Tweens	<input type="checkbox"/>	8.00 a.m. – 11.00 a.m.	<input type="checkbox"/>	11.30 a.m. – 2.30 p.m.

Please complete the details below:

(A) STUDENT INFORMATION					
FULL NAME (as in Birth Certificate or NRIC) _____					
Birth Cert/NRIC No. : _____	Birthdate : ____/____/____ Female <input type="checkbox"/> Male <input type="checkbox"/>				
Residential Address : _____ _____ Postal Code : _____ Home No. : _____					
School Attending : _____					
Current enrolment:					
<input checked="" type="checkbox"/>	Programme	<input checked="" type="checkbox"/>	Level	<input checked="" type="checkbox"/>	Session
<input type="checkbox"/>	Kids	<input type="checkbox"/>	1	<input type="checkbox"/>	8.00 a.m. – 11.00 a.m.
		<input type="checkbox"/>	2		
<input type="checkbox"/>	Tweens	<input type="checkbox"/>	3	<input type="checkbox"/>	11.30 a.m. – 2.30 p.m.
		<input type="checkbox"/>	4		
Number of siblings attending aLIVE : <input type="checkbox"/> Same Mosque _____ <input type="checkbox"/> Different Mosque _____					

(B1) PARENT OR GUARDIAN INFORMATION

Relation to Student: FATHER MOTHER GUARDIAN

FULL NAME (as in NRIC): _____

NRIC No. : _____ Mobile No. : _____

Current Employment : _____ *Please state if unemployed/stay-at-home parents

Marital Status : Married / Divorced / Separated / Widowed / Single *If Divorced/Separated please fill in (C)

(B2) PARENT OR GUARDIAN INFORMATION

Relation to Student: FATHER MOTHER GUARDIAN

FULL NAME (as in NRIC): _____

NRIC No. : _____ Mobile No. : _____

Current Employment : _____ *Please state if unemployed/stay-at-home parents

Marital Status : Married / Divorced / Separated / Widowed / Single *If Divorced/Separated please fill in (C)

(C) CUSTODY OR GUARDIANSHIP STATUS

My child is under : Sole Custody Joint Custody Guardianship

Please attach a copy of the relevant court order setting out the custody/ guardianship arrangements pertaining to the child.

(D) ADDITIONAL INFORMATION

PERSON(S) TO CONTACT IN CASE OF EMERGENCY : (If different from parent(s) or guardian)

Name (1) : _____

Relation to child : _____ Contact no. : _____

Name (2) : _____

Relation to child : _____ Contact no. : _____

PERSON(S) SENDING/FETCHING CHILD TO/FROM MADRASAH : (If different from parent(s) or guardian)

Name (1) : _____

Relation to child : _____ Contact no. : _____

Name (2) : _____

Relation to child : _____ Contact no. : _____

DECLARATION BY APPLICANT

I, _____ , hereby declare the information given is correct. I have read and understood the terms and conditions as stated in **APPENDIX E**. I confirm that my spouse/ex-spouse has given his/her consent for the enrolment of our child to Alkaff Kampung Melayu Mosque's aLIVE Madrasah. I hereby agree to cooperate with the mosque on Education matters.

Parent's Signature

Date

FOR OFFICIAL USE

Date of Submission : _____ Receipt No. : _____

Educational Fee : \$30

Book Fee : \$30

Officer's Name and Signature

Mosque Stamp

APPENDIX E : TERMS AND CONDITIONS

Dear Parents,

Before you submit this form, please take a while to read the following terms of understanding between parents and the mosque. Thank you.

1. Registration fee is required to be fulfilled **immediately** upon application.
2. A copy of **Child's Birth Certificate** and both **Parents' IC** must be included with the application form. Without these documents, application is considered incomplete and **will not be processed**.
3. Parents seeking Financial Assistance are required to seek further assistance from the officer-in-charge.
4. Administrative fee and education fees are **NON REFUNDABLE**.
5. Payment of monthly fees should be made through **GIRO**. Please fill up the GIRO form at our Customer Service Counter. Please take note that upon the approval of GIRO deduction, monthly fees will be deducted on **25th – 27th of the month**.
6. In the case that parents **opt out** of GIRO, payment can be made via cash/cheque/NETS. **Parents are advised to keep every receipt issued**.
7. Payment by cheque is payable to '**LPM Alkaff Kg Melayu**.' Please write your child's name and Birth Certificate or NRIC number at the back of the cheque.
8. Information given in this form will be held with utmost **confidentiality**. However, parents will be notified via post, SMS or email on Education matters/updates and Alkaff Kampung Melayu Mosque's events.
9. Participation of students and parents are **automatic** in mosque events.

ON PHOTOGRAPHY OR VIDEO OF STUDENTS

10. The Education Unit may take photographs or videos of students during lessons and activities for report purposes and in mosque's media platforms. Consent will be requested from parents if photos are to be used for the media or mosque's publicity and infographics.

ON WITHDRAWAL

11. If the student needs to be withdrawn, please fill up **Withdrawal Form** at one (1) month notice.
12. **Collection of fees will continue if there is no Withdrawal form.**
13. Any student withdrawn will need to pay administrative fee if he/she wish to be re-enrolled to the madrasah.

***Please detach this form and return to parents upon payment of Administrative Fee.**