Cordova Online Registration System Step-By-Step Guide

1) Visit: https://registration-stg.cordova.com.sg. For new registrations, click *"Register for a Program"*.
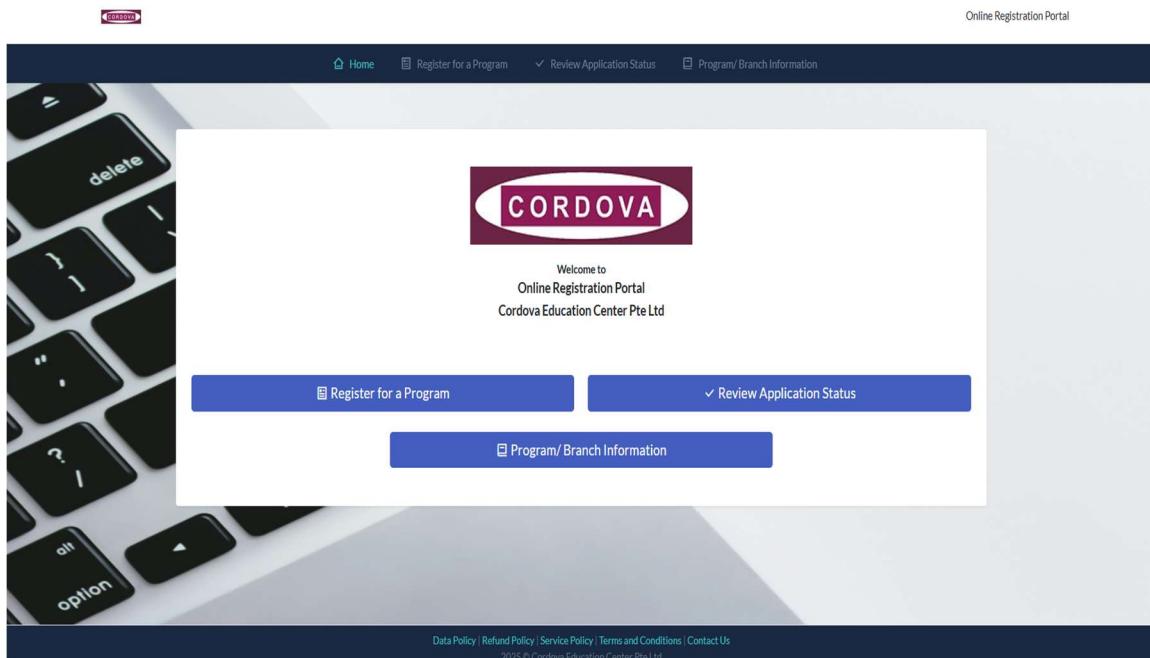
2) Kindly go through *"Requirements"* and *"Note"* and click *"Next"*.

Important:

Do not refresh the page, press back or forward buttons on the browser and backspace on the keyboard to avoid any errors during the registration process

Please make sure your browser pop-up blocker is disabled before proceeding with the registration.

New Registration

| **Requirements** | Program Details | Student Details | Payment |

Do take note of the requirements for the online registration website shown below to ensure a smooth registration experience.

Requirements:

- For registrations being made through mobile devices, use the stock browsers that came with the mobile device.
- Ensure that the pop-up blocker is disabled or selectively disable them for the bank that is being used.

Note:

- You may download the step-by-step tutorial of the Online Registration Process here.
- Do not leave the browser unattended for a period of time before completing the registration and payment as the time-out period is 15 minutes.
- Do not refresh the page, press the "back" or "forward" buttons on the browser or the backspace on the keyboard to avoid any errors during the registration process.
- You may refer to the general guide on Enets payment here, https://www.nets.com.sg/faqs/faq-enets-personal/.
- Please prepare supporting documents such as NRIC and other required documents (where applicable)
- Please read on the policies and terms and conditions in relation to the registration and of Cordova online registration portal. By proceeding with the online registration, you agree to the policies and terms and conditions as stipulated.

