



Please complete this form and fax or mail it to:  
**Education & Outreach (EDO) Division (NHB School Membership)**  
**National Heritage Board**  
61 Stamford Road, #02-08 Stamford Court, Singapore 178892  
Tel: 6332 3542 / 6332 3253 Fax: 6332 3525

**NATIONAL HERITAGE BOARD SCHOOL MEMBERSHIP 2007/2008  
APPLICATION FORM**

Date of Application: .....

**I) SCHOOL PARTICULARS**

Name of Principal / Dean: ... School Cluster/ Zone: .....

Name of School / Institution:.....Type:.....(*Pri, Sec, JC, Others*)  
(*Not applicable for ITEs, Polytechnics and Tertiary Institutions*)

Address: ... Postal Code: .....

Contact Person for NHB School Membership (School Administrator or Teacher I/C):

Name: ..... Designation: .....

Tel No: ..... Fax No: ..... Email:.....

**II) PAYMENT FOR NHB SCHOOL MEMBERSHIP**

For primary, secondary, full schools, junior colleges and others  
(\*Membership applies to the whole school and is not based on a cohort only)

Total student enrolment for the school:..... Amount due: \$.....(incl. 7% GST)

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For Official Use

**III) MODE OF PAYMENT / REQUEST FOR INVOICE**

[ Please tick the appropriate box(s) ]

**A ( ) For Govt & Govt-aided schools:**

Payment can be made through *MOE-NHB Inter-Bank Giro*.

Schools are advised to enter the school's name and the amount due for NHB School Membership into MOE's IFAAS (Integrated Financial Administration and Accounting System) under the Payment Description panel. NHB will be notified by MOE regarding the payment accordingly.

**Remarks** (if any) .....

**B ( ) For Others** (e.g. private schools/ kindergartens/foreign system schools)

Please send a crossed cheque made payable to "National Heritage Board"

Enclosed is: Bank: ..... Cheque No: ..... being payment for NHB School Membership Fee (Year .....)

**Remarks** (if any) .....

Please refer to Annex A for information on NHB School Membership Scheme & its privileges

## ANNEX A

### **(I) INFORMATION ON NATIONAL HERITAGE BOARD (NHB) SCHOOL MEMBERSHIP SCHEME**

#### **1 Terms and conditions**

- NHB school membership is valid for one year w.e.f. date joined (i.e. the date when NHB receives your application form either by fax/ mail).
- Schools are requested to bring along their membership card for all organised visits to NHB's National Museums: National Museum of Singapore, Singapore Art Museum and Asian Civilisations Museum.
- **The Singapore Philatelic Museum, Reflections at Bukit Chandu & Memories at Old Ford Factory are not part of the NHB School Membership Scheme.**
- Only teaching staff and students from member schools are entitled to free admission to the museums. This applies to either individual or group visits.
- Staff and students must show proof of their identity (NHB Membership card/ student or staff card) at the museums' front desk before free admission is granted.
- Parents and volunteers are not covered under the NHB School Membership Scheme.
- NHB School Membership Scheme does not cover special admission fees for Blockbuster Exhibitions.
- Member schools can enjoy 10% discount on selected publications and products at the National Archives of Singapore, Reflections at Bukit Chandu and Memories at Old Ford Factory.
- Member schools can enjoy 10% discount on selected items at all Museum Shops by Banyan Tree, which are located in the 3 National Museums.
- NHB shall not be liable for any loss of life or property or injury to persons or damage to property which takes place within its museums' premises.

#### **2 Application for NHB School Membership**

- 3 school membership cards will be issued by NHB once your application form is processed.
- An invoice will also be issued by NHB once we receive your application form.
- To ensure that you can start to enjoy membership privileges immediately, your school is considered a member as soon as we receive your application form. Your school can then visit any of the National Museums, even before receiving the membership card. Member schools are required to check their school's name against the NHB School Membership list at the respective museums' front desks.

#### **3 Cancellation of NHB School Membership**

- Once the school's application form has been processed by NHB (i.e. an invoice and membership card have been sent to the school), any request to cancel the membership will be charged with an administrative fee of 20% of the total school membership fee.

