



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

#### GCE 'O' LEVELS SCORES :

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) \_\_\_\_\_

#### PROFESSIONAL / OTHER QUALIFICATIONS

Give full details of any final examination/s which you have passed, indicating membership (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 to the student.
- 03• All day college students shall ensure that they meet the requirements set by the University of London and to further make fee payment directly to the University of London or to the local authority, RELC for application, registration and examination payment. As Stansfield College is only providing tuition for the University examinations, the student shall be deemed to be enrolled for tuition only and they may or may not be sitting for the University of London examinations.
- 04• 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.
- 05• 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 University 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.
- 06• 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.
- 07• 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).
- 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 University of London, 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. The college will not entertain any requests for refunds in the event of a rejection by the University and the student agrees to be transferred to the next suitable level of the course by the college.
- 10• All representations made by the college regarding the University of London is based on information made available by the University's regulations and prospectus and are comprehensively contained in the college's printed information or website. As the University of London 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 University of London 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 the University of London, Council for Private Education (Singapore) or by the Ministry of Education (Singapore). Specialised subjects with low demand may only be offered as evening options and all students opting for these subjects will have to attend the classes as scheduled.
- 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 \$ \_\_\_\_\_  Tuition Fees \$ \_\_\_\_\_  GST \$ \_\_\_\_\_  
 Total First Payment \$ \_\_\_\_\_

Receipt No : \_\_\_\_\_

### Method of Payment

Full Payment - Total Fees \$ \_\_\_\_\_  
 Instalment - Total Fees \$ \_\_\_\_\_ No. of Instalments:

	Diploma or Degree
APPLICATION FEE	S\$ 400
MEDICAL INSURANCE	FOC
FPS	S\$ 264
COURSE FEES	S\$ 11,000
GST	S\$ 816
<b>TOTAL FEES (with 7% GST)</b>	<b>S\$ 12,480</b>

Graduating this academic year  Scholarship (amount) \_\_\_\_\_

\* applies also to CIM

\_\_\_\_\_  
**CONSULTANT**

\_\_\_\_\_  
**MANAGER**

\_\_\_\_\_  
**REGISTRAR'S OFFICE**