[Back] [Next]

3) Click drop down box to select year, month and age as at when to start program.

Home   Register for a Program   Review Application Status   Program/ Branch Information

Important:
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CORDOVA

New Registration

Requirements   **Program Details**   Student Details   Payment

What year will you start?

| 2025 |

What month will you start?

| July |

What is your age as at end of year 2025?

| 4 years old |

*Do take note that the classes that will be shown in the next page is based on the students' age as at when the program begins. For any exceptions, do contact the centres accordingly for advice.

4) The recommended programs will be displayed.
   a. Click on the ℹ️ to read the *"Requirements"* and *"Terms and Conditions"* of the program of your choice.
   b. Click on the *"Choose"* function highlighted in red to display available classes at various centres for the program you are interested in.

5) Check the checkbox for the following that you are interested in registering for and click *"Next"*:
   a. Choose preferred *"Core Program"*.
   b. Choose preferred *"Branch and Class"*.
   c. If interested in Elective Program, select similar as Point 5 "a" & "b".

6) Fill in all the mandatory details marked with asterisk (*):

   a. Ensure that the 'Student Email Address' is correct as the e-receipt and confirmation email will be sent to that email address.

   b. Click *"Next"* to proceed.

7) Read the *"Terms and Conditions of Application in Cordova Education Centre Pte Ltd"*.

a. Click on *"Data Privacy Policy"* to read its content.

b. Check the checkbox *"I agree and am ready to proceed with registration."*

Terms & Conditions of Application in Cordova Education Centre Pte Ltd

I hereby confirm that I have read, understood and agree to abide by all the following terms and conditions for the application of program/programs at Cordova Education Centre Pte Ltd:

1. Requirements
   ○ This application may be rejected if the information provided is incorrect.
   ○ Registration fee will not be refunded.

2. Tuition Fees
   ○ Monthly fees must be paid via Giro.

3. Withdrawal
   ○ Letter of withdrawal should be given 1 month in advance before the end date and all outstanding fees must be paid at the time of withdrawal.

4. Personal Data Protection (PDPA)
   ○ I understand and acknowledge the governing Data Privacy Policy and give my consent to the usage of my personal data as per the Policy.

5. Cordova will use reasonable efforts to ensure that the selected class slot is made available. In the event where the selected slot is unavailable, the Centre will contact the client to propose an alternative centre, day and/or time slot.

Cordova does not guarantee class opening until confirmation of the class opening has been given to the client. If the selected class has to be closed because of poor intake, the Centre will contact the client to propose an alternative centre, day and time slot.

By checking this box, I agree to all of the statements above and comply with the guidelines and regulations set by Cordova Education Centre Pte Ltd.

☐ I agree and am ready to proceed with registration.

8) Ensure that the fee details are correct.

    a. Please remember the *"Application Reference"* highlighted in green box, for an easy retrieval of your registration.

    b. You may click on *"Program Details"* and *"Student Details"* to double check the details entered. Alternatively, you may click on the *"Program Details"* and *"Student Details"* tabs highlighted in red box.

    c. Check the checkbox to acknowledge and confirm that the information provided is true and correct.

9) Click on *"Pay with eNETS"* to proceed to the payment page.
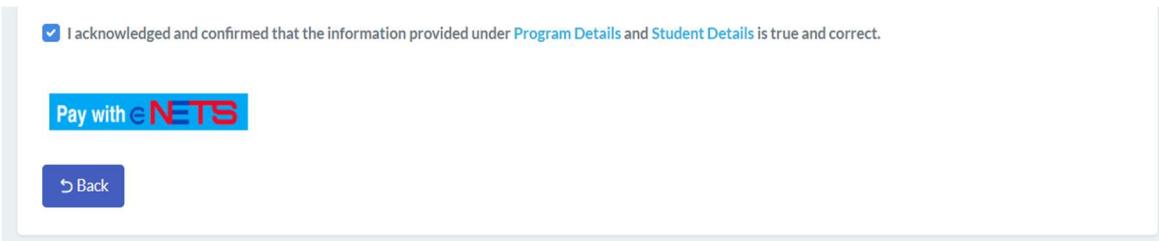
10) The below pop-up message will appear as a reminder not to close the main window while payment is in process.

