

Thank you for enrolling your child to our Dutch Saturday lessons at the Holland International School Limited.  
Please complete this form and return it by email at ***languagegroup@hollandinternationalschool.sg***.

## 1. APPLICANT INFORMATION

### Student

Last name:

First name:

Middle name(s):

Date of birth (DD/MM/YYYY):

Preferred name:

Gender:    Female            Male            Neutral

First Language:

Other languages spoken:

Nationality:

Passport country of issue:

Passport number:

Passport expiry date (DD/MM/YYYY):

Other nationalities:

Applying for/in possession of:    Dependent Pass (DP)

Permanent Resident Pass (PR)    Student Pass (STP)

FIN or BC\*:

\* The Foreign Identification Number or Singaporean Birth Certificate Number is not required for the enrolment and can be shared when available.

## 2. PARENT INFORMATION (EMERGENCY CONTACT)

### Parent / Guardian 1 (primary contact)

Last name:

First name:

Nationality:

Address:

Telephone (home):

Mobile number:

Email:

### Parent / Guardian 2 (secondary contact)

Last name:

First name:

Nationality:

Address:

Telephone (home):

Mobile number:

Email:

## 3. ADDITIONAL INFORMATION

**Does your child have any medical conditions, allergies, or special dietary requirements that we should be aware of? If yes, please provide details.**

## 4. TERMS & CONDITIONS

### 1. General Information

- 1.1 Name of Institution: Holland International School Limited
- 1.2 Location: 65 Bukit Tinggi Road, Singapore 289757
- 1.3 Course Dates and Hours: The Dutch Saturdays lessons operates every two weeks on Saturdays from 9:30am -12:00pm , starting on 23.8.2025 and ending on 6.12.2025, unless otherwise stated.

### 2. Enrolment and Registration

- 2.1 Enrolment for the Saturday School is open to students of 3-5 years of age and 6-10 years of age.
- 2.2 All students must complete the application form and submit the required documents, such as proof of identification and any other necessary medical or emergency information, prior to the commencement of classes, to [languagegroup@hollandinternationalschool.sg](mailto:languagegroup@hollandinternationalschool.sg)
- 2.3 The signatory-page is to be signed in hard copy and submitted in scanned format.
- 2.4 Registration is subject to availability and is confirmed upon payment of the course fee.

### 3. Fees and Payment

- 3.1 The course fee is \$1080 (inclusive of GST) per student, which includes resources, materials and snacks.
- 3.2 Payment must be made 30 days prior to the start of lessons.
- 3.3 Fees are non-refundable except in cases where the course is cancelled by the school.
- 3.4 There will be no pro-rata refund for missed classes.

### 4. Class Schedule and Attendance

- 4.1 Classes will be held on Saturdays as per the agreed schedule.
- 4.2 Students are expected to attend all classes. If a student will be absent, parents or guardians must inform the school at least 24 hours in advance via email.
- 4.3 If the school cancels any class, it will notify parents and students in advance and make arrangements for a make-up session if possible.

### 5. Code of Conduct and Behaviour

- 5.1 All students must adhere to the school's code of conduct, which includes maintaining respect for teachers, fellow students, and school property.
- 5.2 Disruptive behaviour, bullying, or any form of violence will not be tolerated and may result in dismissal from the program with no refund.
- 5.3 Parents and guardians are responsible for ensuring that their children comply with the school's behaviour expectations.

### 6. Health and Safety

- 6.1 Parents must inform the school of any medical conditions or allergies that may affect the student during the course.
- 6.2 Students are encouraged to bring their own water bottle, snacks, and other personal items for their comfort and safety.

- 6.3 The school reserves the right to remove a student from class if the student's health condition requires immediate attention, and will contact the parents or guardians in such cases.

## **7. Liability and Insurance**

- 7.1 The school is not liable for any loss, injury, or damage that may occur to students during class or on school premises, except in cases of negligence on the part of the school.

## **8. Cancellation and Withdrawal**

- 8.1 Parents wishing to withdraw their child from the Saturday School must provide written notice two weeks (14 days) in advance.
- 8.2 No refunds will be made for early withdrawal unless the course is cancelled by the school.

## **9. Privacy and Data Protection**

- 9.1 The school will collect personal information from students and parents for registration and emergency purposes only.
- 9.2 All personal data will be treated in accordance with Singapore's Personal Data Protection Act (PDPA).
- 9.3 By participating in our programme, you or your child consent to the use of photographs and videos taken during the activity for marketing and promotional purposes. These materials may be used in, but not limited to, print, digital, and social media platforms. If you or your child do not wish to be photographed or filmed, please notify us in advance.

## **10. Amendments to Terms and Conditions**

- 10.1 The school reserves the right to amend these terms and conditions at any time. All changes will be communicated to parents and guardians in a timely manner.

## **5. ACKNOWLEDGEMENT/SIGNATURE**

By signing this application form, I agree that I have read and understood the terms and conditions outlined above and hereby accept them.

Parent / Guardian 1 signature:

Date (DD/MM/YYYY):

### **How did you/your family learn about Holland International School?**

Social Media  
Search Engine  
Website

Advertisement  
Friends/Family  
Event/Fair

Embassy  
Employer  
Agency

Others: