

THE UMONICS METHOD

MEMORY ENRICHMENT PROGRAM REGISTRATION FORM

Thank you for your interest in the Umonics Method Memory Enrichment Program (MEP).
Please fill in your details below. Please ensure that all the details provided are true and correct at
the time of submission.

Participant's Personal Particulars <i>(in capital letters)</i>					
Full Name (as in NRIC/Passport)*:					
NRIC / Birth Cert No*:	Date of Birth*: (dd/mm/yyyy)	Gender*:	Age*:	Race:	Religion:
School Level*: <i>(please circle)</i> [Not Begun] [N1] [N2] [K1] [K2]		School Name*:		Hobbies/Interests:	
Home Address*:					
Postal Code:					
Participant Contact Details*					
_____		_____		_____	
(Home)		(Mobile)		(Email Address)	
Parents' Particulars					
Mother's / Guardian's Particulars			Father's / Guardian's Particulars		
Name*:			Name*:		
Mobile No*:	Occupation:		Mobile No*:	Occupation:	
Health Declaration (mandatory to be filled out)					
Medical Information Past or Present <i>(please circle where appropriate)</i>					
Any medical illness: _____					
Allergies:	Food	Yes / No	Plants	Yes / No	
	Medicines	Yes / No	Insect bites	Yes / No	
Details: _____					

THE UMONICS METHOD

List any condition limiting full participation (physical or emotional e.g. Fracture, head, or spine injury):

List any medicines to be taken during class and directions for use.

COVID-19 Declaration *(to be filled out by parents on behalf of participant):*

I declare that in the past 14 days:

1. My child, household members and I have NOT gone to places visited by Covid-19 cases.
2. My child, household members and I have NOT been served any quarantine or stay home notice.
3. My child, household members and I have NOT travelled outside Singapore.
4. My child and I do NOT stay in the same accommodation with someone known to suffer from the Covid-19 virus.
5. My child, household members and I are NOT currently suffering from any fever, flu, cold, sore throat, cough, running nose or any other flu like symptoms.

Please tick below.

- I confirm that the above is true.
- I confirm that I shall inform The Umonics Method immediately if any of these circumstances change during the Enrichment Program.

Please tick below

- I, _____ declare that the information above is true to the best of my knowledge. I understand also that my child's health and fitness will be borne in mind during the course.

I verify that the above information is correct and true.

Name of Parent/Guardian

Signature

Date

THE UMONICS METHOD

TERMS & CONDITIONS

a) Payment Matters

The standard programme fee is \$65 per pax for every session and is purchased as 12 sessions. To participate in the classes (MEP), The Parent agrees to pay all class fees in full, unless stated by the Company, prior to the class start date.

Payment of fees by PayNow, Cheque or Credit Card is to be made on signing this registration form. Payment of fees through cheque must be given with the name of participant clearly written at the back of the cheque. All cheques to be made payable to 'The Umonics Method Pte Ltd'.

A separate invoice shall be sent confirming the details and dates of the transfer. An official receipt shall be provided to your registered email address when payment has been made and received.

b) Refund of Fees

If notice of withdrawal is given in writing 14 days before the course commencement date, the course fee will be refunded after the deduction of First Registration charges.

No course fee will be refunded upon the commencement of the course.

c) Cancellation/Postponement

MEP reserves the right to cancel or postpone any course at short notice. In the event if the course is unable to proceed prior to beginning due to unforeseen circumstances, MEP will process a full refund of the course fees. If the course is unable to proceed during the course run due to unforeseen circumstances, MEP will process a pro-rata refund of the course fees. If the course shall be postponed due to unforeseen circumstances, MEP will consult with parents for alternative arrangements and shall be agreed upon mutually. If this cannot, MEP will process a full refund of the course fees.

d) Replacement of classes

The Parent commits that the child will to the best of her or his ability complete the class successfully within the set time frame. Further, if an online class is offered, the Parent commits the child to completing this within an acceptable time and in an effective manner.

Should the participant be absent for the following reasons:

- If the participant is ill
- If the participant is unable to attend due to his/her family obligations at home (e.g. accompanying a family member to the clinic, etc.), or due to the death of a close relative

THE UMONICS METHOD

- If a program organized by the participants' clashes with his/her class, and his/her attendance, we would ask the parent to notify the MEP at least 1 week in advance.
- If a child must leave MEP early due to an emergency at home upon the request of his/her parent/guardian, we would ask the parent/guardian to notify the MEP through phone call.