#### 4 NHB School Membership Fees (2007 / 2008)

School / Department's Enrolment	1 Year Membership fees (Inclusive of 7% GST)
Less than 500 pupils	\$214.00
Between 501 - 1000 pupils	\$321.00
Between 1001 - 2000 pupils	\$428.00
More than 2000 pupils	\$535.00
Full Schools (Primary/ Secondary)	\$535.00

#### 5 Contact Person

For more enquiries regarding NHB School Membership, please contact:  
Ms Agnes Seng, Assistant Manager (Heritage Education)  
Tel: 6332 3253 or email: agnes\_seng@nhb.gov.sg

#### II) TERMINATION OF MUSEUM EXPRESS

Please note that w.e.f 1 January 2008, the MuseumExpress free shuttle services will be discontinued, NHB member schools will have to book their own buses for their museum visits.

#### III) New Privilege: Discount for school bookings of ComfortDelgro Bus Services 2008-2009

NHB School members will be entitled to discounts for their bookings of ComfortDelgro Bus services (sister company of SBS Transit). Schools have to contact ComfortDelgro Bus directly for their bookings.

Contact person: Ms Hu Simin Tel: 6416 9661 Email: simin@comfortdelgrobus.com.sg

#### Discount rate for 1-way & 2-way transfer: 2008-2009

Bus Capacity	Off Peak	Peak ( Mon to Sat: 0700 – 0900 hrs 1600-1900 hrs )
19 seater (one-way)	\$45 (before discount: \$60)	\$50 (before discount: \$70)
19 seater ( two-way)	\$90 (before discount: \$110)	\$100 (before discount: \$130)
40 seater ( one –way)	\$50 (before discount: \$70)	\$55 (before discount: \$80)
40 seater ( two –way)	\$100 (before discount: \$120)	\$110 (before discount: \$150)

*\*provision of bus services is subject to availability. Schools are advised to book early especially during peak periods such as post-examinations to avoid disappointment.*

#### IV) BOOKING PROCEDURES FOR MUSEUM GUIDED TOURS

- 1 Schools are encouraged to book their museum visits (guided and non-guided) via the Ministry of Education's Learning Journeys web site. The url is: <http://moe.calendarone.com>. You will be able to find out about our programmes and check for available slots for your visits at this website. For any problems with regards to LJ bookings, you can contact National Education Branch/ MOE directly, for e.g. Information on your school's password, technical faults, etc.
- 2 Schools are reminded to book the guided tours in advance to avoid disappointment. This is also to give lead time for the respective museums to schedule their volunteer guides to conduct the guided tours.
- 3 Each member school is entitled to 5 guided tours at each museum per year, subject to the availability of docents/ volunteer guides.
- 4 All bookings must be made by the 15<sup>th</sup> of the preceding month for the following month. No further bookings will be entertained after that date, unless it is done at least 2 weeks prior to the visit.
- 5 To avoid any disruption of the volunteers' guided tours schedule, all schools are reminded that a three-day advance notice is required for cancellation of bookings. If not, a \$50/- administrative fee will be levied.
- 6 A further \$50/- fee will be levied for each "no-show" by a school with no valid reason and you may have to forego your other bookings for the year.
- 7 Similarly, if a certain number of pupils are booked into a guided tour and far less or far more students come for the guided tours without any prior notice, another \$50/- administrative fee will also be levied. This is because the number of volunteer guides assigned is based on the earlier booking.
- 8 If a booking has to be cancelled due to unforeseen circumstances, the school can write in to explain and the levy can be waived based on a case-by-case basis.
- 9 For any enquiries pertaining to a particular museum, please contact the respective museum education staff directly. You can find the list of the contact persons for NHB Museums at [www.nhb.gov.sg/PE](http://www.nhb.gov.sg/PE).
- 10 For updates on our calendar of events, please visit our website at [www.nhb.gov.sg](http://www.nhb.gov.sg) or the new on-line NHB Heritage Activities Calendar for educators at [www.heritagecalendar.sg](http://www.heritagecalendar.sg) for more information.