



EDUCATING MINDS . NURTURING HEARTS . EMPOWERING LIVES

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

Boarding Type : ☐ MSH ☐ MTH

Room Type : ☐ Single (333 Only) ☐ Double (529 / 333)

☐ Triple (529 only) ☐ Quadruple (529 only)

Single Room Size

(For 333/MTH only) : ☐ Small ☐ Medium ☐ Large ☐ Extra Large

Choice of Room : _____ (if chosen)

How did you get to know us?

☐ Agent _____ ☐ Referral _____

☐ Social Media _____ ☐ Others _____

Period of Stay :

☐ Long Term, from _____ (date) to estimated period of stay _____ year/month/days*	☐ Short Term, from _____ to _____ (Dates)
• Stay more than 5 months • Deposit ○ MSH: 2 months' boarding fees ○ MTH: 1 month's boarding ○ Payable upfront and refundable upon bond completion or after serving a 30-day notice period, whichever is applicable. • Monthly payment for boarding fee • Boarding space to be reserved permanently till withdrawal notice given • Other fees e.g. activity, English reading program, school placement fee are at reduced cost	• Stay up to maximum of 5 months • Deposit - \$500, refundable • Upfront payment for full stay period • Boarding fee will only be reserved up to confirmed last day of short term stay • Other fees e.g. activity, English reading program, school placement fee are at higher cost

I have 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

Name of school attending : _____ (if applicable)

School start date : _____ (if applicable)

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 and any other 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

Signature

ARRIVAL INFORMATION

Date of arrival in Singapore: _____

Date of check-in : _____

Time of check-in : _____

Require airport transfer service* :

☐

No

☐

Yes

Select* ☐ 1-way Arrival

☐ 1-way Departure (for short-term only)

☐ 2-way Transfer (for short-term only)

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

Please submit a copy of the air ticket for our reference and fill in the details below

Flight Details

Flight No : _____

Arrival Time : _____

From (Countries and City name) : _____

Do ensure you receive a check-in and airport transfer confirmation from us at least 24 hours before check-in or arrival.

It is with my consent that I provide the information in this booking form for the purpose of taking on the transport 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 and any other 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

Signature

