As-Is Student Sign-up

Tuition Center Owner

Walk in parent →

- Understand student's level of education
- Explain agreement between parents and center that have to be followed
- (Gateway X) — Failure to agree / Agree
- Hand sign up form to parents
- Application form
- Duplicate a copy of agreement for parents to keep
- Issue receipt to parents
- File original agreement in folders
- Update financial excel about student's registration payment and deposit

Parent

- Fill up application form with particulars of students and at least 1 parent
- Make payment for registration fee, and deposit one month payment