

For Official Use Only:

Letter of Consent (LOC)/Student Pass

 (STP) Approval Status: YES/NO

Payment Mode: CASH/BANK TRANSFER only

Payment Status: PAID/PENDING

Application Form for School Bus Services
☐ New Applicant

☐ Resume Bus

STUDENTS' PARTICULAR

Full Name (as per passport)		Intake	
Class		Date of Birth (dd/mm/yyyy)	

PARENTS' PARTICULAR

	Father	Mother
Full Name (as per passport)		
Contact Number		
Email address		

RESIDENTIAL ADDRESS

Block No	Street Name	Unit No.	Building/Condo Name	Postal Code

if pickup/drop off addresses are different from the above address, please indicate:

Pickup Address:

Drop off Address:

BUS ARRANGMENT

	KOVAN		BUKIT TIMAH	
Mode of transportation:	<input type="checkbox"/> 2-ways	<input type="checkbox"/> 1-way	<input type="checkbox"/> 2-ways	<input type="checkbox"/> 1-way
Dismissal time slot:	<input type="checkbox"/> 3.15pm	<input type="checkbox"/> 6.00pm	<input type="checkbox"/> 3.15pm	<input type="checkbox"/> 4.15pm

Commencement Date for School Bus Service:

Requested Start Date by Parent (DD/MM/YYYY): _____

Upon receiving the payment, the bus vendor requires minimum two (2) weeks of processing period for all new applications. Late payment or submission may result in a delay in the commencement of the bus service.

This application form cannot be processed unless it is signed. By signing, you agree to the terms and conditions for transport arrangement.

Signature

Name of Parent

Date

PAYMENT

Registration Fees:	SGD 32.10 (inclusive of GST, non-refundable)
1 Month Deposit:	SGD (GST is not applicable, applicable for first payment)
Quarterly Fees:	SGD (inclusive of GST)
Total for the 1 st Payment:	SGD (inclusive of GST)

TERM & CONDITIONS FOR TRANSPORT ARRANGEMENT
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For parents/guardians who wish to make transport arrangements for your child/children, please note the following terms and conditions. In addition, please be reminded that the provision of school bus services to and from our Campus is subject to our standard school terms. Bus services are available only at certain locations due to the designated routes.

1. REGISTRATION

- A non-refundable registration fee of SGD 32.10 to be collected
- Parents/Guardians who wish to make transport arrangements for your child/children are required to complete the Application Form for School Bus Services.
- The staff from the Admin department will advise the quarterly fees and fees breakdown accordingly.
- Confirmation of seat(s) is subjected to prior approval of all relevant documentations. E.g.: Letter of Approval (LOA) from the Immigration & Checkpoints Authority of Singapore (ICA), proof of payment (transportation services), etc.**

2. FEES/PAYMENTS

- Parents/Guardians are required to pay a one-month deposit (refundable with one (1) month's advance notice given) together with the first payment.
- Bus fares will be collected in four (4) payments on a quarterly basis in a year Please refer to the Payment Schedule Table below. *
- All fees are payable to the school directly.
- To reserve a seat on the bus, parents are required to place a refundable one-month security deposit.
- Payment should be made no later than two (2) weeks prior to the commencement of each term. For any reason, non-payment even after commencement of the service could still result in suspension of the service until the outstanding payment is received.
- Should the school fail to receive payment by 1st week of the said month, bus transportation service will be terminated accordingly.
- Fees paid for the bus services are non-refundable and non-transferable.
- Bus fees are subjected to revision biannually.
- It is an industry practice to charge school bus fares on a yearly basis. Parents are also required to pay the bus fares during term breaks/school holidays and public holidays. (E.g.: February, June or December).
- No prorate or waive off the days/periods that the student absent, on leave or any other reason for School bus fares.

k) Example of the Payment Schedule Table*:

January	1 st Quarter (Due at the end of Dec)
February	
March	
April	2 nd Quarter. (Due at the end of March)
May	
June	
July	3 rd Quarter (Due at the end of June)
August	
September	
October	4 th Quarter (Due at the end of September)
November	
December	

3. DESIGNATED PICK-UP POINT

- Students will only be picked up/dropped off at their assigned stops according to the proposed bus routes.
- Pick-up location will be advised by the bus vendor directly.
- The time schedules for pickups may differ due to the varying traffic conditions.
- Students are not allowed to alight or pickup at non-designated points, other than their home or school, or travel on any other buses.

