

 <b>ACADEMIES AUSTRALASIA</b> COLLEGE <small>UEN: 200312175W</small>	<b>APPLICATION FOR STUDENT ADMISSION</b>
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**Please fill in all the information below** (For international students who require STP (Student's Pass), please fill in the additional e-form attached.)

Full Name: (As appears in travel document)													
Surname/Family Name:													
Passport/NRIC/Foreign Identification Number:													
Sex:	Male						Female						
Nationality/Citizenship:													
Date of Birth:													
Address:													
Email Address:													
Mobile Number:													
Intake Applied For:	Year: 20__	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Please tick <input checked="" type="checkbox"/>												
<b>Parent's/Guardian's Particulars (only for the applicants aged below 18 years old)</b>													
Full Name (as in Passport/IC)													
NRIC/PASSPORT/FIN NO.													
Date of Birth													
Relationship													
Nationality													
Telephone							Mobile						
Email													
Address in Singapore (If different from above)													

<b>Course Applied for: (Please tick✓ only one)</b>	
<b>Top-up Degree Programmes</b>	<b>Certificate Courses</b>
<input type="checkbox"/> BA (Hons) International Hospitality Management (Top-up) (University of Derby, UK) <input type="checkbox"/> BA (Hons) International Tourism Management (Top-up) (University of Derby, UK)	<input type="checkbox"/> Cert IV in Business <input type="checkbox"/> Certificate in Business English
<b>Diploma Courses</b>	<b>Diploma courses (E-learning)</b>
<input type="checkbox"/> Specialist Diploma in Hospitality Management <input type="checkbox"/> Diploma in Tourism and Hospitality Management <input type="checkbox"/> Diploma in Computing and Information Technology <input type="checkbox"/> Diploma of Information Technology <input type="checkbox"/> Diploma of Project Management <input type="checkbox"/> Diploma of Leadership and Management <input type="checkbox"/> Diploma in Business Studies (Level 3) <input type="checkbox"/> Diploma of Business Management <input type="checkbox"/> Diploma of Agriculture <input type="checkbox"/> Diploma of Retail Management <input type="checkbox"/> Diploma of Logistics and Supply Chain Management	<input type="checkbox"/> Diploma in Tourism and Hospitality Management (E-Learning) <input type="checkbox"/> Diploma of Information Technology (E-Learning) <input type="checkbox"/> Diploma of Project Management (E-Learning) <input type="checkbox"/> Diploma of Leadership and Management (E-Learning) <input type="checkbox"/> Diploma of Business Management (E-Learning)
<b>Advanced Diploma Courses</b>	<b>Advanced Diploma courses (E-learning)</b>
<input type="checkbox"/> Advanced Diploma in Tourism and Hospitality Management <input type="checkbox"/> Advanced Diploma of Information Technology <input type="checkbox"/> Advanced Diploma of Program Management <input type="checkbox"/> Advanced Diploma of Leadership and Management	<input type="checkbox"/> Advanced Diploma in Tourism and Hospitality Management (E-Learning) <input type="checkbox"/> Advanced Diploma of Information Technology (E-Learning) <input type="checkbox"/> Advanced Diploma of Program Management (E-Learning) <input type="checkbox"/> Advanced Diploma of Leadership and Management (E-Learning)
<b>Preparatory Courses for Admission to Government Schools</b>	<b>Preparatory Courses for Admission to Government Schools (E-Learning)</b>
<input type="checkbox"/> Preparatory Course For Admission To Government Schools (Primary 2) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Primary 3) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Primary 4) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Primary 5) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Secondary 1) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Secondary 2)	<input type="checkbox"/> Preparatory Course For Admission To Government Schools (Primary 2) (E-learning) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Primary 3) (E-learning) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Primary 4) (E-learning) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Primary 5) (E-learning) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Secondary 1) (E-learning) <input type="checkbox"/> Preparatory Course For Admission To Government Schools (Secondary 2) (E-learning)
<i>Applied Duration: .....(Months/Days)</i> <i>From..... to .....</i>	<i>Applied Duration: .....(Months/Days)</i> <i>From..... to .....</i>

<b>Course Applied for: (Please tick✓ only one)</b>	
<b>O-Level / IGCSE courses</b>	<b>English courses</b>
<input type="checkbox"/> Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary level) Examination <input type="checkbox"/> Preparatory Course for Cambridge International General Certificate of Secondary Education (Cambridge IGCSE)	<input type="checkbox"/> Preparatory Course for International English Language Testing System (IELTS) <input type="checkbox"/> Certificate in English as a Foreign Language  <i>Applied Duration: .....(Months)</i>
Applied Duration: .....(Months)	
<b>Other courses</b>	
<input type="checkbox"/> Others: .....	
<i>Applied Duration: .....(Months/Days)</i>	
<i>From..... to .....(DD/MM/YYYY)</i>	

**COLLEGE'S DISCLAIMER AND DECLARATION OF APPLICANT**

**College's DISCLAIMER:**

**OUR DATA CONFIDENTIALITY AND SECURITY POLICY**

All personal data and information provided by the Student to the College shall be kept strictly confidential and used solely for communicating with the Student. Every effort shall be made to ensure that the integrity of personal particulars and confidential information entrusted to the College is not disclosed unless required to by government authorities. The College also undertakes not to divulge any of the Student's personal information to any unauthorised third party without the prior written consent of the Student.

