

Photograph

## Application Form

**COURSE APPLYING FOR**

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

<input type="checkbox"/> Certificate in General English (1/2/3 Modules) <input type="checkbox"/> Certificate in English Communication (1/2 Modules) <input type="checkbox"/> Preparatory Course for Admission to Government School (P4 & 5/S1/S2/S3) <input type="checkbox"/> Preparatory Course for Singapore-Cambridge GCE 'O' Level Examination ( <b>Intensive</b> ) (10 Months) (3/5/7 Subjects) <input type="checkbox"/> Preparatory Course for Singapore-Cambridge GCE 'O' Level Examination (16 Months) (3/5/7 Subjects) <input type="checkbox"/> Preparatory Course for Singapore-Cambridge GCE 'A' Level Examination (10 Months) (3/5 Subjects) <input type="checkbox"/> Foundation Programme in Business & Marketing <input type="checkbox"/> Diploma in Tourism and Hospitality Management <input type="checkbox"/> Preparatory Course for IELTS Examinations <input type="checkbox"/> Tuition for SEAB 'A' Level	<input type="checkbox"/> Pearson BTEC Level 3 Diploma in Business (QCF) (12/18 months) <input type="checkbox"/> Pearson BTEC Level 5 HND Diploma in Travel & Tourism Management (QCF) (18/24 months) <input type="checkbox"/> Pearson BTEC Level 5 HND Diploma in Hospitality Management (18/24 months) <input type="checkbox"/> Pearson BTEC Level 5 HND Diploma in Business (18/24 months) <input type="checkbox"/> Advanced Diploma in Commerce and Liberal Arts <input type="checkbox"/> BSc (Hons) in Business and Management Studies ( <b>Top Up</b> ) (12/18 months) <input type="checkbox"/> BA (Hons) in Hospitality Management ( <b>Top Up</b> ) (12/18 months)
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### APPLICANT'S PARTICULAR

Name (Please write in <b>BLOCK</b> letters and underline surname)		Chinese Characters (if applicable)	
Date of Birth (dd/mm/yyyy):		Age:	Gender: Male or Female
Country of Birth:		Province/State:	
Nationality:	Marital Status: Single/Married/Divorced	Occupation:	
NRIC/Passport No:	Passport Issue Date:	Passport Expiry Date:	
Home Address:		Singapore Address (if any):	
Mobile:		Mobile:	
Telephone:		Telephone:	
Main Email:			
Alternative Email:			
<b>For International Student Only</b>			
Have you ever entered Singapore using a different Passport or Name?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If <b>YES</b> , please provide previous Passport Number or Name. _____			

**EDUCATIONAL BACKGROUND**

School	Country	State/Province	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Highest Qualification Attained

**FURTHER STUDIES**

<p>Do you plan to undertake further study after this course? If <b>YES</b>, please provide details of your intended course/course name.</p>	<p>Have you taken any English proficiency examination or qualifying test (IELTS/TOEFL/SAT/GRE/GMAT or others)?</p> <p>If <b>Yes</b>, please indicate test type, date and result Type _____ Date _____ Score _____</p> <p>If you are planning on taking one, please indicate test type &amp; estimated date Type _____ Date _____</p>
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**EMPLOYMENT HISTORY (if applicable)**

Name of Company	Country	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Position & Income

**PARENT'S PARTICULAR**

Name of Father		Name of Mother	
Date of Birth		Date of Birth	
Occupation		Occupation	
Highest Qualification		Highest Qualification	
Annual Income		Annual Income	
Mobile		Mobile No.	
Telephone		Telephone No.	
Fax		Fax	
Email		Email	

**SPOUSE'S PARTICULAR (if applicable)**

Name of Spouse	
Date of Birth	
Occupation	
Highest Qualification	
Annual Income	
Mobile No.	
Telephone No.	
Fax	
Email	

**STEP-PARENT'S/FOSTER PARENT'S (if applicable)**

Name of Father		Name of Mother	
Date of Birth		Date of Birth	
Occupation		Occupation	
Highest Qualification		Highest Qualification	
Annual Income		Annual Income	
Mobile		Mobile No.	
Telephone		Telephone No.	
Fax		Fax	
Email		Email	

**SIBLING'S PARTICULARS**

Name:	Name:	Name:
Date of Birth:	Date of Birth:	Date of Birth:
Relationship:	Relationship:	Relationship:
Residential Status in Singapore <input type="checkbox"/> Singapore Citizen/Permanent Citizen NRIC: _____ <input type="checkbox"/> Resident (Long Term/Work/Dependent Pass etc. FIN: _____ <input type="checkbox"/> None of the above	Residential Status in Singapore <input type="checkbox"/> Singapore Citizen/Permanent Citizen NRIC: _____ <input type="checkbox"/> Resident (Long Term/Work/Dependent Pass etc. FIN: _____ <input type="checkbox"/> None of the above	Residential Status in Singapore <input type="checkbox"/> Singapore Citizen/Permanent Citizen NRIC: _____ <input type="checkbox"/> Resident (Long Term/Work/Dependent Pass etc. FIN: _____ <input type="checkbox"/> None of the above

