

Orion Outreach Program (O-Level)

Objective

The Orion Outreach Program (OOP) is implemented to enable needy students to enroll in Orion Tuition Centre's tuition program to provide the additional help needed to excel in their studies at subsidized rates.

Orion Subsidy Tiers

Nationality

- This program is only applicable to students who are Singapore Citizens or Singapore Permanent Residents (PR).

Family income (before CPF deduction)

Eligibility for Application	Subsidy	Example
Monthly gross household income: Up to and including 2000SGD	20% for all subjects	Student enrolled in E Maths program will pay \$200.00 monthly.
		Student enrolled in both E Maths and Pure Physics will pay total of \$400.00 monthly.

Photocopied documents required

Please complete the following application form and submit to Orion Tuition Centre. All applications must be completed with the following supporting documents. Application forms that are incomplete, lack of required supporting documents or information provided is found untruthful will not be processed.

- Applicant NRIC (both sides)
- NRIC (both sides) of all family members living at the same address as applicant.
- Required income documents of parents/ guardians and other family members living at the same address:

Employment status	CPF contribution history for the past 12 months or latest 3 months payslips	Notice of assessment for current year
For working family members	✓	
For housewife, part-time worker, odd-job worker, retiree or unemployed person	✓	
Self-employed person (including taxi-driver)	✓	✓

- Other supporting documents (if applicable):
Death Certificate; Divorce Documents (with details on custody and maintenance); Prison visit card/Notice of Admission from Singapore Prison Service; Medical documents; Letter of Retrenchment/Termination

Approval

- Orion Tuition Centre will take into consideration other assets such as properties and vehicles owned by the applicant's household in assessing the needs of the applicant for the program.
- All applications will be processed and considered but eligibility to apply does not guarantee the award of the program. Outcome will be notified by phone and post. The decision shall be final.
- Orion Tuition Centre reserves the right to request for additional supporting documents, amend the Rules and Regulations when and where deemed necessary.

Registration form for Orion Outreach Program

Applicant details

Name as in NRIC:		
NRIC or FIN no:	School:	Level:
Address:		
Contact Number:	Email:	

Subject applying for

- A. Maths (\$250 per month)
- E. Maths (\$250 per month)
- Pure Physics (\$250 per month)
- Pure Chemistry (\$250 per month)
- Science (Phy/Chem) (\$250 per month)

Science (Phy/Chem) (\$250 per month) Information on household members and income

Father

Name as in NRIC:		
NRIC no:	Age:	Contact Number:
Address (if different from above):		
Occupation:	Monthly income before CPF contribution:	
Name of employer/ Company	Company address	

Mother

Name as in NRIC:		
NRIC no:	Age:	Contact Number:
Address (if different from above):		
Occupation:	Monthly income before CPF contribution:	
Name of employer/ Company	Company address	

Other members

Name (as in NRIC)	NRIC No.	Relationship with applicant	Occupation and company/ School	Gross monthly income

Other information

Housing type	HDB flat					
	<input type="checkbox"/> 1 room	<input type="checkbox"/> 2 room	<input type="checkbox"/> 3 room	<input type="checkbox"/> 4 room	<input type="checkbox"/> 5 room	<input type="checkbox"/> Executive
	Non-HDB flat					
	<input type="checkbox"/> Condominium		<input type="checkbox"/> Landed property		<input type="checkbox"/> Others: Please specify	
House ownership	Owned			Rented		
	<input type="checkbox"/> Fully paid	<input type="checkbox"/> Inherited	<input type="checkbox"/> Monthly loan	<input type="checkbox"/> Rental per month:		
Car ownership	<input type="checkbox"/> Yes. Please provide reason				<input type="checkbox"/> No	
Maid	<input type="checkbox"/> Yes. Please provide reason				<input type="checkbox"/> No	

Emergency contact details

Name:	Contact Number:	Relationship:

Declaration

By signing this declaration form, I have read and agreed to:

- Abide by the terms and conditions as stated in the following page.
- Avoid replicating and transmitting any part of the course materials in any form whatsoever, including, but not limited to email, photocopying and scanning.
- Be responsible for my attendance in the class at the agreed time and place specified.
- Keep my parent/ guardian informed of the class schedule and the payment of fees.

Signature of Student

date

For official use only

Received by:	Date:

Terms and conditions

Registration

1. All entries in the registration form must be completed for it to be valid.

Fees

2. Each weekly lesson is 2 hours long.
3. Course fees stated overleaf are net. There are no additional charges for printing of course materials and no initial deposits.
4. Course fees are to be paid monthly in full sum as stated, with exception for the first month, where fees will be pro-rated based on number of lessons (out of 4) expected to take place.
5. Course fees are for group tuition calculated based on 4 lessons per month. However, in the event that there are 5 scheduled lessons within the month, course fees still remain at the stipulated price as a complimentary lesson.

Payment modes

6. Payment can be made by cash, cheque or ibanking.
7. Envelops will be provided for students to seal their payments and pass to their tutors. The student's full name, amount payable and payment period are to be written clearly on the envelop.
8. Payment via ibanking should be transferred to OCBC current account '519-165583-001'. The student's full name should be mentioned in the transfer comment.
9. Cheques should be crossed and made payable to 'Orion Tuition Centre LLP'. Please write the student's full name and registered handphone number on the reverse side of the cheque. Postdated cheques are not accepted and we are not liable for any bank charges incurred.
10. Any returned cheque due to the drawer's fault will incur an administration fee of \$10.

Missed lessons

11. For students attending private (one-to-one) lessons, cancellation of lessons less than 24 hours before the lesson will incur an administration fee of \$30.
12. No lessons are conducted on public holidays, Chinese New Year's Eve and the period 28 December 2017 – 3 Jan 2018.
13. If students miss a scheduled weekly lesson with valid Medical Certificate (MC), they are to contact their respective tutors for alternative arrangements, which may either be a refund or a make-up lesson, up to the tutor's discretion. For absentees without any MCs, there will be strictly no refunds or make-up lessons arranged.
14. A maximum of one (1) missed lesson per term is eligible for alternative arrangements described in Point (13). Beyond which, there will be no refunds and make-up lessons allowed and the full fees will apply.

Others

15. Refreshments are provided free for all students. OTC seeks the co-operation of all users to help maintain the cleanliness of the Centre.
16. OTC will take all necessary precautions to safeguard the well-being of students within its premises. OTC will not be held responsible or answerable for any incidents or mishaps that may occur.
17. In the event that a tutor is unable to conduct a lesson, OTC reserves the right to appoint a relief tutor.