Your privacy matters to us and we would like to seek your consent on the following in demonstration of our commitment to protect your personal data kept with us.

**COLLECTION & USE OF PERSONAL DATA**

Any information collected will be used for the purposes of administering and tracking your academic progress in the College.

By signing this form, I acknowledge and consent to the transfer of my personal data, as provided in this form, to third-party vendors contracted by the school. I understand that the school may share this data with vendors for purposes including but not limited to administrative, educational, and operational functions, in compliance with applicable data protection regulations. I confirm that I have been informed of this data transfer and understand the scope and purpose of the data sharing.

I do not consent to the transfer of my data to third-party vendors.

Through your participation and involvement in any College activities, your photographs and audio/video recordings may be used for internal and external marketing and advertisement purposes in mediums such as printed materials, posters, brochures, websites and social media platforms.

If you are not comfortable with photo taking, you can just cancel the above statement and countersigned.

**DISCLOSURE OF YOUR PERSONAL DATA**

Your personal information, including your academic results, will not be disclosed unless required by government authorities. Please note that we will be sending regular progress reports and updates to your recruitment agent (if applicable), and to your parents and/or guardians.

At any time should you wish to withdraw your consent, please approach the staff or email us at [info@aac.edu.sg](mailto:info@aac.edu.sg). Please note that any legal and regulatory requirements will still apply after you withdraw your consent.

I hereby voluntarily and without compensation grant to Academies Australasia College the irrevocable and unrestricted right to use and publish my photography, photographs, video footage and/or voice recordings of me, or in which I may be included, for print publications, electronic reproductions, social media and/or promotional materials – or any other purpose and in any manner or medium relating to the promotion of Academies Australasia College.

I have read and understand the foregoing and I consent to the use of my picture and/or voice for the purpose described. I further understand that no royalty, fee or other compensation of any character shall become payable to me for such use.

**ACCESS AND CORRECTION OF YOUR PERSONAL DATA**

Upon request, AAC will provide you with your personal data that is in our possession or under our control about the way in which the personal data has been used or disclosed during the past year.

AAC will also correct an error or omission in the personal data that is in AAC's possession or under AAC's control (unless exceptions).

**Student's Declaration:**

I read and agree the college's disclaimers given above.

I hereby declare that all the particulars furnished by me in this application are true and correct.

I acknowledge I have a responsibility to behave honestly, ethically and professionally in all my dealings with AAC through which I am studying.

I agree to act in accordance with the regulations, statutes and disciplinary procedures and the policies of AAC.

I agree I have a responsibility to treat all members of the staff and student community from AAC which include academic, teaching, administration and professional staff and other students), with respect and courtesy regardless of gender, age, ethnicity, social background, disability, sexual preference or religious beliefs and customs.

I agree I have a responsibility to value the diversity of students and staff from Academies Australasia College and to respect the rights of others to hold and express a range of viewpoints, and to express views with due consideration for the feelings of others and understanding of relevant ethical and cultural implications.

I understand if I engage in threatening, harassing, discriminatory or bullying behavior towards other students and staff from Academies Australasia College (including online communications), I may be liable for criminal prosecution and/or civil action together with any sanctions Academies Australasia College choose to apply.

### **Refund Policy**

- 1) For **the short courses**, there is no refund, transfer, or deferment after enrolment.
- 2) For **the normal long courses**, please refer to the refund policy stated in the Student Contract.
- 3) Non-commencement of course:

The AAC will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a "Refund Event"):

- (a) It cannot commence the provision of the Course on the Course Commencement Date;
- (b) It cannot complete the provision of the Course by the Course Completion Date;
- (c) The Course will be terminated before the Course Completion Date;

In any of the above-mentioned cases (a, b & c) :

- The student may choose to defer the intake at no extra charge.
- Should the student may choose to withdraw, the student will be refunded his full course fee and miscellaneous fees paid.

