

Representative's responsibilities form.

A representative is required whenever the parents/legal guardians do not speak English or is not literate in English. A representative must be a responsible adult resident in Singapore and must be fluent in spoken English as well as literate in English. A representative is appointed for the purpose of school communications.

The representative must explain (and will be deemed to have explained) the contents of the application form, the student contract and all of the school's rules and regulations, policies and codes of conduct to the parents/legal guardians.

The school shall be entitled to assume that any instruction, consent, or other communication by the representative has been issued with the consent and authority of the parents or legal guardians of the student, and to deem that any communication made by the school to the representative has been made to the parents/legal guardians, and that the parents/legal guardians shall be deemed to have agreed to indemnify the school against any liability, claim, demand, suit by or settlement with, any parent or legal guardian of the student in respect of any action or omission taken by the school on the instructions of the representative.

The representative is responsible for ensuring that s/he reads the school's weekly e-bulletins. Barring unforeseen circumstances, e-bulletins are usually sent out weekly. In addition to the weekly e-bulletins, the School will when necessary issue e-bulletins with important information or updates to students and parents/legal guardians. Representatives are therefore responsible for regularly checking their designated email accounts for such e-bulletins.

Each representative is responsible for ensuring that s/he updates the School of:

- (i) Any change in contact details (including but not limited to email address, phone number/s and home/correspondence address).
- (ii) Any change in the Student's residency status/and or citizenship.

I fully understand and agree with the terms and conditions of being a representative:

Parent/legal guardian

Name *(as per passport)*

Student/s name *(as per passport)*

Home number

Mobile number

Email

Signature of parent/legal guardian

Date

Representative

Name *(as per passport)*

Home number

Mobile number

Email

Signature of representative

Date
