



APPLICATION FOR STUDENT ADMISSION

Please fill in all the information below

Full Name: (As appears in NRIC or passport)													
Surname/Family Name:													
NRIC/Passport Identification Number:													
Sex:	Male						Female						
Nationality/Citizenship:													
Date of Birth:	(DD/MM/YYYY)												
Address:													
Email Address:													
Mobile Number:													
Intake Applied For:	Year:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Please tick ✓												
Parent's/Guardian's Particulars (only for the applicants aged below 18 years old)													
Full Name (as in Passport/IC)													
NRIC/PASSPORT/FIN NO.													
Date of Birth	(DD/MM/YYYY)												
Relationship													
Nationality													
Telephone							Mobile						
Email													
Address in Singapore (If different from above)													

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

Course Applied for: (Please tick✓ only one)	
English courses	
Preparatory Course for International English Language Testing System (IELTS) Certificate in English as a Foreign Language <i>Applied Duration:(Months/Days)</i> <i>From..... to</i> <i>(DD/MM/YYYY)</i>	
Other Courses	
Other courses : Tertiary module short courses: <i>Applied Duration:(Months/Days)</i> <i>From..... to(DD/MM/YYYY)</i>	

Please fill in all the information below

APPLICANT'S EDUCATIONAL BACKGROUND (Please attach certificates)							
Name of Schools/Colleges/Universities (In Chronological Order)	Country e.g. (a) USA (b) PRC	State or Province e.g. (a) California (b) Hubei	Language of Instruction	Period of Stay		Highest Educational Qualification (Academic/Professional) (If Honors Degree, please state Class/Division)	Educational Certificate No.
				From (DD/MM/YYYY)	To (DD/MM/YYYY)		
Obtain a pass in English? Yes No							

APPLICANT'S EMPLOYMENT HISTORY (IN CHRONOLOGICAL ORDER) – If Applicable					
Name of Companies	Country	Period of Working		Position Held	Nature of Duties
		From (DD/MM/YYYY)	To (DD/MM/YYYY)		

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.

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. 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.

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

Section A: Programme & School Information	Tick (v)
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	
Section B: International Student	Tick (v)
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	
Section C: Fees Payable	Tick (v)
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	
Section D: Student Contract & Fee Protection Scheme	Tick (v)
Terms & conditions of Student Contract	
AAC has appointed Lonpac to be the insurance agent. All course fees paid will be insured by this agent.	
Section E: Medical Insurance	Tick (v)
Students brief on Medical checkup & Personal / Medical Insurance requirements	
General health care services in Singapore	
Section F: Withdrawal/Refund/Transfer Policy	Tick (v)
Academies Australasia College Refund Policy and Procedure	
Academies Australasia College Transfer/Withdrawal/Deferment Policy and Procedures	

CPE Website: www.ssg.gov.sg/cpe/student-services/student-resources.html

Student's Acknowledgement:		
<input checked="" type="checkbox"/> 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.		
<input checked="" type="checkbox"/> I acknowledge that I have read the college's disclaimer and agree with all the statements in the student's declaration		
<hr/>		
Student's Name:	Signature: (Parent/Guardian to sign if student is below 18 years old)	Date:
	SIGN HERE PLEASE! 	
<hr/>		
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.		
AAC Agent/Marketing Staff's Name:	Signature: (AAC Agent/Marketing Staff)	Date:
<hr/>		
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.		
AAC Marketing Staff/HOD-MT's Name:	Signature: (AAC Marketing Staff/HOD-MT)	Date:

SUPPORTING DOCUMENTS REQUIRED
<u>Applicable for Local Students</u> <ol style="list-style-type: none"> 1. Passport photo with white background (Digital copy – 400 X 514 pixels) 2. NRIC (Both students and parents copy if student is less than 18 years old) 3. Highest education certificate/ statement and transcript/ result

**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.

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*