## PRE-COURSE COUNSELLING CHECKLIST \*Please tick (v) in the box next to each item

<b>Section A: Programme &amp; School Information</b>	<b>Tick (v)</b>
School's Information: Location, facilities and infrastructures	
Course Information, course duration, entry requirement and exemptions (if applicable)	
Course modules, outlines, assessment schedules and award criteria	
Counselling and student support services	
<b>Section B: International Student</b>	<b>Tick (v)</b>
Student pass application requirements and processes, enrolment procedures, English proficiency requirements and documents required	
Foreign-born children age 12 years old and below required to submit documented proof of vaccination for diphtheria and measles	
Course counselling to match the aspiration of prospective student with learning outcomes	
Informing students that they are not permitted to engage in any form of employment or industrial attachment paid or unpaid without a valid work pass issued by Ministry of Manpower	
Types of certification awarded, opportunities for further education and job prospect after graduation	
Relevant Singapore laws ICA related and Ministry of Manpower	
<b>Section C: Fees Payable</b>	<b>Tick (v)</b>
The tuition fees, non-tuition fees and any other relevant fees payable to Academies Australasia College and modes of payment	
Advisory Note and Student Contract must be signed before payment can be made	
<b>Section D: Student Contract &amp; Fee Protection Scheme</b>	<b>Tick (v)</b>
Terms & conditions of Student Contract	
AAC has appointed Lonpac to be the insurance agent. All course fees paid will be insured by this agent.	
<b>Section E: Medical Insurance</b>	<b>Tick (v)</b>
Students brief on Medical checkup & Personal / Medical Insurance requirements	
General health care services in Singapore	
<b>Section F: Withdrawal/Refund/Transfer Policy</b>	<b>Tick (v)</b>
Academies Australasia College Refund Policy and Procedure	
Academies Australasia College Transfer/Withdrawal/Deferment Policy and Procedures	

**SSG Website:** [SSG | Private Education Resources](#)

**Student's Acknowledgement:**

- I acknowledge that the school's Agent/Marketing Staff have brought to my attention the information listed in the pre-course counselling checklist, and I understand its contents and my rights.
- I acknowledge that I have read the college's disclaimer and agree with all the statements in the student's declaration.

<b>Student's Name:</b>	<b>Signature: (Parent/Guardian to sign if student is below 18 years old)</b>	<b>Date:</b>
	SIGN HERE PLEASE!	

**AAC Agent/Marketing Staff's Acknowledgement:**

I hereby acknowledge that I have covered the above information in the pre-course counselling session to this student.

<b>AAC Agent/Marketing Staff's Name:</b>	<b>Signature: (AAC Agent/Marketing Staff)</b>	<b>Date:</b>

**AAC Marketing Staff/HOD-MT's Acknowledgement:**

I hereby acknowledge that I have verified the information covered above by the agent/marketing staff during the pre-course counselling session to this student.

<b>AAC Marketing Staff/HOD-MT's Name:</b>	<b>Signature: (AAC Marketing Staff/HOD-MT)</b>	<b>Date:</b>

**SUPPORTING DOCUMENTS REQUIRED**

Applicable for International Students

1. Passport photo with white background (Digital copy – 400 X 514 pixels)
2. Passport copy - Front page
3. Birth certificate (Original and English translation) - Provide alias letter/ certificate if have changed name
4. Highest education certificate/ statement and transcript/ result (Original and English translation)
5. Parents' and/or students' work statement - Employment certificate include occupation and salary
6. Bank statement (To be submitted when requested by the immigration)
7. Parents' passport copy - Front page (if student is below 18 years old)
8. From 1 February 2019, foreign-born children aged 12 years old and below applying for student's pass will be required to submit documented proof of vaccination for diphtheria and measles for verification (Original and English translation)

\*\* If natural parents' divorce, remarry, one of natural/step-parent is PR or Singaporean, additional documents may be required.

**FOR OFFICIAL USE ONLY**

BDM remark:

Price Code:

**FORM12  
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.

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*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 \_\_\_\_\_ ACADEMIES AUSTRALASIA COLLEGE .  
*(name of PEI)*

**SIGN HERE  
PLEASE!** 

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

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

*\*Please delete whichever is inapplicable.*



## **INDEMNITY DECLARATION**

*Our staff will be pleased to explain and translate this form to you, if necessary*

While the College will endeavour its best to provide a safe study environment,

- 1) The College, and its employees shall not be responsible for any death, personal injury, loss or damage howsoever sustained or arising during my course of study with the College.
- 2) Where necessary in the event of an accident or other emergency occurring to the Student, the College may at its sole discretion and expense, provide medical or other types of assistance. Such exercise of discretion shall not be deemed as an admission of liability by the College for any injury or loss sustained.
- 3) The College is indemnified from any expense or cost incurred as such, and against any claim by any third party against the College in the event it is held liable for damages in respect of such claim by reason of or arising out of any injury, death, damage to property, loss, expense or cost occurring to any person.
- 4) Minor students are under the parents / guardian's responsibility outside teaching hours.

### **For students 18 years of age and above:**

I have read and accept the above condition.

Full Name of Student: \_\_\_\_\_ FIN/Identification No\*: \_\_\_\_\_

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

### **For students below 18 years of age:**

Full Name of Student: \_\_\_\_\_ FIN/Identification No\*: \_\_\_\_\_

I, the parent/guardian\* of the child/ward\* above, have read and accept the above condition.

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

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

*\*Please delete whichever is inapplicable*