



BT&TAN TRANSPORT PTE LTD
No. 7030 Ang Mo Kio Ave 5 #03-19, Singapore 569880.
Singapore 569880. Tel : 64837260, 65060140, fax : 64837261
 Email: ops@btntan.com, Reg No : 200205272G

www.btntan.com

To : All parents / Guardians of Nexus International School

Sep 2012

TERMS & CONDITIONS OF SCHOOL BUS SERVICE

Dear Parents / Guardians,

Thank you for taking our school bus service, we are pleased to advise the following Terms & Conditions with regards to our school bus service.

TERMS & CONDITIONS:

- BT&Tan is an independent bus operator and not an agent/employee of Nexus Int'l School. Parents / Guardians should look toward BT&Tan and not the Nexus International School for any transport related incident occurring.
- REGISTRATION : for those who wish to register for our bus service must complete the Registration Form and return it to our office either by fax (64837261) or email (ops@btntan.com). Allocation of a place will take 2 weeks to finalize following receipt of the application and will be subject to space availability on the required bus route. Our Office Staff will notify you once their application has been processed and arranged.
- The registration form cannot be processed unless the waiver and indemnity form has been signed.
- For new student, once that transport arrangement is made for you, upon confirmation from you through the received of the transport registration form, you are required to take our bus transport for a minimum period of 1 months, failing which, the initial 1 months bus fare shall be payable to us.
- Bus fare is calculated based on quarterly billing and in Singapore dollars net and excluding 7% gst. It is in the form of four (4) quarterly payments each school year. Payment shall be made within 2 weeks from date of invoice and to be made by cheque.
- Parents / Guardians must inform us one week in advance for shifting to new address and are liable to pay for \$30 for relocation admin charges.
- Parents / Guardians are liable for bus fares for any of the School Holidays and short terms vacations notwithstanding that their child/children cease to be commuters prior to the commencement of any of the said school holidays and vacations.
- Parents / Guardians who intend to terminate our school bus service shall ***give one month advance notice***, failing which, one month bus fare shall be payable in lieu of notice. At start of a new semester, you are required to take our bus transport for a minimum period of 1 month.
- Pick-up point and alighting point must be at the same place every day. For request of two different points, there will be an administrative charge depending on the location of the points.
- Due to the space constraints, we regret that, Parents and Guardians are not allowed to take the school bus together with their child/children. However on the first few days, one parent may accompany the bus, but if the bus is overloaded, the child will have to sit on their parent's lap.
- Payment should be made by crossed cheque payable to "BT&TAN Transport Pte Ltd". Cash payment is ONLY acceptable at our office. Receipt will not be issued unless requested.

It is our pleasure to be in service to you soon.

Kindly sign & return this copy to us as soon as possible so as for us to process your application. Thank you for your co-operation.

Acknowledged by :

I _____ Parent / Guardian of _____ Bus no. _____ of

address _____ hereby agree and acknowledge with acceptance with the above terms and conditions of BT&Tan Transport Pte Ltd.

 Signature / Date