

|                             |                         |
|-----------------------------|-------------------------|
| <b>COURSE APPLYING FOR:</b> |                         |
| <b>COURSE START DATE:</b>   | <b>COURSE END DATE:</b> |

**Student ID:** \_\_\_\_\_

**APPLICANT'S PARTICULARS**

External Awarding Body Candidate ID (if applicable): \_\_\_\_\_

|  |   |                                     |              |
|--|---|-------------------------------------|--------------|
| Name in <b>BLOCK LETTERS</b> (Underline Surname):  |   | Chinese Characters (if applicable): |              |
| Date of Birth (DD/MM/YYYY):  | Age:                                    | Gender: Male / Female               |              |
| Country of Birth:  | Province/State:                         |                                     |              |
| Nationality:   | Marital Status: Single/Married/Divorced | Occupation:                         |              |
| NRIC/Passport No.:   | Country of Issue:                       | Issue Date:                         | Expiry Date: |
| Overseas Address (If Applicable):  |   | Singapore Address:                  |              |
| Parent's Tel/Mobile:   |   | Student's Tel/Mobile:               |              |
| Parent's Email Address:  |   | Student's Email Address:            |              |
| <b>Preferred Communication Channel</b><br>We hate spam too! We respect your right to privacy as much as we do our own. We may occasionally contact you with news and updates about our school and courses. Please tick the box of your preferred communication channel.<br><input type="checkbox"/> SMS <input type="checkbox"/> Email <input type="checkbox"/> Facebook <input type="checkbox"/> Others (Please Specify) _____ <input type="checkbox"/> No, thanks. I don't want to be updated. |   |                                     |              |
| <b>Do you have any special needs?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If you answer YES, please elaborate:</b><br>_____<br>_____   |   |                                     |              |
| <b>How did you know about SSTC Institute?</b><br><input type="checkbox"/> Agent <input type="checkbox"/> Friends <input type="checkbox"/> Print Ad <input type="checkbox"/> TV Ad<br><input type="checkbox"/> Exhibition <input type="checkbox"/> Internet <input type="checkbox"/> Radio Ad <input type="checkbox"/> Others (Please specify) _____  |   |                                     |              |

**GUARDIAN'S PARTICULARS (Compulsory for Applicant below 18 years old)**

|                       |   |              |
|-----------------------|---|--------------|
| Full Name:            | Relationship to Student:  | Age:         |
| NRIC/Passport No/FIN: | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | Nationality: |
| Address:              | Telephone (Residence):  |              |
| Email:                | Telephone (Office):   |              |
|                       | Mobile:   |              |

**AGENT'S PARTICULARS (if applicable)**

|          |                     |
|----------|---------------------|
| Name:    | Name of Company:    |
| Address: | Telephone (Office): |
| Email:   | Mobile:             |

## SSTC TERMS AND CONDITIONS OF ENROLMENT

### Admission Policy

SSTC reserves the right to decline any application for enrolment made by a student who doesn't satisfy the entry requirements set for each course. SSTC also reserves the right to review any student's progress periodically and to terminate a student's enrolment for academic reasons, failure to pay the required school fees or failure to abide by the School's and ICA (Immigration and Checkpoints Authority) rules and regulations.

### Fees

Application Fee is payable at the time of application for enrolment and is non-refundable. Other fees stipulated in the Standard PEI-Student Contract are to be paid two weeks before the commencement of the course OR in regular instalments as indicated in the Student Contract (for approved applicable courses only).

### Withdrawal/Deferment/Transfer Policy

Applications for termination of course (withdrawal), transfer to another course with SSTC (transfer) or deferment of an enrolled course must be made in writing to SSTC with detailed reasons and approval of applications is based on the School's Withdrawal/Transfer/Deferment Policy. The application for withdrawal /transfer/deferment will be reviewed by SSTC on a fair and reasonable ground and the result will be informed to the student within 3 weeks from the date of application. If there is any unutilised portion of the fees to be refunded to the student as a result of the approved application, the school's Refund Policy applies. The student is required to pay any additional fees, if any, to the school.

