

**Short Term Course (English / Secondary 1 / 2 / 3 EMS / GEMS Camp)\***

\*Please delete where applicable

**Others;** please specify \_\_\_\_\_

Duration: 1 / 2 / 3 / 4 week(s) From: \_\_\_\_\_ to \_\_\_\_\_

**APPLICANT'S PARTICULARS**
**Student ID:**

Name in <b>BLOCK LETTERS</b> (Underline Surname):		Chinese Characters (if applicable):	
Date of Birth (DD/MM/YYYY):	Age:	Gender: Male / Female	
Country of Birth:		Province/State:	
Nationality:	Marital Status: Single/Married/Divorced	Occupation:	
NRIC/Passport No	Country of Issue:	Issue Date:	Expiry Date:
Overseas Address (If Applicable):		Singapore Address:	
Parent's Tel/Mobile:		Student's Tel/Mobile:	
Parent's Email Address:		Student's Email Address:	
<b>How did you know about SSTC Institute?</b> <input type="checkbox"/> Agent <input type="checkbox"/> Friends <input type="checkbox"/> Print Ad <input type="checkbox"/> TV Ad <input type="checkbox"/> Exhibition <input type="checkbox"/> Internet <input type="checkbox"/> Radio Ad <input type="checkbox"/> Others (Please specify) _____			

**PARENT'S/GUARDIAN'S PARTICULARS (Compulsory for Applicant below 18 years old)**

Full Name:	Relationship to Student:	Age:
NRIC/Passport No/FIN:	Gender: Male or Female	Nationality:
Address:	Telephone (Residence): Telephone (Office):	
Email:	Mobile:	

**AGENT'S PARTICULARS (if applicable)**

Name:	Name of Company:
Address:	Telephone (Office):
Email:	Mobile:

**ACCOMMODATION BOOKING**

Do you require accommodation placement by SSTC? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please fill in Accommodation Booking Form Will you require airport pick-up upon arrival in Singapore? (Applicable only if accommodation is arranged by SSTC) <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please provide the following details (5 Days in advance) Date and Day of Arrival: _____ Flight Number / Carrier: _____ Estimated time of arrival: _____
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## SSTC TERMS AND CONDITIONS OF ENROLMENT

### Admission Policy

SSTC Institute reserves the right to review any student's progress periodically and to terminate a student's enrolment for academic reasons, failure to pay the required school fees or failure to abide by the School's and ICA (Immigration and Checkpoints Authority) rules and regulations.

### Fees

Fees are to be paid two weeks before the commencement of the course, or in regular installments as indicated in Quotation (for approved applicable courses only).

### Fee Protection Scheme (FPS) & Student Contract

FPS and Student Contract are not applicable.

### Withdrawal/Deferment/Transfer Policy

Applications for termination of course (withdrawal) must be made in writing to SSTC Institute. There will be strictly no deferment and transfer for any short term programme and corporate training enrolled. Applicants are strongly advised to ensure that they will be able to attend the programme before applying.

### Make up lessons

There will be no make up lessons for missed classes. School and public holidays are scheduled in advanced and no make up lessons will be given for those days. No discounts and/or refunds will be entertained.

### Medical Insurance

SSTC Institute provides protection to all students with its Group Hospitalisation & Surgical Insurance Scheme.

### Confidentiality Clause

All particulars provided by applicants are solely for the purpose of completing course submission and satisfying conditions of relevant government authorities. All particulars are kept strictly confidential in the school administration and will not be given to any other party.

### Indemnity

While every effort is taken to ensure the safety of the students, SSTC Institute shall not be held responsible for any accidents or injuries incurred during excursions.

I understand that SSTC Institute arranges class excursions from time to time to enhance my studies, and that SSTC Institute and its staff will endeavour to ensure my safety, however, I agree that I am fully responsible for myself on such excursions. In the unlikely event of an accident, I will not hold SSTC Institute or its staff responsible for any mishaps or accidents.

### Certificate of Attendance/Participation

Certificate of Attendance/Participation will be issued to students who have achieved at least 75% attendance.

### Publicity

I agree that SSTC Institute may publicise my name and any photographs of me taken at school, the student hostel or during a school excursion.

### Others

It is the duty of the student to update the school of any changes of address, contact numbers or email address.

## REFUND POLICY

### Refund for Withdrawal Due to Non-Delivery of Course:

SSTC will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date; or
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation within any stipulated timeline set by CPE.

