

COURSE APPLYING FOR:	
COURSE START DATE:	COURSE END DATE:

Student ID: _____

APPLICANT'S PARTICULARS

External Awarding Body Candidate ID (if applicable): _____

Name in BLOCK LETTERS (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:	
Preferred Communication Channel We hate spam too! We respect your right to privacy as much as we do our own. We may occasionally contact you with news and updates about our school and courses. Please tick the box of your preferred communication channel. ☐ SMS ☐ Email ☐ Facebook ☐ Others (Please Specify) _____ ☐ No, thanks. I don't want to be updated.			
Do you have any special needs? ☐ YES ☐ NO If you answer <u>YES</u>, please elaborate: _____ _____			
How did you know about SSTC Institute? ☐ Agent ☐ Friends ☐ Print Ad ☐ TV Ad ☐ Exhibition ☐ Internet ☐ Radio Ad ☐ Others (Please specify) _____			

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

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

AGENT'S PARTICULARS (if applicable)

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

SSTC TERMS AND CONDITIONS OF ENROLMENT

Admission Policy

SSTC reserves the right to decline any application for enrolment made by a student who doesn't satisfy the entry requirements set for each course. SSTC also 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

Application Fee is payable at the time of application for enrolment and is non-refundable. Other fees stipulated in the Standard PEI-Student Contract are to be paid by the due date indicated in the Student Contract (for approved applicable courses only).

Withdrawal/Deferment/Transfer Policy

Applications for termination of course (withdrawal), transfer to another course with SSTC (transfer) or deferment of an enrolled course must be made in writing to SSTC with detailed reasons and approval of applications is based on the School's Withdrawal/Transfer/Deferment Policy. The application for withdrawal /transfer/deferment will be reviewed by SSTC on a fair and reasonable ground and the result will be informed to the student within 3 weeks from the date of application. If there is any unutilised portion of the fees to be refunded to the student as a result of the approved application, the school's Refund Policy applies. The student is required to pay any additional fees, if any, to the school.

Standard PEI (Private Education Institution) – Student Contract

All students enrolling into a course at SSTC will enter into a Standard PEI-Student Contract. Contract clauses must be clearly explained to prospective students before contract is signed. Students or parents are advised to pay school fees (except Application Fee) only after signing the contract. The PEI will provide the Student with a cooling-off period of ten (10) working days after the date that the Contract has been signed by both parties.

Fee Protection Scheme (FPS)

SSTC provides protection for students' fee in the form of school fee insurance under the Fee Protection Scheme. For detailed information about FPS, please refer to SSTC website (<http://www.sstc.edu.sg>) or Student Handbook.

Student's Pass

International students enrolled in any course for the duration of more than 30 days are required to apply for a Student's Pass. SSTC will assist the students in their application for a Student's Pass. Students who are issued a Student's Pass are required to abide by the rules and regulations set by ICA, including strict requirement for attendance. Students on Student Pass are obliged to surrender their Student's Passes for cancellation within 7 days from the date of cessation or termination of their study.

Progress Report/Term Results

Test results (if applicable) and comments from teachers are reported in the Progress Reports/Term Results to keep parents/guardian (if applicable) informed regularly about their children/ward's performance and progress.

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 students, SSTC cannot be held responsible for any accidents or injuries incurred during excursions. I understand that SSTC arranges class excursions from time to time to enhance my studies, and that SSTC 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 or its staff responsible for any mishaps or accidents.

Publicity

I agree that SSTC 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 addresses.

The lesson plans and activities are subject to change due to unforeseen circumstances.

HOSPITALISATION & SURGICAL INSURANCE

SSTC provides protection to its international students on Student's Pass with its Hospitalisation & Surgical Insurance Scheme at a very affordable cost. Local students, non-student pass international students and part-time students who have their own medical insurance coverage are allowed to opt out from the insurance scheme.

SC/PR, non-Student's Pass International Students, Part-time Students (Opt-out)

A SC/PR, non-Student's Pass international student or part-time student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by the PEI. If the preceding condition holds and the Student opts out, he is to tick the box on the right and sign on the dotted line below.

Signature:

☐

(To be signed by Parent or Legal Guardian if the Student is under eighteen (18) years of age)

REFUND POLICY

Termination and Refund Policy for Part-time and Full-time courses permitted by SWDA under the Private Education Act.

- 3.1 The PEI will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a "Refund Event"):
- (i) It cannot commence the provision of the Course on the Course Commencement Date;
 - (ii) It cannot complete the provision of the Course by the Course Completion Date;
 - (iii) The Course will be terminated before the Course Completion Date;
 - (iv) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
 - (v) The Immigration & Checkpoints Authority of Singapore (the "ICA") rejects the Student's application for the Student Pass.
- 3.2 Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:
- (a) The PEI shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.
 - (b) If the Contracting Party accepts such alternative study arrangements, the PEI shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect.
 - (c) If the PEI does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 3.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to the PEI.
- 3.3 Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.
- 3.4 If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.5 If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.
- 3.6 If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.7 If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

3.8 Refund for Withdrawal During the Cooling-Off Period:

Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to the PEI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the PEI. The PEI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.

3.9 Refund for Withdrawal Outside the Cooling-Off Period:

Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to the PEI. Upon receipt of such notice, the PEI shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

Schedule D – Refund Policy

% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	If the Contracting Party's written notice of withdrawal is received:
100	More than 20 working days before the Course Commencement Date
50	On or before, but not more than 20 working days before the Course Commencement Date
10	After, but not more than 2 working days after the Course Commencement Date
0	More than 2 working days after the Course Commencement Date

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.