Press *"OK"* to continue to the payment page.
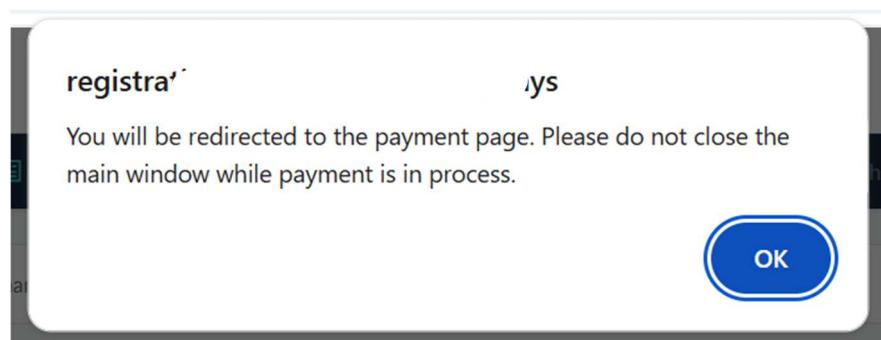
11) You will be redirected to the eNets site:

    a. Choose the preferred payment method.

    b. Click 'Next' to proceed with the payment.

Payment Methods

○ eNETS   ○ VISA 🔴🟠   ○ [QR NETS]

Next >

12) Upon successful payment, the following page will be shown. A confirmation email will be sent to you within 24 hours. It will include your e-receipt and details of the registration.

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CORDOVA

New Registration

Requirements   Program Details   Student Details   **Payment**

Application Category
Inactive Student

Application Reference
RGN2025-CEPL-0011

Invoice

No	Description	Amount
1	Registration Fee	$20.00
2	Kelas Bimbingan Kanak-kanak 6, KBK 6A, July 2025	$54.00
3	Kelas Bimbingan Kanak-kanak 6, KBK 6A, August 2025	$54.00
4	Kelas Bimbingan Kanak-kanak 6 - Miscellaneous Fee	$6.00
5	Program Iqra' Sepadu 2 Jam, PIS2 E, July 2025	$24.50
6	Program Iqra' Sepadu 2 Jam, PIS2 E, August 2025	$24.50
7	Program Iqra' Sepadu 2 Jam - Miscellaneous Fee	$6.00
	Sub Total	$189.00

Payment Method
eNets (Direct Debit)