### Standard PEI (Private Education Institution) – Student Contract

All students enrolling into a course at SSTC will enter into a Standard PEI-Student Contract. Contract clauses must be clearly explained to prospective students before contract is signed. Students or parents are advised to pay school fees (except Application Fee) only after signing the contract. The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

### Fee Protection Scheme (FPS)

SSTC provides protection for students' fee in the form of school fee insurance under the Fee Protection Scheme. For detailed information about FPS, please refer to SSTC website (<http://www.sstc.edu.sg>) or Student Handbook.

### Student's Pass

International students enrolled in any course for the duration of more than 30 days are required to apply for a Student's Pass. SSTC will assist the students in their application for a Student's Pass. Students who are issued a Student's Pass are required to abide by the rules and regulations set by ICA, including strict requirement for attendance. Students on Student Pass are obliged to surrender their Student's Passes for cancellation within 7 days from the date of cessation or termination of their study.

### Progress Report/Term Results

Test results (if applicable) and comments from teachers are reported in the Progress Reports/Term Results to keep parents/guardian (if applicable) informed regularly about their children/ward's performance and progress.

### Confidentiality Clause

All particulars provided by applicants are solely for the purpose of completing course submission and satisfying conditions of relevant government authorities. All particulars are kept strictly confidential in the school administration and will not be given to any other party.

### Indemnity

While every effort is taken to ensure the safety of students, SSTC cannot be held responsible for any accidents or injuries incurred during excursions. I understand that SSTC arranges class excursions from time to time to enhance my studies, and that SSTC and its staff will endeavour to ensure my safety, however, **I agree** that I am fully responsible for myself on such excursions. In the unlikely event of an accident, I will not hold SSTC or its staff responsible for any mishaps or accidents.

### Publicity

I agree that SSTC may publicise my name and any photographs of me taken at school, the student hostel or during a school excursion.

### Others

It is the duty of the student to update the school of any changes of address, contact numbers or email addresses.

The lesson plans and activities are subject to change due to unforeseen circumstances.

## HOSPITALISATION & SURGICAL INSURANCE

SSTC provides protection to its international students on Student's Pass with its Hospitalisation & Surgical Insurance Scheme at a very affordable cost. Local students, non-student pass international students and part-time students who have their own medical insurance coverage are allowed to opt out from the insurance scheme.

### SC/PR, non-Student's Pass International Students, Part-time Students (Opt-out)

A SC/PR, non-Student's Pass international student or part-time student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by the PEI. If the preceding condition holds and the Student opts out, he is to tick the box on the right and sign on the dotted line below.

Signature: .....

(To be signed by Parent or Legal Guardian if the Student is under eighteen (18) years of age)

## REFUND POLICY

### Refund for Withdrawal Due to Non-Delivery of Course:

SSTC will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A of the PEI-Student Contract within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

Conditions under which a course may be cancelled include:

- Failure to reach a minimum class size at the time of the commencement date
- De-registration of the course with CPE
- Any other circumstances under which SSTC is unable to run the course

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

### Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Refund for Withdrawal Due to Non-Delivery of Course (i) to (vi), SSTC will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the Refund Table in Schedule D of the PEI-Student Contract.

### Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties. The Student will be refunded the highest percentage (stated in Refund Table in Schedule D of the PEI-Student Contract) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

### Sums to be refunded

| <i>% of the amount of fees paid under Schedule B and C of the Student-PEI Contract</i> | <i>If student's written notice of withdrawal is received:</i>   |
|--|---|
| 100% (Maximum Refund)  | More than 30 days before the course commencement date   |
| 50%  | Before, but not more than 30 days before the course commencement date   |
| 10%  | After, but not more than 7 days after the course commencement date  |
| 5%   | More than 7 days after the course commencement date, but not more than 14 days after the course commencement date |
| 0%   | More than 14 days after the course commencement date  |

## DECLARATION

I confirm that I have fully understood and accept the Terms and Conditions of Enrolment for SSTC, which were explained to me during pre-course counselling sessions by the agent or SSTC counsellor. Further, I agree to abide by all the rules and regulations of SSTC and to pay fees as they become due. I also confirm that I have read and understood the description of the course applied for. I authorise SSTC to obtain official records from any education institution previously attended by me or from any organisation by which I am employed. I accept that SSTC reserves the right to amend fees and charges, course content and class structure for the programme. I understand that SSTC reserves the right to reschedule a course if it does not meet the minimum number of students for the course I am applying for.