Conditions under which a course may be cancelled include:

- Failure to reach a minimum class size at the time of the commencement date
- De-registration of the course with CPE
- Any other circumstances under which SSTC is unable to run the course

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

### Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Refund for Withdrawal Due to Non-Delivery of Course (i) to (v), SSTC Institute will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the Sums to be refunded (Short Term Programme and Corporate Training).

### Sums to be refunded

Percentage (%) of the amount of fees paid	If student's written notice of withdrawal is received
100%	More than 14 working days before the Commencement Date
50%	More than 7 working days but less than 14 days before the Commencement Date
0%	Less than 7 working days before Commencement Date
0%	Absent

## DECLARATION

I confirm that I have fully understood and accept the Terms and Conditions of Enrolment for SSTC, which were explained to me during pre-course counselling sessions by the agent or SSTC counsellor. Further, I agree to abide by all the rules and regulations of SSTC and to pay fees as they become due. I also confirm that I have read and understood the description of the course applied for. I authorise SSTC to obtain official records from any education institution previously attended by me or from any organisation by which I am employed. I accept that SSTC reserves the right to amend fees and charges, course content and class structure for the programme. I understand that SSTC reserves the right to reschedule a course if it does not meet the minimum number of students for the course I am applying for.

I confirm that I have fully understood all procedures, course outlines and fee structure relating to my enrolment and completed this form in the presence of and with the help from my agent (if applicable), name in this Application Form, who has explained all the above details and their purpose. I fully understand all that has been said and have given it full consideration.

\_\_\_\_\_  
Student Name and Signature

\_\_\_\_\_  
Parent/Local Guardian Name and Signature  
(If student is below 18 years old)

\_\_\_\_\_  
Agent Name and Signature if applicable

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

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

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

# PRE-COURSE COUNSELLING

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Passport/NRIC No: \_\_\_\_\_

Highest Standard Passed: \_\_\_\_\_

Standard Currently Attending: \_\_\_\_\_

Intended Course of Study: \_\_\_\_\_

Name of Parent / Guardian\* (if student is under 18): \_\_\_\_\_

## COURSE COUSELLOR'S EVALUATION

Checklist	Is there a requirement?	Is the requirement met?
English Language	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Academic	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Age	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Others	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA

If the student has any reasons to be considered for admission even if he/she does not satisfy all the specified requirements, please state (if applicable):

\_\_\_\_\_

If the student is not qualified for admission, what are the next steps recommended (if applicable)?

\_\_\_\_\_

Study pathway recommended for the student after completing the intended course (if applicable).

\_\_\_\_\_

Name of Counsellor/Agent \*: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Signature  
Counsellor/Agent \*  
\* Please delete where applicable

## CONFIRMATION BY STUDENT/PARENT/GUARDIAN

### 1) Information on the intended course of study

- a. Course admission requirements.
- b. Course modules and outlines.
- c. Course duration and assessment schedules.
- d. Promotion & award criteria, and type of the certification awarded.
- e. Total payable fee throughout the course duration.

### 2) Information on other items

- a. SSTC location and facilities.
- b. SSTC enrolment procedure.
- c. SSTC fee structure and payment instruction.
- d. Fee Protection Scheme<sup>#</sup>.
- e. SSTC refund policy.
- f. SSTC transfer/withdrawal policy.
- g. Student contract clauses<sup>#</sup>.
- h. Student support services.
- i. SSTC's medical insurance for students.
- j. Other information included in SSTC Enrolment Guide.

I have been briefed on the above items in Section 1) and 2) during the Pre-Course Counselling session(s) **and the counsellor (or agent) has advised me clearly to pay all fees directly to SSTC.**

I also acknowledge receipt of SSTC Prospectus and SSTC Enrolment Guide, and have been advised to visit SSTC website ([www.sstc.edu.sg](http://www.sstc.edu.sg)) and CPE website ([www.cpe.gov.sg](http://www.cpe.gov.sg)) for more information.

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Signature of Student/Parent/Guardian \*  
\* Please delete where applicable

### 3) Items for international students only

- a. Relevant Singapore laws such as immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering.
- b. Student's Pass Application Requirements.
- c. Advice on accommodation & general healthcare services in Singapore.

I have been briefed on the above items during the Pre-Course Counselling session(s).

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Signature of Student/Parent/Guardian \*  
\* Please delete where applicable

### Confidentiality Clause

All particulars provided by applicants/parents are recorded solely for the counselling purposes. All particulars are kept strictly confidential in the school administration and will not be given to any other party.

<sup>#</sup>Fee Protection Scheme and Student Contract are not applicable to courses with duration of less than 50 hours or 30 days and received waiver from EduTrust requirements granted by the Committee for Private Education (CPE).