



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

### ENGLISH SCORES:

Please indicate scores for GCE 'O' Levels English (or equivalent), TOEFL or IELTS if you have taken them.

'O' Levels English  
or equivalent

TOEFL

IELTS

Total Score \_\_\_\_\_ Date Awarded \_\_\_\_\_ Testing Centre (Country) \_\_\_\_\_

### PROFESSIONAL / OTHER QUALIFICATIONS / RESUME

Give full details of any final examination/s which you have passed, indicating membership (including level/status), if appropriate. A one or two page resume summarizing your skills, experience and education.)

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### CURRENT EMPLOYMENT

Employer: \_\_\_\_\_

Full-time:

Part-time:

Department: \_\_\_\_\_

Date (from): \_\_\_\_\_

(to): \_\_\_\_\_

Current position: \_\_\_\_\_

Initial Position: \_\_\_\_\_

Address: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Current salary: \_\_\_\_\_

### 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 valid notice.

Are you pursuing any other course at this moment?  Yes (Please fill out the following)  No

Course : \_\_\_\_\_ Fr : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Institution : \_\_\_\_\_ Full Time :  Part Time :

Date of Final Examination : \_\_\_\_\_

## ENROLMENT SELF-CHECKLIST

### APPLICATION FORM

- 2 recent passport size photo
- Copy of NRIC / passport
- Birth Certificate
- Education certificates & transcripts
- Resume

### INTERNATIONAL STUDENTS

- Visa application form
- Financial statement
- Translations of documents in English (if required)
- RMIT Enrolment & Statistical Data Form
- Course Selection Form

### ENTRY REQUIREMENTS

- 18 years of age
  - Stansfield Diploma / Polytechnic Diploma or equivalent
  - Admission test by Stansfield's academic panel
  - Advisory note & standard student contract
  - Fee protection insurance (FPS)
  - Medical insurance
- \*other relevant documents may be requested by ICA
- RMIT Recognition of Prior Learning
  - RMIT Student Card Form

## PARENTS'/GUARDIANS' EMPLOYMENT DETAILS

Name of Parent / Guardian : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Designation : \_\_\_\_\_

Address of Company : \_\_\_\_\_

Tel No:

Country code

Postal Code:

Fax:

### Company Type

- Government Ministry
  - Embassy
  - Statutory Board
  - Professional Bodies
  - Public Listed
  - Private
  - Others : \_\_\_\_\_
- Industry: \_\_\_\_\_

## PAYMENT OF FEES

Please indicate who is paying your fees. If your employer is sponsoring your studies, please indicate below the designation and company and company name in addition to the requested information.

Self  Parent / Guardian  Employer  Others \_\_\_\_\_

Do you wish for your progress report to be sent to them:  Yes  No

Name of Parent / Guardian / Employer / Others: \_\_\_\_\_

Address : \_\_\_\_\_

Postal Code:

Email : \_\_\_\_\_

Mobile Phone No :

Land Phone No :

## 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 RMIT University is based on information made available by the RMIT's regulations and prospectus and are comprehensively contained in the college's printed information or website. As the RMIT 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 RMIT 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 RMIT 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 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 : \_\_\_\_\_

### 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	\$1000	---	---
MEDICAL INSURANCE	\$100	\$100	\$100
FPS	\$1,107	\$1,077	\$927
COURSE FEES	\$35,800	\$35,800	\$30,800
GST	\$2,688	\$2,616	\$2,255
<b>TOTAL</b>	<b>\$41,095</b>	<b>\$39,993</b>	<b>\$34,482</b>

Amount paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_

\_\_\_\_\_

**CONSULTANT**

\_\_\_\_\_

**MANAGER**

\_\_\_\_\_

**REGISTRAR'S OFFICE**