



GUARDIAN NOMINATION FORM/CHANGE OF GUARDIAN FORM

Notes:

1. The Appointed Guardian must be a good role model and able to provide guidance to our students.
2. Guardians must be at least 25 years old with no criminal records.
3. Guardian MUST provide a copy of NRIC for Singapore Citizen and Singapore PR or a copy of Passport along with valid work pass for foreigners for documentation purpose.
4. For student below 18 years old, nomination/change of guardian MUST be agreed and consented by Parent.

SECTION 1: Particulars of Student

Name of Student (As per NRIC / Passport): _____

Class _____ Gender Male Female

Nationality _____ Date of Birth _____

Address in Singapore _____

Email Address _____ Contact No _____

SECTION 2: Particulars of Guardian

Name of Guardian (As per NRIC / Passport) _____

Date of Birth _____ Gender Male Female

Nationality _____ NRIC/Passport No _____

Marital Status: Married Divorced Single Religion _____

Highest Education _____ Occupation _____

Address in Singapore _____

Tel No (Home) _____ Tel No (Hp) _____

Email Address _____

Relationship to the student Sibling School recommend
 Relative Parents Approved Others _____

The student will be staying in the address stated above Yes No
If answer is NO, please indicate the address the student would be staying:

Other Information to Declare

1. Are you medically unfit? Yes No

2. Do you have any criminal records? Yes No

3. Other information to declare _____

SECTION 3: Roles And Responsibilities of Guardian

1. Communicate with the Student regularly.
2. Inform the parent(s) directly regarding matters pertaining to the school and understand that the school will not be held responsible for the parent(s)' ignorance of the matter.
3. Take responsibility in the academic progress of the Student. Be responsible for any report sent by the school and will act on or reply to it promptly.
4. Attend Parents-Teachers-Meeting sessions to discuss the academic progress of the Student and if the Guardian is unable to attend PTM day, the Guardian should inform teachers and make alternative arrangements.
5. Liaise directly with the designated officer or teacher on a regular basis. Ensure the timely referral to appropriate support services should personal problems arise that may affect the academic progress or attendance of the Student.
6. Act as a contact person for the School and the Parents. Must be contactable at all times by the student and the school.
7. Take responsibility to sign permission forms for School activities, any necessary medical treatment forms and any other forms on behalf of the Student and Parent.
8. Notify the School immediately in writing of any change in accommodation, student's particulars, travel document or any other request of change in advance.
9. Inspect accommodation environment to ensure that Student's well-being is taken care of.
10. Ensure prompt payment of the School fees.
11. Inform the school in writing one week in advance if the Student is withdrawing from the school.
12. Arrange for professional counselling, medical treatment or academic tutoring if required.
13. Assist Student to arrange bank account and mobile phone account if required.
14. Arrange the booking of airline tickets to travel home during holiday periods if required.
15. Help the Student to familiarize with our city. If the Student is unfamiliar with Singapore, the Guardian should provide a Singapore City orientation, including topics such as public transport, shopping, emergency assistance numbers such as an ambulance or police.
16. Ensure that the Student complies with all school and ICA requirements eg school rules and regulations, discipline and attendance.
17. Assist Student in the Student's Pass completion of formalities at ICA and submit a copy of the Student's Pass to the school.
18. Take responsibility of Student's social visit and/or student's pass expiry date.

SECTION 4: Declaration

We declare that all information provided in this form is correct and true. We agree and accept the roles and responsibilities of guardian as stated above.

Name and Signature of Parent	Name and signature of appointed Guardian
Date	Date

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Date receive _____	Handled by _____
Type of nomination	<input type="checkbox"/> First-time nomination of guardian <input type="checkbox"/> Change of Guardian
Effective date _____	Date of update to system _____
Informed	<input type="checkbox"/> Internal (Care Teacher, Coordinator etc)
Remarks	_____