MEP will consult with the parent/guardian to ensure that the participant is fully caught up prior to the subsequent class. The parent/guardian shall coordinate with MEP for this. This could include two replacement classes during the term.

A maximum of one replacement class will be provided for each MEP.

A participant who is absent for 4 consecutive lessons without valid reasons above shall automatically be terminated from the program.

There will be a replacement lesson for lessons that fall on a public holiday.

No transfer of course/class or deferment is allowed upon the commencement of the course.

e) Participants Age

Participants can enter at any age for this program however it is recommended that they have some experience in a classroom or attending nursery prior to joining this course.

Course Confirmation

Participants will be notified of the course status through letter or email one week before the scheduled commencement date of the course.

f) Liability

The Parent, as a party engaging in the Program agreement, hereby releases, waives, discharges, and covenants not to take any form of legal action against the Company in connection with any cause of action stemming from the services, should such an event occur during or after said services as a direct or indirect cause of either the Company or any third party's actions, to the extent that this limitation does not release the Company from any cause of action stemming from the Company's negligence or intentional tort.

If the Company is negligent in acting upon the agreement, liability is maximized at the amount of class fees paid by the Parent.

The Company is not liable for theft, loss and/or damage of any items owned by the Parent or Child during said class, unless the Company can be found guilty of grave negligence regarding reported items.

THE UMONICS METHOD

g) Certification

Upon completion, participants with at least 80% attendance will receive a Certificate of Participation.

h) Consent for photography and videos

Photograph(s) or video image(s) of participants and their parents/guardians may be captured during activities and events. This is mainly for the purpose to advise parents/guardians on the progress of the Participant.

MEP may use and publish such photographs and/or video recordings in publications, website, social media channels, and other communication.

i) Copyright

The class program, class structure, manuals, materials and all the intellectual property thereto is solely the property of the Company. The Parent and Child may not resell, reuse, or share the materials with any other party under any circumstances.

Photography, video or audio recording or any other means of recording is strictly prohibited during the training unless previous permission has been granted by the Company.

j) Force Majeure

A Force Majeure also includes the following events:

- those beyond the reasonable control of a party,
- those that materially affects the performance of any of its obligations under this agreement, and
- those that could not reasonably have been foreseen or provided against but will not be excused for failure or delay resulting from only general economic conditions or other general market effects.

k) Breach of Contract

Any violation of any provision hereof, any incomplete or mistaken performance of any obligation provided hereunder, any misrepresentation made hereunder, any material nondisclosure or omission of any material fact, or any failure to perform any covenants provided hereunder by any Party shall constitute a breach of this Agreement. The breaching Party shall be liable for any such breach pursuant to the applicable laws. The Company reserves the right to make full claims for any breach of contract. On this agreement, strictly Singaporean Law applies.

THE UMONICS METHOD

l) Agreement

This agreement will go into effect immediately upon signing Any request for cancellation is required to be submitted in writing and is to be directed to a legal representative of the Company.

DECLARATION OF CONSENT

I verify that the above information is correct and true. I hereby consent to the collection and use of information collected and stored relating to my child. Information may be shared with partners of the organization with regards to participation in collaborative programmes. All information will be stored and used in accordance to the Data Privacy Policy and the Personal Data Protection Act (2014) as per addendum. I will not hold MEP responsible for any injury incurred on or sustained by my child/ward during his/her enrolment in the programme and its' related activities. I have read, understood, and agree to the programme's policies.

Name of Parent/Guardian

Signature

Date

THE UMONICS METHOD

ADDENDUM: COMPLIANCE WITH PDPA

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

Depending on the nature of the interaction with the Company, some examples of personal data which the Company may collect from the Parent include the Parent and Child's name and identification information such as NRIC/FIN number, contact information such as address, email address or telephone number, nationality, gender, date of birth, marital status, photographs and other audio-visual information, employment information and financial information such as credit card numbers, debit card numbers or bank account information (hereinafter referred to as "the Parent/Child's personal data").

Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

The Company generally does not collect the Parent/Child's personal data unless

- a) it is provided to the Company voluntarily by the Parent directly or via a third party who has been duly authorised by the Parent to disclose your personal data to the Company (the Parent's "authorised representative") after
 - i. the Parent (or the Parent's authorised representative) have been notified of the purposes for which the data is collected, and
 - ii. the Parent (or the Parent's authorised representative) have provided written consent to the collection and usage of the Parent/Child's personal data for those purposes, or
- b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. The Company shall seek the Parent's consent before collecting any additional personal data and before using the Parent/Child's personal data for a purpose which has not been notified to the Parent (except where permitted or authorised by law).

The Company may collect and use the Parent/Child's personal data for any or all of the following purposes:

- a) performing obligations during or in connection with our provision of the goods and/or services requested by the Parent.
- b) verifying the Parent's participants' identity.
- c) responding to, handling, and processing queries, requests, applications, complaints, and feedback from the Parent.
- d) managing the Parent's relationship with the Company.
- e) processing payment or credit transactions.
- f) sending the Parent's marketing information about the Company's goods or services including notifying the Parent of marketing events, initiatives and promotions, lucky draws, membership and rewards schemes and other promotions.
- g) complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority.

THE UMONICS METHOD

- h) any other purposes for which the Parent have provided the information.
- i) transmitting to any unaffiliated third parties including the Company's third-party service providers and agents, and relevant governmental and/or regulatory authorities, whether in Singapore or abroad, for the purposes; and
- j) any other incidental business purposes related to or in connection with the above.

The Company may disclose the Parent/Child's personal data:

- a) where such disclosure is required for performing obligations during or in connection with the Company's provision of the goods or services requested by the Parent; or
- b) to third party service providers, agents, and other organisations we have engaged to perform any of the functions listed above for us.

The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

WITHDRAWING THE PARENT'S CONSENT

The consent that the Parent provides for the collection, use and disclosure of the Parent/Child's personal data will remain valid until such time it is being withdrawn by the Parent in writing. The Parent may withdraw consent and request the Company to stop using and/or disclosing the Parent/Child's personal data for any or all of the purposes listed above by submitting the request in writing or via email to the Company.

Upon receipt of the Parent's written request to withdraw its consent, the Company may require reasonable time (depending on the complexity of the request and its impact on the relationship with the Parent) for the request to be processed and for the Company to notify the Parent of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, the Company shall seek to process the Parent's request within ten (10) business days of receiving it.

Whilst the Company respect the Parent's decision to withdraw its consent, depending on the nature and scope of the Parent's request, the Company may not be in a position to continue providing goods or services to the Parent and the Company shall, in such circumstances, notify the Parent before completing the processing of the Parent's request. Should the Parent decide to cancel its withdrawal of consent, please inform the Company by writing or via email to the Company.

Please note that withdrawing consent does not affect the Company's right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

THE UMONICS METHOD

PROTECTION OF PERSONAL DATA

To safeguard the Parent/Child's personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, the Company have introduced appropriate administrative, physical and technical measures to secure all storage and transmission of personal data, and disclosing personal data both internally and to the Parent's authorised third party service providers and agents only on a need-to-know basis.

ACCURACY OF PERSONAL DATA

The Company generally relies on personal data provided by the Parent (or the Parent's authorised representative). To ensure that the personal data is current, complete and accurate, please update the Company if there are changes to the Parent personal data by informing the Company in writing or via email.

RETENTION OF PERSONAL DATA

The Company may retain the Parent personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.

The Company will cease to retain the Parent/Child's personal data, or remove the means by which the data can be associated with the Parent, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE

The Company generally does not transfer the Parent/Child's personal data to countries outside of Singapore. However, if the Company does so, it will obtain the Parent's consent for the transfer to be made and the Company will take steps to ensure that the Parent/Child's personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

Acknowledgement and Consent

The Parent acknowledges that it has read and understood the Compliance with PDPA clauses set out in the Course Agreement and Registration contract, and consents to the collection, use and disclosure of the personal data by the Company for the purposes set out in those clauses.

Please tick the relevant boxes below if the Parent agrees to receive the following marketing materials:

- The Parent does not wish to receive any marketing information.
- The Parent would like to receive information about the goods and services which may be provided by the Company, including (but not limited to) offers, promotions and information about new goods and services, via the following channels:

- newsletter
- email
- text message
- telephone call