



**MILCHEL PTE LTD**

a home for international students  
529 Balestier Road, #02-01, Singapore 329856  
Tel : (65) 6255 2356 Fax : (65) 6256 0370  
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Website : www.milchel.com  
Co. Reg. No. : 200600031H

**BOOKING FORM**

Please attach a **PASSPORT COPY** of the boarder with this form upon submission.

**Requestor Information :**

Date : \_\_\_\_\_

Name : \_\_\_\_\_

Email : \_\_\_\_\_ Contact no : \_\_\_\_\_

Name of Boarder : \_\_\_\_\_ Nick Name : \_\_\_\_\_

Location :  529  333

Room Type :  Single (1)  Double (2)  Triple (3)  Quad (4)

Room Assigned : \_\_\_\_\_ (if chosen)

Reference :  Agent \_\_\_\_\_  Referral \_\_\_\_\_  Direct

**Period of Stay :**

<input type="checkbox"/> Long Term, from _____ (date)	<input type="checkbox"/> Short Term, from _____ to _____ (Dates)
<ul style="list-style-type: none"><li>• Stay more than 5 months</li><li>• Deposit - 2 months of boarding fee</li><li>• Monthly payment for boarding fee</li><li>• Boarding space to be reserved permanently till withdrawal notice given</li><li>• Other fees e.g. activity, English reading program, school placement fee are at reduced cost</li></ul>	<ul style="list-style-type: none"><li>• Stay up to maximum of 5 months</li><li>• Deposit - \$500</li><li>• Upfront payment for full stay period</li><li>• Boarding fee will only be reserved up to confirmed last day of short term stay</li><li>• Other fees e.g. activity, English reading program, school placement fee are at higher cost</li></ul>

Require airport pick-up :  Yes -->  1-way Arrival /  1-way Departure /  2-way

(Note: Charges applicable for short term boarders and accompanying family members/friends)

No

Name of school attending : \_\_\_\_\_ (if applicable)

School start date : \_\_\_\_\_ (if applicable)

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I had read and understood the return boarder clauses stated below

### **Return Boarder**

For boarders who had terminated their boarding agreement with us and would like to stay with us again under the below stated conditions will have to pay the boarding fee for the period between the termination date and the re-instatement date unless otherwise supported with reasonable documents for waiver.

- stayed with Milchel for a period of 2 months or more regardless of status as a short-term (ST) or long-term (LT) boarder
- terminated their boarding agreement with us not exceeding a period of 4 months

*It is with my consent that I provide the information in this booking form for the purpose of taking on the boarding service from Milchel. I understand that the particulars obtained in this form will be kept confidential and will be used solely for the purposes of taking the boarding service and internal marketing and billing. Consent will be sought from the student should particulars of the students be used for purposes other than stated.*

\*Select Accordingly

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Signature