### SECTION A: BOOKING FOR TERM 1, 2, 3, 4 (please circle)

Name of School: ____________________________  
Institutional / Associate Member: (Yes/No)  
Name of Teacher-In-Charge: ____________________________  
Expiry Date: ____________________________  
Tel: ____________________________  Fax: ____________________________  HP: ____________________________  E-mail: ____________________________

[ ] I acknowledge that I have read and agreed to the attached Terms & Conditions.

### Section B: To be completed by Teacher-in-Charge

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Preferred Date &amp; Time</th>
<th>Level</th>
<th>No of students</th>
<th>No of teachers</th>
<th>Status of booking</th>
<th>Acceptance of allocated slot (please ✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choices</td>
<td>Date</td>
<td>Time*</td>
<td></td>
<td></td>
<td>Confirm</td>
<td>Reservation No. Unsuccessful Yes No</td>
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</table>

Date submitted: ____________________________  
Remarks: ____________________________  
*as indicate in programme description  

### Section C: For Official Use

Processed by: ____________________________  
Signature: ____________________________  
Date Faxed: ____________________________  
Date: ____________________________
All programme bookings must be done with the supplied booking form and sent by fax at 65616361. You may photocopy extra copies of the booking form as required.

Submission of the booking form is not a guarantee of booking. You will be notified of your booking status by fax. If you are unsure about your booking status, please give us a call at 64252525/6.

For successful bookings, please acknowledge your acceptance of the allocated slot within one week of receiving our fax reply. This fax reply serves as a confirmation letter of your booking. No further reminder of your scheduled booking will be issued.

Cancellations and Amendments

All cancellations and booking amendments to bookings must be made in writing and faxed to us at 65616361. We will acknowledge all cancellation and booking amendments by fax within 2 working day of receipt.

Cancellations and booking amendments are allowed without extra charge, up to 5 working days before the scheduled booking date. Working days are Monday – Friday, 10.00 am – 5.30 pm.

Within 5 working days of the scheduled booking date:

i. No more amendments to the date or number of students will be allowed.
ii. The course fee charged will be for the booked number, even if there are fewer students on that day.
iii. If there are more students on that day, an additional invoice will be issued for the course fee and admission fee (if applicable).
iv. Cancellations will be treated as a no-show and charged accordingly (see below).

Example:
If a class is scheduled for **Wednesday 16 February**, any cancellation or amendment requests received before **5.30 pm on Wednesday 9 February** will not incur an extra charge. No amendments will be entertained after this time, and cancellation requests received after this time will be treated as no-shows.

No-shows and Punctuality

If a class does not show up during their scheduled booking, it will be treated as a no-show. There will be a penalty charge of the course fee for a paid programme, or $50 for a free programme, as resources will already have been mobilised for the programme.

If a class is late for more than 30 minutes without notification, the class will be automatically cancelled and treated as a no-show.

Should a class arrive late for a programme, the Science Centre may, at its discretion, grant an extension of time for the completion of the programme, or modify/omit programme segments to ensure that the programme finishes within the allocated time slot.

Should unforeseen circumstances result in the Science Centre starting the programme late, the entirety of the programme will be delivered.