4. SAFETY

- Parents/Guardians are encouraged to remind your child/children to put on their seatbelts throughout the entire journey, and behave in an orderly manner while seated in the bus.
- Eating and/or drinking are strictly prohibited on the bus.
- All disciplinary problems encountered with the students will be referred to the school. The driver(s) and attendant(s) will not be held accountable for any misconduct of the students.
- Important Note: To prevent the spread of diseases among individuals, kindly ensure that your child/children avoid(s) taking the school bus in the event that he/she requires medical care and attention.
- A cleaning fee will be imposed in the event that your child/children vomit or dirty the bus.
- Fighting, bullying, shouting, uttering offensive language, or any unruly behaviour will be reported to the School and subsequent disciplinary action may be taken. A student/child with repeated misconduct will be suspended/terminated from the use of the use service.
- Parent/guardian are not permitted to ride the School bus.

5. WITHDRAWAL FROM SERVICE

- A one (1) month advance notice is required via email by parent. Failure to notify will result in the deposit being forfeited. Please email the school about the withdrawal notice at transport@dimensions.edu.sg.
- In cases where parents fail to inform via email at transport@dimensions.edu.sg about any withdrawal, an additional bus fare equivalent to 1 month of service from the date of notification will also be charged.
- Upon termination, applicants who wish to reapply/resume for the transportation service are only permitted to do so after a period of three (3) months.
- To reapply the transportation service, parent is required to fill up the fresh bus application form with the payment of non-refundable registration fee and deposit.

6. REFUND POLICY

- a) To obtain a prorated refund of the fees paid in advance, a one-month advance notice in writing must be given prior to the date of the termination.
- b) Refund will not be issued if the student is withdrawn from the service without submitting advance notification in writing one month before the termination date.
- c) Refund will not be made if there is an outstanding payment.
- d) The refund of the payments will be made through cheques and will be processed after the last date of the bus service.

7. GENERAL

- a) DIMENSIONS is not liable for any accidents that happen during the journey to and from the school. Please refer to our website (www.dimensions.edu.sg) for medical insurance information.
- b) Parents are required to choose only one (1) permanent drop-off time slot for the transportation service for your child/children (e.g.: Kovan campus: 1515hr or 1800hr / Bukit Timah campus: 1515hrs or 1615hrs).
- c) Please call 6334 0600 (Admin department) to check the availability of seats if you wish to make changes to the allotted time slot. However, the transport provider reserves the right to reject your request.
- d) Pickups and drop-offs at multiple destinations are not allowed.
- e) Passengers will be given a 2-minute grace period to meet the driver(s) / attendant(s) at each designated pickup point.
- f) Students are advised to be at the pickup/drop-off point at least 3 minutes before the estimated arrival time of the bus.
- g) Student who reside more than 10km away from the School or bus routes which are more difficult to navigate, the travelling time may be longer.
- h) Pickup and drop off times are subject to change with prior notice to parents. Students may be reassigned to a different bus route due to the changes in the enrolment of the School throughout the year. However, such changes will be kept to a minimum.
- i) The bus company shall not be held liable for any loss if it is unable to retrieve or return any item of lost property left in the bus by student.
- j) **Change of Address/ Dismissal time slot:** An advance notice of at least 2 weeks will be required for any changes to be made to the transport arrangement for your child. However, the transport provider reserves the right to reject your request.
- k) **Important Note:** If your child is not riding the bus to and/or from the school, parents must inform the bus driver via an SMS text message or a call.

8. PAYMENT MODE

- a) Payments can ONLY be made via cash or bank transfers (corporate bank details indicated below - Appendix).
- b) For bank transfers or cash deposit, please send the Payment Advice to transport@dimensions.edu.sg for verification purposes.
- c) For cash payment, please proceed to the Payment Office located at the Information Centre to make payment. Thereafter, kindly make way to the Admin department to update your payment status.

IMPORTANT: For any payment via bank transfer, kindly input the following details in the description note:

- **Student's name**
- **Parent's name**
- **Purpose of fund transfer**

It is compulsory to include the information above in order to assist in the transfer of funds to our recognised provident and avoid outstanding payment records. We shall not be responsible for failure to identify any payment by inter-bank transfer or cash deposit not communicated to us in an effective and timely manner and any follow-up actions by us as a result thereof.

Please TT payment to: -

Beneficiary's Name	: Dimensions Residence Pte Ltd
Beneficiary's Account Number	: 0409-1003-774
Receiving Bank	: Maybank Singapore Limited
Branch	: North Bridge, Singapore
Address	: 420 North Bridge Road, #01-36 / 02-36 North Bridge Shopping Centre, S (188727)
Swift Code	: MBBESGS2

I, the undersigned, hereby grant Dimensions International College permission and irrevocably consent to and authorise the use of my personal data for school bus transportation service purposes (e.g. data will be provided to transport provider for communication purposes).

Signature

Name of Parent

Date