



BT&TAN BUS TRANSPORT SERVICE

7030 Ang Mo Kio Ave 5 #03-19 Northstar@AMK, Singapore 569880
Email : admin@btntan.com, Reg No : 53036730X
Tel : 64837260 , Fax : 64837261

Oct2012

PUNGGOL GREEN PRIMARY SCHOOL

SCHOOL BUS REGISTRATION FORM

NAME OF STUDENT: _____ Gender: (^{Pls circle} boy ; girl)

ADDRESS: _____

_____ POSTAL CODE: _____

TELEPHONE NO.: _____ OFFICE NO.: _____

FATHER'S NAME: _____ CONTACT NO.: _____

MOTHER'S NAME: _____ CONTACT NO. _____

CLASS/GRADE: _____ COMMENCEMENT DATE: _____

EMAIL: _____

PLEASE TICK ACCORDINGLY:-

- One-way (To school)
- One-way (Back Home)
- Two-way (To school & Back Home)

PLEASE TICK MODE OF PAYMENT:-

- By Cash
- By Cheque/IBG

If Pick-Up/Drop Off address are different from the above address, please let us know as follows:-

Pick Up Address: _____ (Postal Code) _____

Drop Off Address: _____ (Postal Code) _____

Remarks (any) : _____

For Office Use Only

Bus No: _____ Card No : _____

Pick-Up Time: _____ Drop Off Time _____ Amount : \$ _____ Date _____



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Dear Parents / Guardians,

Thank you for taking our school bus, we are pleased to advise the following:-

STANDARD PAYMENT TERMS & CONDITIONS:

- BT&TAN is an independent bus operator and not an agent/employee of The School. In the event of any transport related incident occurring, BT&TAN shall assume responsibility. Parents / Guardians should look toward BT&TAN and not the School.
- Bus fare is calculated based on per year's basis. Parents / Guardians are liable for the bus fare for all the school vacations notwithstanding that your child/children cease to be commuters prior to the commencement of all of the school vacations. For termination of service of less than 3 months in a semester, parents are liable to pay an additional 25% of the monthly bus fare.
- Bus fare shall be paid within 1st week of the month or upon received our Payment Card / Advice as per below schedule.
- Bus Fares paid are not refundable.
- Parents / Guardians who intend to terminate our school bus service shall **give one month advance notice**, failing which, one month bus fare shall be payable in lieu of notice.
- For new student, once that transport arrangement is made for you upon confirmation either by phone call or received of registration form, you are required to take our bus transport for a minimum period of 1 months, failing which, the initial month bus fare shall be payable to us.
- Parents / Guardians shall inform us one week in advance for shifting to new address and are liable to pay for admin charges for relocation.
- Pick-up and drop off location must be at the same place every day. For request of two different points, there will be an administrative charge depending on the location of the points.
- We regret that due to the space constraints, Parents and Guardians are not allowed to take the school bus together with their child/children.
- Payment Schedule

SEMESTER 1

| Month | No. of months | Collection Date |
|--------------------------------------|---------------|------------------------|
| January. + December (Advance) | 2 months | 01 st Jan. |
| February | 1 month | 01 st Feb |
| March | 1 month | 01 st Mar |
| April | 1 month | 01 st April |
| May + June | 2 months | 01 st May |

SEMESTER 2

| Month | No. of months | Collection Date |
|---------------------------|---------------|-----------------------|
| July | 1 month | 01 st July |
| August | 1 month | 01 st Aug |
| September | 1 month | 01 st Sept |
| October + November | 2 months | 01 st Oct |

Acknowledged by:-

I _____ Parent / Guardian of _____ address
_____ read, understood and agreed with the above terms and conditions.

Signature / Date

Thank you for engaging our school bus service and it is always our pleasure to be in service to you.