Payment Status
Success

13) If you are not redirected back to the registration site upon completion of payment, proceed to "Review Application Status" to check the status of your registration.
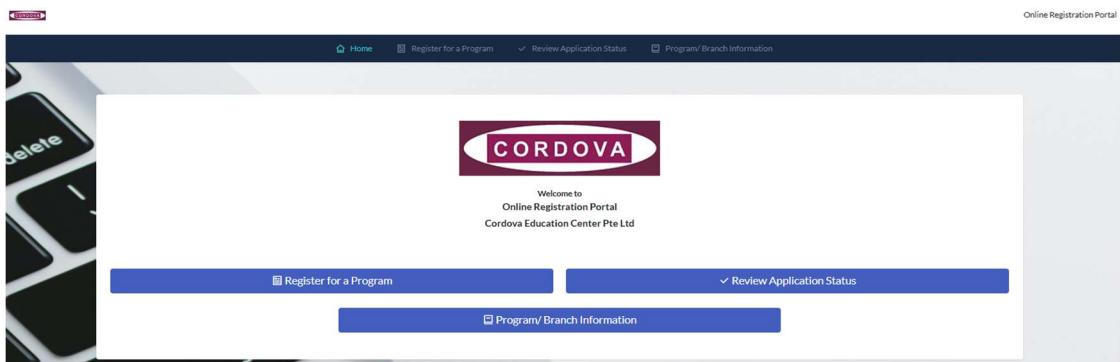
14) Insert your application number and Student Identification No (As Per NRIC).
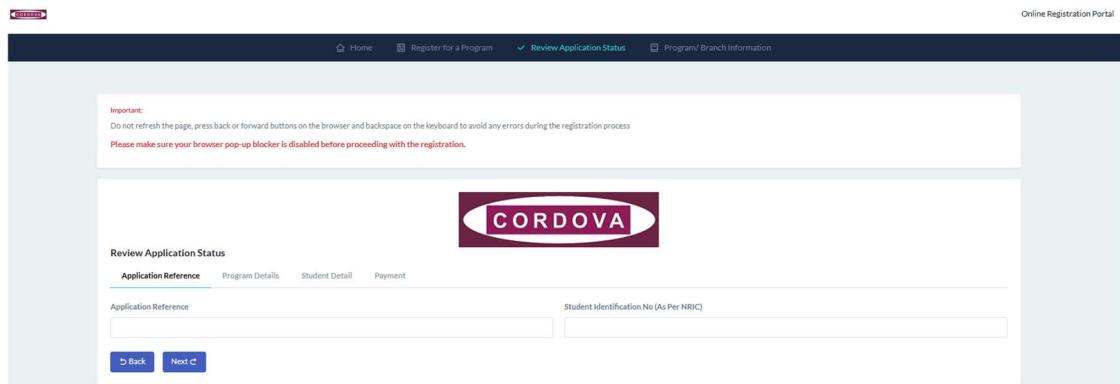
15) Upon receipt e-mail confirmation, kindly duly fill attached giro form and obtain bank certification of account holder signature/thumbprint. Return the form physically to the **registered branch** that the student will be attending.

Example: HOUGANG branch is at Blk 452 Hougang Ave 10 #B1-498 Singapore 530452.

CORDOVA EDUCATION CENTRE PTE LTD PUSAT PENDIDIKAN CORDOVA **APPLICATION FORM FOR INTERBANK GIRO** Please Tick: ☐ New Application ☐ Change of bank account		**BATCH NO**

PART 1: FOR APPLICANT'S COMPLETION	
Date:	Name of Billing Organisation ("BO"): **CORDOVA EDUCATION CENTRE PTE LTD**
To:	Name of Student: Student ID: Centre: **HOUGANG**
My/Our Account Name(s) (Accountholder):	
My/Our Account No: --	Address:
My/Our Company Stamp/Signature(s)/Thumbprint(s) * (as in bank's record): For thumbprint, please bring your NRIC/Passport to the Branch for verification.	Singapore. Tel (H): (O): (M):

(a) I/We hereby instruct you to process the BO's instructions to debit my/our account.

(b) You are entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.

(c) This authorization will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

(d) By completing this form, the information given may be kept and managed by other agencies or our officers, officially appointed by this organization for administration, management of education and matters pertaining. Basically, the Personal Data Protection Act should be properly adhered to by all persons responsible. If you need for details to the above, please contact our officers.

PART 2: FOR BILLING ORGANISATION'S COMPLETION

Swift Code	Billing Organisation's Account No.		Billing Organisation's Customer's Ref No.
C I B B S G S G	2 0 0 0 5 3 2 6 6 6		

Swift Code	Account No. to be debited	Class (For our reference)

PART 3: FOR BILLING ORGANISATION'S COMPLETION

To: **CORDOVA EDUCATION CENTRE PTE LTD**
      BLK 474 PASIR RIS DRIVE 6
      #B1-568 SINGAPORE 510474

This application is hereby REJECTED (please tick) for the following reason(s):

☐ Signature/Thumbprint# differs from Financial Institution's records
☐ Signature/Thumbprint# incomplete/unclear#
☐ Account operated by signature/thumbprint#
☐ Wrong account number
☐ Amendments not countersigned by customer
☐ Others _____

Name of Approving Officer	Authorised Signature	Date

#Please delete where applicable