

Tutor's Claim Form

(TO BE COMPLETED BY CENTRE MANAGER)

FORM MTC

Branch	Bedok	Tutor's Name:	Tutor1
		Bank's Name:	Bank C
Month	Jun 2024	Bank A/C No:	1927-1928-192
		Contact No:	120191201

Subject :	PI/P2 English										
Timing		Day	Level	No. of Students				Fees Collected Excl Gst (\$\$)			
FROM	TO			Old	In	Out	Bal	Course	Reg	Material	CP Kit
1000	1130	SUN	-	4	0	2	2	825	0	750	0
1900	2030	THU	-	1	0	0	1	300	0	200	0
1400	1530	SAT	-	1	1	2	0	540	0	450	0
Total				6	1	4	3	1665	0	1400	0

Subject :	STAFF										
Timing		Day	Level	No. of Students				Fees Collected Excl Gst (\$\$)			
FROM	TO			Old	In	Out	Bal	Course	Reg	Material	CP Kit
							0				
							0				
							0				
Total				0	0	0	0	0.00	0.00	0.00	0.00

Tel: 10101010

Centre

Bedok

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Amount Paid: 1165.5

** Paydate will be the next working days if 13th fall on weekend or Public Holiday

Description		Claim %	Total Course Fee/Material	Subject	Total Amount (\$\$)
Tutor Service Fee		70%	1665	P1/P2 English	1165.5
Tutor Service Fee					
KRTC Material		0%	1400		
CP Kit (Course Provider)		100%	0		
Progressive	1	%			
Progressive	2	%			
OTHERS	1	40%			
Photocopy Charges		100%	0.00		
				Total (\$\$)	1165.5

Material	Subject	Claim %	Amt	Number of lesson	Allowed Printing (per lesson)	Total Allowable Printing	Reading from Copier	Variance
KRTC Material								
Course Provider								

**** Paydate is 13th for OCBC holder, for other banks, will be 1-2 working days after 13th. If 13th falls on weekend or Public holiday, bank will process on the next working day**