Name and Signature

Date

Name and Signature of Parent/Local Guardian (if student is under 18yrs old)

Date

Name and Signature of Agent (if applicable)

Date

DOCUMENT CHECKLIST

GENERAL REQUIREMENTS

- ☐ Photocopy of Passport
- ☐ Two (2) recent passport-sized photographs
- ☐ Birth Certificate (certify true copy)
- ☐ Highest educational certificate (certify true copy)
- ☐ Highest educational transcript (certify true copy)
- ☐ Bank Statement (equivalent of S\$30,000) for students from any country who requires visa to enter Singapore
- ☐ Standard PEI-Student Contract
- ☐ Advisory Note (Form 12)
- ☐ Pre-course Counselling Form

ADMISSION TO GOVERNMENT SCHOOLS

- ☐ Certified true copies of parents' marriage certificate
- ☐ Certified true copies of parent's passport

OTHER DOCUMENTS

- ☐ Change of name document (if applicable)
- ☐ Parent's Divorce certificate (if applicable)
- ☐ Custody Document (if applicable)
- ☐ Student's Pass Application Form (if applicable)

ADMISSION DECISION

CHECK ON SSTC ENTRY REQUIREMENTS

- ☐ English
- ☐ Academic
- ☐ Age
- ☐ Others

ADMISSION APPROVAL

- ☐ YES
- ☐ NO

 Date

 Name & Signature of Authorised Personnel

 Date

 Name & Signature of Authorised Personnel

MONITORING RECORD ON STUDENT SELECTION/ADMISSION PROCESS

SELECTION PROCESS

- ☐ Pre-course counselling conducted
- ☐ Student 's record on SMS created
- ☐ Required documents received
- ☐ Admission decision made

 Name & Signature of Authorised Personnel

ADMISSION PROCESS

- ☐ Contract & Letter of Offer sent
- ☐ Student Pass approved (if applicable)
- ☐ Contract & Form 12 signed
- ☐ Course fee paid & FPS purchased

 Name & Signature of Authorised Personnel

 Name & Signature of Monitoring Officer:

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 COUNSELLOR'S EVALUATION

Checklist	Is there a requirement?		Is the requirement met?		
English Language	☐ YES	☐ NO	☐ YES	☐ NO	☐ NA
Academic	☐ YES	☐ NO	☐ YES	☐ NO	☐ NA
Age	☐ YES	☐ NO	☐ YES	☐ NO	☐ NA
Others	☐ YES	☐ NO	☐ YES	☐ NO	☐ 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

INFORMATION PROVIDED	COMPLETED	NOT APPLICABLE
1 COURSE		
1.1 Title of course and type of award obtained upon completion/graduation	☐	☐
1.2 Awarding Body	☐	☐
1.3 Minimum entry requirements on age and academic qualification and English proficiency	☐	☐
1.4 Course duration and course structure	☐	☐
1.5 Mode of delivery and assessments	☐	☐
1.6 Criteria for promotion and/or graduation	☐	☐
1.7 Opportunities for further education after graduation or job prospect after graduation or pathway programmes/further studies, if any	☐	☐
2 SCHOOL FACILITIES & SERVICES		
2.1 School's location(s) and a general description of facilities/infrastructures	☐	☐
2.2 Hospitalisation & Surgical Insurance	☐	☐
2.3 Student Support Services	☐	☐
2.4 Enrolment Procedure	☐	☐
3 FINANCIAL MATTERS		
3.1 Fee structure and payment modes/options and instruction	☐	☐
3.2 Fee Protection Scheme [#]	☐	☐
3.3 Detailed breakdown of fees payable and schedule	☐	☐
3.4 Refund and withdrawal policies	☐	☐
3.5 When/how the student contract is executed [#]	☐	☐
4 MATTERS RELATED TO INTERNATIONAL STUDENTS (IF APPLICABLE)		
4.1 Procedure and requirements for the application of Student's Pass	☐	☐
4.2 Regulations prohibiting Student's Pass holders from engaging any form of employment, whether paid or unpaid	☐	☐
4.3 Ministry of Manpower regulatory requirements for paid/unpaid Internship/Industrial Attachment and Training Work Pass	☐	☐
4.4 Relevant Singapore laws including but not limited to smoking, drugs and alcohol abuse, driving/traffic and littering	☐	☐
4.5 Advice on accommodation & general healthcare services in Singapore	☐	☐
5 MISCELLANEOUS MATTERS		
5.1 Documents required to be presented with the application form	☐	☐

[#]Fee Protection Scheme and Student Contract are not applicable to courses with duration of less than 50 hours or 30 days

I have been briefed on the above items 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 the relevant SSTC brochure/e-brochure, and have been advised to visit SSTC website (www.sstc.edu.sg) and SWDA website (www.swda.gov.sg) for more information.

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.

**FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)**

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the “Contract”), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI’s offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI’s policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.

- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, _____, NRIC/Passport number _____,
(name of student/parent/guardian) (NRIC/passport no.)

have read and understood this advisory note before signing the Student Contract

for myself / my ward** (_____ (NRIC/passport) _____)
(name of ward)

with _____ SSTC Institute
(name of PEI)

(signature of student or parent / guardian)

Date : _____

**Please delete whichever is inapplicable.*