I confirm that I have fully understood all procedures, course outlines and fee structure relating to my enrolment and completed this form in the presence of and with the help from my agent (if applicable), name in this Application Form, who has explained all the above details and their purpose. I fully understand all that has been said and have given it full consideration.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of Parent/Local Guardian (if student is under 18yrs old)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of Agent (if applicable)

\_\_\_\_\_  
Date

**DOCUMENT CHECKLIST**

|  |   |
|--|---|
| <p><b>GENERAL REQUIREMENTS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Photocopy of Passport</li><li><input type="checkbox"/> Two (2) recent passport-sized photographs</li><li><input type="checkbox"/> Birth Certificate (certify true copy)</li><li><input type="checkbox"/> Highest educational certificate (certify true copy)</li><li><input type="checkbox"/> Highest educational transcript (certify true copy)</li><li><input type="checkbox"/> Bank Statement (equivalent of S\$30,000) for students from any country who requires visa to enter Singapore</li><li><input type="checkbox"/> Standard PEI-Student Contract</li><li><input type="checkbox"/> Advisory Note (Form 12)</li><li><input type="checkbox"/> Pre-course Counselling Form</li></ul> | <p><b>ADMISSION TO GOVERNMENT SCHOOLS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Certified true copies of parents' marriage certificate</li><li><input type="checkbox"/> Certified true copies of parent's passport</li></ul> <p><b>OTHER DOCUMENTS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Change of name document (if applicable)</li><li><input type="checkbox"/> Parent's Divorce certificate (if applicable)</li><li><input type="checkbox"/> Custody Document (if applicable)</li><li><input type="checkbox"/> Student's Pass Application Form (if applicable)</li></ul> |
|--|---|

**ADMISSION DECISION**

|  |   |
|--|---|
| <p><b>CHECK ON SSTC ENTRY REQUIREMENTS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> English</li><li><input type="checkbox"/> Academic</li><li><input type="checkbox"/> Age</li><li><input type="checkbox"/> Others</li></ul> <p><b>ADMISSION APPROVAL</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> YES</li><li><input type="checkbox"/> NO</li></ul> | <p>_____</p> <p>Date</p> <p>_____</p> <p>Name &amp; Signature of Authorised Personnel</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Name &amp; Signature of Authorised Personnel</p> |
|--|---|

**MONITORING RECORD ON STUDENT SELECTION/ADMISSION PROCESS**

|  |  |
|--|--|
| <p><b>SELECTION PROCESS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Pre-course counselling conducted</li><li><input type="checkbox"/> Student 's record on SMS created</li><li><input type="checkbox"/> Required documents received</li><li><input type="checkbox"/> Admission decision made</li></ul> <p>_____</p> <p>Name &amp; Signature of Authorised Personnel</p> | <p><b>ADMISSION PROCESS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Contract &amp; Letter of Offer sent</li><li><input type="checkbox"/> Student Pass approved (if applicable)</li><li><input type="checkbox"/> Contract &amp; Form 12 signed</li><li><input type="checkbox"/> Course fee paid &amp; FPS purchased</li></ul> <p>_____</p> <p>Name &amp; Signature of Authorised Personnel</p> |
|--|--|

\_\_\_\_\_

Name & Signature of Monitoring Officer:

# PRE-COURSE COUNSELLING

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Passport/NRIC No: \_\_\_\_\_

Highest Standard Passed: \_\_\_\_\_

Standard Currently Attending: \_\_\_\_\_

Intended Course of Study: \_\_\_\_\_

Name of Parent / Guardian\* (if student is under 18): \_\_\_\_\_

## COURSE COUNSELLOR'S EVALUATION

| Checklist        | Is there a requirement?      |                             | Is the requirement met?      |                             |                             |
|------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|-----------------------------|
| English Language | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| Academic         | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| Age              | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| Others           | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |

If the student has any reasons to be considered for admission even if he/she does not satisfy all the specified requirements, please state (if applicable):

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If the student is not qualified for admission, what are the next steps recommended (if applicable)?

