

EDUCATION QUALIFICATIONS

INSTITUTION	COUNTRY	PERIOD OF STUDY		DATE CONFERRED	AWARD AND FIELD OF STUDY	NO OF PASSES
		FROM (month / year)	TO (month / year)			
1						
2						
3						
4						

COLLEGIATE EXTRACURRICULAR ACTIVITIES

Activities (list most important first):

Dates:

Offices held, if any:

SCHOLARSHIPS/AWARDS

List any scholarships or awards received including the awarding body and details of award:

CURRENT ACTIVITIES AND INVOLVEMENT

Business, professional, and social organizations and/or any professional licenses, or other activities:

Dates:

Offices held, if any:

CURRENT EMPLOYMENT

Employer:

Full-time:

Part-time:

Department:

Date (from):

(to):

Current position:

Initial Position:

Address:

Responsibilities:

Current salary:

PREVIOUS WORK EXPERIENCE

At least 2 years of relevant working experience:

Employer:

Full-time:

Part-time:

Department:

Date (from):

(to):

Position:

Initial Position:

Address:

Responsibilities:

PROFESSIONAL & SPONSORSHIP INFORMATION

In what industry are you working currently?

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Accounting | <input type="checkbox"/> General Management | <input type="checkbox"/> Services |
| <input type="checkbox"/> Banking / Finance | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Technology | <input type="checkbox"/> Media |
| <input type="checkbox"/> Entrepreneurial | <input type="checkbox"/> Sales / Marketing | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Others _____ |

Please indicate the level of sponsorship or tuition assistance you may be receiving from your employer. The information you provide is for benchmarking only and will not impact your application for admission. Will you receive tuition reimbursement from your employer? Yes No

If yes, please state percentage of sponsorship: _____ % or amount sponsored _____

Please indicate here if your parents/spouse or an individual member is paying your fee or if you are self-financing the course fees.

- | | | | | |
|----------------------------------|---------------------------------|--|--|--|
| <input type="checkbox"/> Parents | <input type="checkbox"/> Spouse | <input type="checkbox"/> Others _____
(specify) | <input type="checkbox"/> Self-financed | <input type="checkbox"/> Study loan _____
(indicate bank) |
|----------------------------------|---------------------------------|--|--|--|

ENROLMENT SELF-CHECKLIST

APPLICATION FORM

- 2 recent passport size photo
- Copy of NRIC / passport
- Birth Certificate
- Education certificates & transcripts
- VU off-shore enrollment form
- VU recognition of prior learning

INTERNATIONAL STUDENTS

- Visa application form
- Financial statement
- Translations of documents in English (if required)

ENTRY REQUIREMENTS

- 20 years of age
- Degree from a recognised university
- Relevant work experience (inc copy of curriculum vitae)
- Advisory note & standard student contract
- Fee protection insurance (FPS)
- Medical insurance

*other relevant documents may be requested by ICA

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 which commences from date of course fee payment. The application fee however is non-refundable.

Other Refunds:

The College's refund policy is as follows:

Event	Amount refundable
1. If course is cancelled by the college prior to commencement of class	100% of course fee
2. If course if cancelled by the college after commencement of class	100% of course fee
3. If withdrawal notification is received after 7 days 'cooling off' period	No refund
4. If written withdrawal is received more than 30 days before course commencement	50% of course fee
5. If written withdrawal is received more than 14 days before course commencement	20% of course fee
6. If written withdrawal is received less than 14 days before course commencement	No refund
7. If written withdrawal 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. 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, create 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's name .
- 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 University examinations if the above is not fulfilled and in such event, may be required to resit the academic term or 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• 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.
- 08• It is the responsibility of the student to ensure that all necessary documentation for registration is provided completely and accurately. This includes, but is not limited to, official transcripts/results slips and certificates of all previously attended courses. Incomplete/false information could result in the student not being allowed to register for examinations and even being disenrolled. In the event that information provided is incomplete or falsified, the college will not be held responsible and no refund will be given.
- 09• All representations made by the college regarding the Victoria University 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 Victoria University 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 Victoria University which will therefore not be deemed as a term of enrolment.
- 10• 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 and the College will not be liable for any further claims.
- 11• 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.
- 12• 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 Victoria University, Council for Private Education (Singapore) or any other authorities. 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.
- 13• 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.
- 14• 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.
- 15• 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.
- 16• 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 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 : _____

Method of Payment

Cash NETS Visa / Mastercard Cheque No: _____ Bank: _____

FEES	<input type="checkbox"/> International Student	<input type="checkbox"/> Local Day College Student	<input type="checkbox"/> Evening College Student
APPLICATION FEES	\$400	\$400	\$400
INTERNATIONAL FEE	\$1,000	---	---
MEDICAL INSURANCE	\$100	\$100	\$100
COURSE FEES	\$28,000	\$28,000	\$21,000
FPS	\$873	\$843	\$633
GST	\$2,126	\$2,054	\$1,549
TOTAL	\$32,499	\$31,397	\$23,687

Amount paid: _____ Date: _____ Receipt No. _____

CONSULTANT

MANAGER

REGISTRAR'S OFFICE