**GUARDIAN'S PARTICULAR (Compulsory for student under 18 years old)**

Name:	Relationship to Student:	Age:	Gender: Male or Female
NRIC/Passport No:	Passport Expiry Date:	Nationality:	Email:
Address:		Telephone (Residence):	
		Telephone (Office):	
		Fax:	
		Mobile:	

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

Name:	Email:
Name of Company & Address:	Telephone (Office):
	Fax:
	Mobile:

**PREFERRED COMMUNICATION CHANNEL**

SMS       Email       Facebook       Other's (Please Specify) \_\_\_\_\_

We hate spam too! We respect your right to privacy as much as we do our own. We may occasionally contact you with news about related products that we think will be of interest. You can always opt out of those communications if you don't want to receive them.

**Yes, I want to be updated**                       **No, thanks**

**PERSON TO CONTACT IN CASE OF EMERGENCY**

Name:	
Address:	
Mobile:	Telephone (Residence):

**DO YOU HAVE SPECIAL NEEDS? IF YES, PLEASE ELABORATE**

Yes  No

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**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.

**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. SSTC staff or its recruiting agent will bring details of the contract to the students or parent's attention before signing. Students or parents are advised to pay school fees (except Application Fee) only after signing the contract. Within the Cooling-off Period of 7 days after signing the contract, the student can submit written notice of withdrawal to SSTC and receive The Maximum Refund amount stipulated under Clause 2.4 (less any Course Fees consumed by the student) of the Contract.

**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.

**Medical 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 and international students not on student's pass who have their own medical insurance coverage are allowed to opt out from the insurance scheme.

**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.

**Monthly Progress Report**

Monthly test results (if applicable) and detailed comments from teachers are reported in the Monthly Progress Reports 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.

**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.

**Indemnity**

While every effort is taken to ensure the safety of students, SSTC cannot be held responsible for any accidents or injuries incurred during the GEMS Camp. Students' enrolled in holiday programme (GEMS Camp) are advised to purchase their own travel insurance.

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.

**REFUND POLICY**

If student withdraw from an SSTC course under the circumstances described as "Withdrawal without Cause" in Clause 2.4 of the Standard PEI-Student Contract, SSTC will refund to the student the following sums in 7 days receiving the student's written notice of Withdrawal.

Percentage (%) of the aggregate sum of the fees paid under Clause 1.11 & 1.12 of PEI-Student Contract	If Student's written notice of withdrawal is received
100%	(Maximum Refund) More than 30 days before the Commencement Date
50%	Before, but not more than 30 days before the Commencement Date
10%	After, but not more than 7 days after the Commencement Date
5%	More than 7 days after the Commencement Date, but not more than 14 days
0%	More than 14 days after the 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

**FOR OFFICIAL USE**

<b>DOCUMENT CHECKLIST</b>	
<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 require 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 (ICA Forms)</li> </ul>

<b>ADMISSION DECISION</b>	
<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>

<b>MONITORING RECORD ON STUDENT SELECTION/ADMISSION PROCESS</b>	
<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>

<p>_____</p> <p>Name &amp; Signature of Monitoring Officer:</p>
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# 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 COUSELLOR'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):

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_  
Signature  
Counsellor/Agent \*

\* Please delete where applicable

# Confirmation by Student/Parent/Guardian

## 1) Information on the intended course of study:

- a. Course admission requirements.
- b. Course modules and outlines.
- c. Course duration and assessment schedules.
- d. Promotion & award criteria, and type of the certification awarded.
- e. Total payable fee throughout the course duration.

## 2) Information on other items:

- a. SSTC location and facilities.
- b. SSTC enrolment procedure.
- c. SSTC fee structure and payment instruction.
- d. Fee Protection Scheme#.
- e. SSTC refund policy.
- f. SSTC transfer/withdrawal policy.
- g. Student contract clauses#.
- h. Student support services.
- i. SSTC's medical insurance for students.
- j. Other information included in SSTC Enrolment Guide.

I have been briefed on the above items in Section 1) and 2) 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 SSTC Prospectus and SSTC Enrolment Guide, 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.

#Fee Protection Scheme and Student Contract are not applicable to courses with duration of less than 50 hours or 30 days and received waiver from EduTrust requirements granted by the Council for Private Education (CPE).

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

\* Please delete where applicable

## 3) Items for international students only:

- a. Relevant Singapore laws such as immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering.
- b. Student's Pass Application Requirements.
- c. Advice on accommodation & general healthcare services in Singapore.

I have been briefed on the above items during the Pre-Course Counselling session(s).

\_\_\_\_\_  
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.