

EDUCATION		TYPE OF AWARD	COUNTRY	PERIOD OF STUDY		YEAR AWARDED	NO OF PASSES
AWARDING INSTITUTION				FROM (month / year)	To (month / year)		
1							
2							
3							

GCE 'O' LEVELS SCORES :

No. of subjects passed: _____ Please indicate scores for English _____ & Maths _____

TOEFL/IELTS SCORES:

Please indicate scores for TOEFL or IELTS if you have taken them.

TOEFL IELTS Total Score _____ Date Awarded _____ Testing Centre (Country) _____

OTHER QUALIFICATIONS

Give full details of any final examination/s which you have passed, (including level/status), if appropriate.

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REFUND POLICY

Refund under "Cooling Off" Period

All students are entitled to a full refund of course fees during the 7 day "cooling off" period. The registration fee however is not refundable.

Other Refund

The college refund policy is as follows:

Event	Amount refundable
1. If course cancelled by the College prior to commencement of class	100% of course fee
2. If course cancelled by the College after commencement of class	100% of course fee
3. If withdrawal notification is received after the 7- day "cooling off" period	No refund
4. If written withdrawal notification is received more than 30 days before course commencement	50% of course fee
5. If written withdrawal notification is received more than 14 days before course commencement	20% of course fee
6. If written withdrawal notification is received less than 14 days before course commencement	No refund
7. If written withdrawal notification is received after course commencement	No refund
8. If a student is suspended or expelled due to misconduct	No refund

Notice of withdrawal must be given in writing and will be based on the date the written notice is received by the College. Verbal and e-mail requests will not be considered. Electronic mail shall not be considered as valid notice.

TERMS & CONDITIONS

- 01• Enrolment for the course, together with first instalment or full payment of fees creates a binding agreement to follow the course and pay the full course fees, even if a student withdraws or subsequently decides not to complete the course. Transfer of course fees and deferment of studies will not be permitted.
- 02• Claims for refunds is strictly subject to the refund policy and other claims will not be entertained. Refunds will usually take 7 working days for processing and the refund payment (if any) by cheque will be issued only in the name of the student.
- 03• The college offers tuition on a 'per course' basis and not based on number of subjects or hours of instruction which may vary. No classes will be scheduled on public holidays.
- 04• The college further requires all students to attend lectures, classes, tests, examinations and to submit written work as assigned by lecturers and tutors regularly. Students may not be certified to enter the examinations if the above is not fulfilled and in such event, may be required to resit the academic year and incur additional course fees as applicable.
- 05• The student shall be liable for all legal work incurred in recovering late or non-payment of course fees on an indemnity basis. In the event of such legal action taken against the student, the college reserves the right to claim the full amount due from the student in one payment immediately.
- 06• The student shall indemnify the college for any loss or damages incurred as a result of his/her negligence or wilful conduct. The College reserves the right to expel any student in serious breach of the College regulations and/or those who break any laws in Singapore. In such an event, the student will not be entitled to any refund of fees whatsoever and the College will further cancel the student visa for international students (where applicable).
- 07• International students on a student visa who do not fulfil the minimum attendance requirement of 90% as stipulated by the Immigration & Checkpoints Authority (ICA) or who are caught working may risk cancellation of their student visa. In such an event, the student will not be entitled to any refund of fees whatsoever.
- 08• If the student changes his/her course of study during the term, no refund will be given for the revised course if the number of subjects involves less than that for which original enrolment was accepted. Additional fees will be charged if the change involves an increase in the number of subjects over that of the original enrolment. The college reserves the right to charge such administrative fees as is required.
- 09• It is the responsibility of the student to ensure that they fully comply with the entrance requirements and registration with the relevant university progression requirement upon completion of the diploma. In this respect, the college will endeavour to assist the student in whatever way necessary, and for the student to pay the necessary fees for such services. The college will not be liable for the student's failure to submit the required University application and registration forms and payments as required within the stipulated deadlines.
- 10• All representations made by the college regarding the progression to the relevant university degrees is based on information made available by the said university's regulations and prospectus and are comprehensively contained in the college's printed information or website. As Universities reserves the right to change programme details without any notice to the student, the college shall not be liable for any representations made about the relevant university which will therefore not be deemed as a term of enrolment.
- 11• The college reserves the right to cancel a course with two weeks' notice prior to the commencement date of the course whereupon any fees paid will be refunded in full.
- 12• The college reserves the right to withdraw a subject up to four weeks after commencement date if it considers that the subject is not viable whereupon an alternative subject will be offered or a pro-rated refund of the course fees given. The minimum number of enrolled students to commence a class is 12 and the college reserves the right to withdraw the class at short notice should the number fall below this.
- 13• The college also reserves the right to vary the subjects offered, the time-table, programmes and teaching staff to better serve the students or as may be required by our Academic Board, Council for Private Education (Singapore) or by the Ministry of Education (Singapore).
- 14• All notes/handouts and other course materials given to students are the intellectual property right of the college and are given to registered students of the class as consideration for enrolled students who agree to respect the intellectual property rights of the College.
- 15• Should you become a student of the College, this notice shall constitute a term of any contract between you and the College. Any offer of a place made to you by the College is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.
- 16• Anyone attending classes without registering with the college or making relevant fees for the subject would be deemed as trespassers. ALL TRESPASSERS WILL BE PROSECUTED.
- 17• All terms between the college and the student shall be in writing and oral terms and informal communications such as e-mail communications shall be excluded.

DECLARATION

I declare that the information furnished by me is accurate to the best of my knowledge. I have read and fully understood the above terms and conditions and that oral terms are not binding. I further confirm that any refunds will be strictly in accordance with the college's refund policy.

Applicant's Signature

Date

OFFICIAL USE ONLY / FEE STRUCTURE

Email: _____

First Payment

Application Fees \$ _____ Course Fees \$ _____ GST \$ _____

Total First Payment \$ _____

Receipt No : _____

FEES	LOCAL STUDENTS	INTERNATIONAL STUDENTS
• APPLICATION FEE	\$400	\$400
• MEDICAL INSURANCE	FOC	\$100
• FOREIGN STUDENT FEE	NA	\$1000
• FEE PROTECTION SCHEME FPS	\$300	\$340
• COURSE FEES		
• 1 ST INSTALLMENT (upon registration)	\$7,500	\$8,500
• 2 ND INSTALLMENT (2 January 2012)	\$7,500	\$8,500
TOTAL FEES (WITHOUT GST)	\$15,700	\$18,840
TOTAL FEES (WITH GST)	\$16,799	\$20,158.80

CONSULTANT

MANAGER

REGISTRAR'S OFFICE