

SIC

FOUNDED 1947

www.sic.edu.sg

SINGAPORE INSTITUTE of COMMERCE

Creating Learning Opportunities

Centre Code: **SIC**

Student ID No:

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APPLICATION FORM (Strictly Confidential)

One photo for
Singapore
students
Two photos for
International
students

IMPORTANT INSTRUCTIONS

Please complete all of the application form. Please state N.A if not applicable.

Tick (✓) boxes or circle where appropriate.

All applications must be accompanied by copies of supporting documents.

PROGRAMME: _____

LEVEL: _____ INTAKE MONTH: _____

PREFERRED MODE OF STUDY:

Integrated Full-Time Class

Comprehensive Evening Class

Executive Weekend Class (if available)

SUBJECTS FOR CURRENT YEAR	DAY / START TIME
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

PERSONAL DETAILS

Title: Mr / Mrs / Ms / Dr:

(full name as in IC)

Surname (BLOCK LETTERS)

First Name

Identity Card No / Passport No: Date of Birth: Age:

D D M M Y Y Y Y

Singapore Address: _____ Home Address: _____

(Int'l Students)

Postal Code: _____ Postal Code: _____

Tel Nos: (H) _____ (O) _____ (Hp/Pg) _____

Email: _____ Sex: Male / Female Marital Status: Single / Married

Nationality: _____ Religion: _____ Is a student pass required? Yes No
(For Int'l students only)

Do you require any special arrangements made in case of disability, etc? Please specify how we can be of assistance to you : _____

EMERGENCY CONTACT

Name: _____ Tel Nos: _____

Address: _____ Relationship: _____

How did you learn about our programme?

- Website Agent Colleague Billboard Others: _____
 Exhibitions Stansfield student Employer TV _____
 Mailers Friend/Relative Newspaper Ads Radio _____

1	2	3	4	5	QUALIFICATION	AWARDING INSTITUTION	COUNTRY	PERIOD OF STUDY		YEAR AWARDED	STUDY MODE	
								From (month/year)	To (month/year)		FULL TIME (FT)	PART TIME (PT)
1												
2												
3												
4												
5												

Number of 'A' level or equivalent credits: _____ (English Language: _____ Maths: _____)
Please indicate grades

Number of 'O' level or equivalent credits: _____ (English Language: _____ Maths: _____)
Please indicate grades

Other Course Entry Requirements fulfilled? Yes _____ No _____
Please indicate subjects and grades

TOEFL / IELTS SCORES:

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

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

CURRENT EMPLOYMENT DETAILS

Name of Company: _____ Not applicable
 Designation: _____ Self Employed
 Address of Company: _____

Postal Code: _____ Email: _____
 Tel Nos: _____ Extension: _____ Fax: _____

COMPANY TYPE

Government Ministry Statutory Board Embassy Professional Bodies
 Public Listed Private Others _____
(Please specify)

PAST EMPLOYMENT DETAILS		NO. OF YEARS	
NAME OF COMPANY	DESIGNATION	FROM (mth/yr)	To (mth/yr)

PREFERRED SUBJECTS

Please indicate your preferred subjects for year II and III of degree courses (where applicable)

- | | |
|----------|-----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |
| 5. _____ | 9. _____ |
| 6. _____ | 10. _____ |

EXEMPTIONS

Will you be seeking exemptions? Yes No which year / level _____

Exemption Form attached.

ENROLMENT CHECKLIST

- Academic Certificates
 Copy of I.C/Passport
 Immigration Application Form
 Standard Student Contract
 2 Recent passport size photo
 Library Application Form
 Signed & initialed next to clauses 1,4, 6, 7, 8, 10, 11, 15 & 17

PAYMENT OF FEES

Please Indicate who is paying your fees.

- Employer
 Parent / Guardian
 Myself
 SDF Application

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

Complete the following if your parent / guardian or employer is sponsoring your studies.

