2015 Science Enrichment Programmes

(Booking Form)

Section A: To be completed by Teacher-in-Charge

Name of Teacher-in-Charge: (Ms/Mrs/Mdm/Mr) ____________________________
Name of School: ____________________________
Email: ____________________________ HP: ____________________________
Institutional / Associate Member: (Yes/No)
School Tel: ____________________________ School Fax: ____________________________

☐ (Please tick) I would like to be included on the Science Centre Education Programmes mailing list to receive information regarding new and upcoming enrichment programmes, movie previews, talks or workshops for students/teachers.

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Class Name</th>
<th>No of Students</th>
<th>No of Teachers</th>
<th>Term/Week</th>
<th>Date</th>
<th>Time</th>
<th>Status of Booking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Accepted (please tick)</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Rejected (please tick)</td>
</tr>
</tbody>
</table>

Total No. of Classes (for entire booking): ____________________________

Total No. of Students: ____________________________
Total No. of Teachers: ____________________________
Date Submitted: ____________________________
Remarks: (if you have any preferred days or week period, please state below.) ____________________________
Date Faxed: ____________________________

Section C: For Official Use

Status of Booking

Acceptance of Dates Given

Status of Booking

Accepted (please tick)

Rejected (please tick)

Section D: To be acknowledged by Teacher-in-Charge

Processed by: ____________________________
Signature: ____________________________

Remarks: ____________________________

Date: ____________________________

To Book:

1. Please note that this form is only applicable to classes currently not on the online system. All other classes have to be booked online through https://obs.science.edu.sg/login
2. Please complete Section A & B, using one form for each course title you would like to book for.
3. Please return the completed form to: Education Programmes Division to our Fax: 6561 6361
4. We will notify you of the status of your booking in Section C. If your preferred slot is unavailable, we will offer an alternative slot near the date you have requested.
5. Kindly acknowledge your acceptance of the allocated slots in Section D within 7 working days upon receiving our reply. If you need to amend the dates, please email us at schools@science.edu.sg.
6. Please proceed to ticketing counter on the day itself with your school member pass (if applicable) and this form as a confirmation letter.

Privacy Policy:

Information collected in this document is for Science Centre enrichment programme booking purposes only and will not be sent to third parties. We request for teachers’ contact information in order to arrange alternative dates if slots are unavailable. Explicit consent is obtained to use the information in a manner different from the purpose for which it is collected.

This form may be copied if necessary for booking purposes.

Cancellation Policy

(For more details please refer to our website: http://www.science.edu.sg/schoolprogrammes/Pages/OverviewEnrichmentProgrammes.aspx)

- All cancellation & any booking amendments have to be sent to us at least 10 working days (by 5.30pm) before your arrival dates to avoid any penalty charges.
- A penalty charge will apply for any cancellation within 10 working days of scheduled booked date, no show, if the number attending falls below the minimum number for the class or if the class is late for more than 30 mins without notification.
- Penalty charges: the course fee for number of people booked (for paid programmes) or $50 (for free programmes).