

EDUCATION

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

IELTS : Listening Reading Writing Speaking Overall :

Date Awarded _____ Testing Centre (Country) _____

'O' Levels English or equivalent Grade: _____

'O' Levels Maths or equivalent Grade: _____

For IFP applicants - If your language is below the IFP entry requirement and you would like to join a pre-session course in English Language and academic skills, please tick this box. Additional fees may apply.

PROFESSIONAL / OTHER QUALIFICATIONS

Give full details of any final examination/s which you have passed, indicating membership (including level/status), if appropriate.

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REFUND POLICY

Refund under “Cooling Off” Period

All students are entitled to a full refund of course fees during the 7 working days “cooling off” period. The application fee however is not refundable. Should withdrawal be submitted after course commencement and within the cooling off period, the refund of course fees will be pro-rated for the consumed period. The college will also deduct administrative charges as stipulated in the Miscellaneous Fees Schedule in the PEI Student Contract and any applicable bank administrative charges.

Other Refund

The College 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 is cancelled by the College after commencement of class	100% of course fee
3. If withdrawal notification is received after the 7 working days “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. Electronic mail shall not be considered as valid notice.

Are you pursuing any other course at this moment?

Course : _____ Fr : ____ / ____ / ____ To : ____ / ____ / ____

Institution : _____ Full Time : Part Time :

Date of Final Examination : _____

EXEMPTIONS Will you be seeking exemptions from University of London? If so, please indicate courses.

1. _____ 3. _____

2. _____ 4. _____

(Please note clause 8 & 9 - of our Terms and Conditions on Pg 4)

Completed Advanced Certificate in Economics & Mathematics. Date awarded: _____

ENROLMENT SELF-CHECKLIST

APPLICATION FORM CHECKLIST

- 2 recent passport size photographs of applicant
- Applicant's NRIC / passport copy
- Applicant's educational transcripts
- Signed advisory note & student contract
- Applicant's Workpass / Dependant Pass

DIPLOMA CHECKLIST

(CertHE in Common Law / Dip Econs / Dip SocSc / CertHE in Eng / DipHE in Eng)

- 18 years of age as at 1st September in the year of application for Eng / Law
- 18 years of age as at 30th December in the year of application for Econs
- 3 'O' Level passes with English & Maths for Diploma in Economics
- 3 'O' Level passes with English for CertHE in Common Law & CertHE in English
- Admission test by Stansfield's academic panel

COURSE ENTRY CHECKLIST

(BSc / LLB / BA English)

- 17 years of age as at 30th November in the year of commencement
 - 2 'A' Level passes and 3 'O' Level passes in English & Maths*
 - Poly Diploma & 3 'O' Level passes in English & Maths*
- (*Maths not required for Law & English degrees)

GRADUATE ENTRY (BSc / LLB) CHECKLIST

- 17 years of age as at 30th November in the year of commencement
- Applicants must hold a full first degree completed in a minimum of 3 years duration on a full-time basis (or equivalent) from a university or other institution acceptable to the University of London
- 'O' Level Maths is required for BSc

Note: Applicants holding professional and/or postgraduate qualifications without a full first degree cannot be considered for admission to this route

EMPLOYMENT DETAILS (Compulsary for part-time students)

Name of Company : _____

Designation : _____ Reporting to : _____

Total No. of years of working experience : _____ Division / Department : _____

Company Type

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

PARENT / GUARDIAN DETAILS (Compulsary for Full-time students)

Please indicate who is paying your fees. Complete the following if it is your parent / guardian.

Self Parent Guardian

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

FAMILY DETAILS

NAME	RELATIONSHIP	EMAIL	TELEPHONE	OCCUPATION
	FATHER / LEGAL GUARDIAN			
	MOTHER / LEGAL GUARDIAN			

Mobile : _____ Home Phone No : _____

Address : _____

Name of Company : _____

TERMS & CONDITIONS

- 01• Enrolment for the course, together with first instalment or full payment of fees creates 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. Deferment of studies will not be permitted unless given in writing by the College.
- 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 where approved and the refund payment (if any) by cheque will be issued only in the name of the student.
- 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. IFP, CertHE and diploma students may not be certified to enter the UOL examinations if the above is not fulfilled and in such event, may be required to resit the academic 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• International students on a student visa who do not fulfil the minimum attendance requirement of 90% as stipulated by the Immigration & Checkpoints Authority (ICA) or who are caught working may risk cancellation of their student visa. In such an event, the student will not be entitled to any refund of fees whatsoever.
- 08• 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.
- 09• It is the responsibility of the student to ensure that they fully comply with the entrance requirements and registration with the relevant university progression requirement upon completion of this programme. In this respect, the college will endeavour to assist the student in whatever way necessary, and for the student to pay the necessary fees for such services. The college will not be liable for the student's failure to submit the required University application and registration forms and payments as required within the stipulated deadlines.
- 10• All representations made by the college regarding the progression to the relevant university degrees is based on information made available by the said university's regulations and prospectus and are comprehensively contained in the college's printed information or website. As Universities 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 relevant university which will therefore not be deemed as a term of enrolment.
- 11• The college reserves the right to cancel a course with two weeks' notice prior to the commencement date of the course whereupon any course fees paid will be refunded in full.
- 12• 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.
- 13• 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 our Academic Board, Council for Private Education (Singapore) or by the Ministry of Education (Singapore).
- 14• 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.
- 15• 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.
- 16• Anyone attending classes without registering with the college or paying relevant fees for the subject would be deemed as trespassers. ALL TRESPASSERS WILL BE PROSECUTED.
- 17• 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.
- 18• Classes conducted at Stansfield College are video and audio recorded, for security and to enhance learning. The student consents to the use of his or her image, still or motion, and / or voice to be recorded and published by the College.
- 19• The student consents the college to use his or her image, still or motion, and / or voice for the College's marketing and other published materials.

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

	Full-time & Part-time
APPLICATION FEES	S\$ 100
FEE PROTECTION (IWC)	S\$ 50
COURSE FEES	S\$ 4,800
ZYBERCLASS (VIDEO RECORDED CLASSES) FREE for currently enrolled students	S\$ 1,600
7% GST	S\$ 346.50
TOTAL (with 7% GST)	S\$ 5,296.50

Amount Paid: \$ _____ Date: _____ Receipt No: _____

Cash Nets Visa / Mastercard Cheque Number: _____ / Bank: _____

Remarks: _____

CONSULTANT

PRINCIPAL'S OFFICE