

2013 SCIENCE ENRICHMENT PROGRAMMES (Booking Form)

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

Name of Teacher-In-Charge: (Ms/Mrs/Mdm/Mir) _____ Name of School: _____

E-mail: _____ HP: _____ Institutional / Associate Member: (Yes/No) _____

(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. School Tel: _____ School Fax: _____

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

Course Title:				Section C: For Official Use			Section D: To be acknowledged by Teacher-in-Charge				
Please list each class individually				Status of Booking			Acceptance of Dates Given				
Level	Class Name	No of students	No of teachers	Term/Week	Date	Time	Successful	Unsuccessful	Alternate Date	Accepted (please tick)	Rejected (please tick)

Total No. of Classes (for entire booking): _____
 Total No. of Students: _____
 Date Submitted: _____
 Total No. of Teachers: _____

Remarks: (If you have any preferred days or week period, please state below.)

 Processed by: _____
 Signature: _____
 Date Faxed: _____
 Date: _____

To Book:

- Please complete Section A & B, using one form for each course title you would like to book for.
- Please return the completed form to: Education Programmes Division to our Fax: 6561 6361
- 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.
- 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.
- Please proceed to ticketing counter on the day itself with your school member pass (if applicable) and this form as a confirmation letter.

Cancellations Policy
 (For more details please refer to our website: 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 dates of scheduled booked date, no show, 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).
- All bookings received will indicate that participants have agreed to the cancellation policy.

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.