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Study pathway recommended for the student after completing the intended course (if applicable).

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Name of Counsellor/Agent \*: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Signature  
Counsellor/Agent \*  
\* Please delete where applicable

## CONFIRMATION BY STUDENT/PARENT/GUARDIAN

| INFORMATION PROVIDED  | COMPLETED                | NOT APPLICABLE           |
|---|--------------------------|--------------------------|
| <b>1 COURSE</b>   |                          |                          |
| 1.1 Title of course and type of award obtained upon completion/graduation   | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 Awarding Body   | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 Minimum entry requirements on age and academic qualification and English proficiency  | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 Course duration and course structure  | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 Mode of delivery and assessments  | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 Criteria for promotion and/or graduation  | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7 Opportunities for further education after graduation or job prospect after graduation or pathway programmes/further studies, if any | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2 SCHOOL FACILITIES &amp; SERVICES</b>   |                          |                          |
| 2.1 School's location(s) and a general description of facilities/infrastructures  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 Hospitalisation & Surgical Insurance  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 Student Support Services  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 Enrolment Procedure   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3 FINANCIAL MATTERS</b>  |                          |                          |
| 3.1 Fee structure and payment modes/options and instruction   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 Fee Protection Scheme <sup>#</sup>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 Detailed breakdown of fees payable and schedule   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4 Refund and withdrawal policies  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.5 When/how the student contract is executed <sup>#</sup>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4 MATTERS RELATED TO INTERNATIONAL STUDENTS (IF APPLICABLE)</b>  |                          |                          |
| 4.1 Procedure and requirements for the application of Student's Pass  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 Regulations prohibiting Student's Pass holders from engaging any form of employment, whether paid or unpaid                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 Ministry of Manpower regulatory requirements for paid/unpaid Internship/Industrial Attachment and Training Work Pass                | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 Relevant Singapore laws including but not limited to smoking, drugs and alcohol abuse, driving/traffic and littering                | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 Advice on accommodation & general healthcare services in Singapore  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5 MISCELLANEOUS MATTERS</b>  |                          |                          |
| 5.1 Documents required to be presented with the application form  | <input type="checkbox"/> | <input type="checkbox"/> |

<sup>#</sup>Fee Protection Scheme and Student Contract are not applicable to courses with duration of less than 50 hours or 30 days

I have been briefed on the above items during the Pre-Course Counselling session(s) **and the counsellor (or agent) has advised me clearly to pay all fees directly to SSTC.**

I also acknowledge receipt of the relevant SSTC brochure/e-brochure, and have been advised to visit SSTC website ([www.sstc.edu.sg](http://www.sstc.edu.sg)) and CPE website ([www.cpe.gov.sg](http://www.cpe.gov.sg)) for more information.

\_\_\_\_\_  
Signature of Student/Parent/Guardian \*

\* Please delete where applicable

### Confidentiality Clause

All particulars provided by applicants/parents are recorded solely for the counselling purposes. All particulars are kept strictly confidential in the school administration and will not be given to any other party.

**FORM 12  
PRIVATE EDUCATION ACT  
(No. 21 of 2009)**

**PRIVATE EDUCATION REGULATIONS**

**ADVISORY NOTE TO STUDENTS**

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the “Contract”), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI’s offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI’s policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.

- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

-----  
*This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.*

I, \_\_\_\_\_, NRIC/Passport number \_\_\_\_\_,  
*(name of student/parent/guardian) (NRIC/passport no.)*

have read and understood this advisory note before signing the Student Contract

for myself / my ward\*\* ( \_\_\_\_\_ (NRIC/passport) \_\_\_\_\_ )  
*(name of ward)*

with \_\_\_\_\_.  
*(name of PEI)*

\_\_\_\_\_  
*(signature of student or parent / guardian)*

Date : \_\_\_\_\_

*\*Please delete whichever is inapplicable.*