



SAN YU ADVENTIST SCHOOL

GUARDIAN’S APPOINTMENT AND DECLARATION

Note: Parents, who do not have a valid pass (eg LTVP, DP, EP, IEO), are required to appoint a local guardian to act on their behalf in regards to all school matters concerning their child.

I, _____, the *father / mother of my
Name of Parent

child, _____ of Passport no. _____,
Name of Applicant / Student *Applicant / Student*

would like to appoint and authorize _____ of
Name of Guardian

*NRIC / FIN no. _____ as my child’s guardian and the first(1st) point of contact to act on my behalf for any
Guardian

school matters concerning my child; and I will not hold the School responsible for the guardian’s failure in carrying out their guardian’s duty.

*** Circle where applicable**

Undertaking by Parent(s)

1. I agree that the School will only liaise with my child’s guardian on the school matters concerning my child.
2. I understand that the School shall assume that any communication by the guardian is consented and authorized by me.
3. I will inform the school, in writing, if there is a change in my child’s guardianship.
4. I have read through, understood and accepted the declarations stated in page 2 of this form and in page 4 and 5 of Application of Admission Form (Form B).

FATHER’S CONTACT DETAILS (cannot be the same as guardian’s contact details)
Local Contact No. (if any)
Email Address
MOTHER’S CONTACT DETAILS (cannot be the same as guardian’s contact details)
Local Contact No. (if any)
Email Address
First parental contact person is (Please tick) <input type="checkbox"/> Father <input type="checkbox"/> Mother

DECLARATION BY PARENT

1. I understand and accept the policy and conditions governing all school matters which includes but not limited to the enrolment and admission of my child into the school. I agree to abide by these policy and conditions including the strict discipline of the school in attendance, punctuality, uniform, behaviour and school work.
2. I understand and accept the school's policy on Parents' and Guardians' Conduct (refer to the school's website and Student Handbook) for detailed information.
3. I understand and accept that this is a Christian school and it is compulsory to attend chapel and Bible Knowledge class. Therefore, I have no objection to my child attending chapel and Bible Knowledge class.
4. I declare that my child is not suffering from any mental impediment or abnormality.
5. I declare that to the best of my knowledge all of the information which I have supplied to the school directly and/or through my appointed guardian is full and accurate. I acknowledge that withholding relevant information relating to my child's physical, medical or educational needs may affect my child's application and/or enrollment. I undertake to inform the school immediately of any change in the particulars of my child or of my wish to withdraw. There is no refund of fees for such cases.
6. I understand that the Principal may require at any time the withdrawal of my child from the school for any cause judged by the Principal in his/her absolute discretion to be reasonable. Reasonable causes may include matters such as my child's misconduct or my child's inability to participate in and benefit fully from the school curriculum without extensive individual assistance. It may also include the failure at the stage of applying for a place in the school to declare accurately and fully the extent of my child's individual educational needs. There is no refund of fees for such cases.
7. I understand and agree that if I want to withdraw my child's enrollment after signing the Student Contract and payment of school fees, the fees will be refunded in accordance to the Refund Policy stipulated in the Student Contract, and I am not entitled for further refund.
8. **For Primary 2 to Primary 3 students**. I agree to my child's participation in the compulsory CCA – the Adventurer's Club.

I hereby acknowledge that I have read, understood and accepted the content of the guardian's appointment letter and declaration stated in this letter.

*Parent Name and Signature _____ Date _____

DECLARATION BY APPOINTED GUARDIAN

As the appointed guardian, I will act on behalf of the parent(s) for any school matters concerning the student/applicant and undertake the responsibility to the below items:

1. Be a **resident** in Singapore, **contactable** at all times by the student and the school.
2. **Notify** the school immediately if there are any changes concerning the student, change of address, contact numbers etc.
3. Be **aware** of all school matters concerning the student such as administrative matters, academic matters, etc.
4. **Inform** the parent(s) of the student directly regarding any matter that the school has conveyed to me, and understand that the school will not be held responsible for the parent(s)' ignorance of the matter.
5. Be **responsible** for any information/report sent by the school to my contact details and will act on or reply to it promptly.
6. **Demand** from the student regular test/ exam/ term reports, sign them, return them to the school, and inform the parent(s).
7. **Supervise** the student to ensure that the student complies with all school and ICA requirements.
8. **Cooperate** with the school concerning the studies, welfare and discipline of the student.
9. **Inform** the school and the parent(s) of the student if I cease to be the local guardian of the student.
10. **Inform** the school if the student fails to attend school without any valid reason.
11. **Inform** the school in writing two weeks in advance if the student is withdrawing from the school.
12. **Ensure** that the student surrenders his/her Student's Pass to the school immediately upon his/her withdrawal from the school or at any point in time when the school terminates his/her studies for any reasons deemed reasonable by the school.

I hereby acknowledge that I have read, understood and accepted the content of my responsibilities stated in this guardian's appointment and declaration letter.

*Guardian's Name and Signature _____ Date _____