Name of the Company / Parent / Guardian: _____

Address: _____

Postal Code: _____

Name of Person to contact: _____ Designation: _____

Tel Nos: _____ Fax: _____

Email: _____

TERMS & CONDITIONS

- 01• Enrolment for the course, together with payment of the required deposit or first instalment of fees create a binding agreement to follow the course and pay the full fees, even if a student subsequently decides not to complete the course for the academic year. Further no refund can be made as a space has been committed to the student for the duration of the programme, and the school will not entertain any request for transfer of fees. Refunds will only be made in accordance with our refund policy.
- 02• The school offers tuition on a 'per course' basis and not based on numbers or hours of instruction which may vary. The school further requires all students to attend lectures, classes, tests and to submit written work as assigned by lecturers and tutors regularly. No classes will be scheduled on public holidays.
- 03• When applicable, students are given 'assured' fees for a maximum of 3 years. The assured fees will be forfeited where a student breaches the terms & conditions of the school or fails to submit a continuing enrolment form together with the 1st fee payment before 1st March of every continuing year hereafter.
- 04• Where a student has been granted fee payment on an instalment basis, he/she is required to commence instalment fee payment on a monthly basis (before the 5th of the month) from the date of enrolment or registration (and not the date of class commencement). Failure to do so will affect the student's 'assured fee' status. Students paying fees by instalments who are late in payment will be charged a late fee of \$10.50 per instalment per month.
- 05• The student will be liable for all legal work incurred in recovering late or non-payment of tuition fees on an indemnity basis. In the event of such legal action taken by the school against you, the school reserves the right to claim the full amount due from the student in one payment.
- 06• International students requiring student visa are required to submit a CaseTrust-endorsed Student Protection Scheme Certificate (Student Insurance) together with the relevant ICA Forms and supporting documents for the processing of Student Passes to ICA. The insurance premium is based on fees payable to the school and is calculated on the prevailing rate set by ICA's appointed Insurance Agency. International students are further required by the school to place a School Security Deposit which is refundable upon successful completion of the programme and upon cancellation of the student pass.
- 07• International students are to ensure that they sign the attendance registrar at the school on a daily basis (Mon-Fri), including days where there are no lessons (a minimum of 4 hours per day), failing which the student will be considered as 'ABSENT' for that day. ICA requires all international students to maintain a 90% attendance.
- 08• The school reserves the right to instruct a student to leave a course at any stage if the student fails to fulfil the above requirements or if a student's continued presence would, in the opinion of the school be detrimental to the well-being of the students and the staff of the school in general. The refund of fees to an excluded student is wholly at the discretion of the school.
- 09• The student shall indemnify the school for any loss or damages occurred as a result of his/her negligence or wilful conduct.
- 10• If students change their 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.
- 11• It is the responsibility of the student to ensure that they fully comply with the entrance registration with the Universities or institution concerned. In this respect, the school will endeavour to assist the student in what ever way necessary, and for the student to be charged separately for these services.
- 12• All representation made by the school regarding the Universities or institution concerned are based on information made available by the University or institution and are comprehensively contained in the school's printed information as website. As the University reserves the right to change programme details without any notice to the student, the school shall not be liable for any representations made about the University or institution which will therefore not be deemed as a term of enrolment.
- 13• The school reserves the right to cancel a course on two weeks notice prior to the commencement date of the course whereupon any fees paid will be refunded in full in accordance with our refund policy.
- 14• The school 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.
- 15• The school 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/institution or by the Ministry of Education (Singapore).
- 16• All notes/handouts, class video tapes and other materials given to students are the intellectual property right of the school and are given to registered students of the class as consideration for enrolment who agree to respect the Intellectual property rights of the school.
- 17• Should you become a student at SIC, this notice shall constitute a term of any contract between you and the school. Any offer of a place made to you by the school 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.
- 18• Anyone attending classes without registering with the school would be deemed as trespassers. ALL TRESPASSERS WILL BE PROSECUTED.

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 understand that I will only be entitled to any refunds as stated in the refund policy and will be required to pay fees in full.

_____ **Applicant's Signature**

_____ **Date**

OFFICIAL USE ONLY

Enrolment Status : **New** **Continuing**

FEES PAYABLE

Registration Fee \$ _____

Insurance Premium \$ _____ O/R No _____

International Student Fee \$ _____ (years)

School Security Deposit \$ _____ O/R No _____

Diploma Handling Fee \$ _____

Tuition Fee (Full Payment) \$ _____ (years)

PAYMENT MODE:

Tuition Fee (Instalment) \$ _____ (years)

Cash **NETS** **Credit Card**

Others _____ \$ _____

Cheque No: _____ **Bank:** _____

GST \$ _____

Introduced by _____

Total Fees Paid \$ _____

O/R No _____

Remarks _____

_____ **Officer's Signature/Date**

_____ **Manager's Signature/Date**

_____ **Centre Director's Approval/Date**