



华侨中学寄宿学校

Hwa Chong Institution Boarding School

673 Bukit Timah Road Singapore 269735

Tel: (65) 64693007

Fax: (65) 64633571

Website: www.hcibs.edu.sg

Email: boardingschool@hci.edu.sg

**Application for Use of Boarding Facilities for Institution's Exchange Programmes**

Nature of Activity : \_\_\_\_\_

Duration of Activity : \_\_\_\_\_ (Date) to \_\_\_\_\_ (Date)

Number of Participants : \_\_\_ Teacher (F) \_\_\_ Teacher (M) \_\_\_ Student (F) \_\_\_ Student (M) = \_\_\_\_\_ (Total)

**REQUESTED BY ABOVE ACTIVITY STAFF I/C:**

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

Designation : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Email : \_\_\_\_\_

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

Signature\* : \_\_\_\_\_

**REGISTERED BY HCIBS STAFF I/C:**

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

Designation : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Email : \_\_\_\_\_

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

Signature : \_\_\_\_\_

*\* or replaced by email.*

*Note: 1. Please submit this application form at least one month in advance*

*2. Please attach detailed itinerary, rooming and meal requirements two weeks before check-in*

**RECOMMENDED BY DIRECTOR / HCIBS (with reasons indicated)**

1. Request is recommended for approval: Yes / No (\*please delete accordingly)

2. Boarding Fee Rate (if applicable): \_\_\_\_\_

3. Reasons being: \_\_\_\_\_

\_\_\_\_\_  
Lee Khen Seng

\_\_\_\_\_  
Date

**APPROVED BY DEPUTY PRINCIPAL / HWA CHONG INSTITUTION**

Request supported / Not supported (\*please delete accordingly)

Remarks (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Tan Pheng Tiong

\_\_\_\_\_  
Date