



**Private &
Confidential**

ENROLMENT FORM

Student ID No: _____

PERSONAL PARTICULARS

Title (Mr, Ms) _____ First Name: _____ Last Name: _____ Middle Name: _____

Name on certificate*: _____

***Your name will be printed exactly based on the name you stated here.** Write your preferable name clearly with **BLOCK LETTER** which will be printed on your certificate and it will be fixed once you have been registered.

NRIC / Passport No. _____ Fin. No. _____

Address: _____ S ()

Tel No. (Hp) _____ (Office) _____ (Res) _____

Educational Qualification: _____ Date Of Birth: _____ Sex: M () F ()

Email Address: _____ Race: Chinese () Malay () Indian () Others ()

Nationality: Singaporean () PR () Others () Please specify: _____

Pass Type: Dependent Pass () WP () Long Term Visit () Short Term Visit () Diplomatic ()

Course interested: _____

How do you come to know us? Please tick. (✓)

1. Newspaper () 2. SA's Students () 3. Walk-in () 4. Banners ()
5. From friends () 6. SA website () 7. Other websites () 8. Flyers/ brochures ()
9. Others, please specify: _____

Company Particulars (If sponsored by Company)

Company Name: _____ Officer: _____

Company Address: _____

Email: _____ Tel No: _____ Fax No: _____

FOR OFFICIAL USE ONLY

Application Fee*: _____
Course Fee: _____
Textbook/ Material Fee: _____
FPS: _____
Others: _____
Full Payment: () Installment: ()

Payment: Cash/ NETS/ Cheque
Bank/ No: _____
Amount Paid: _____
Receipt/ Invoice No: _____
Balance Payment: _____
Consultant Name: _____

Management Approval

Signature: _____ Name: _____

* Non-refundable

Remarks: _____

Note: SA is committed to maintaining the confidentiality of Student's personal particulars and undertakes not to divulge the information to any third party unless required by law or other statutory regulations



TERMS AND CONDITIONS

1. RULES AND RESPONSIBILITIES

- 1.1. All applications must be accompanied with application fees.
- 1.2. It is the student's responsibilities to ensure that he/ she fulfils the entry requirement for the respective course that he/ she has registered.
- 1.3. All students are to strictly adhere to the schedule of study. Late comers will not be given time extension.
- 1.4. It is the student's responsibility to notify the School immediately of any change of address and telephone number; otherwise the School is not responsible for delay or non-notification of changes of day/ time of the course and examination registration date.
- 1.5. It is the student's responsibility to register for the exam prior to the closing date. The School assist students with the registration. The examination matters are updated on the Examination noticeboards, and students are advised to check the registration and examination matters.
- 1.6. Eating and drinking in the classrooms and library are strictly prohibited. Smoking is strictly prohibited in the School premises at all times.

2. PAYMENT OF FEES

- 2.1. All course fees on installment basis must be paid on or before the due date. In the event of any delay or default in payment of the course fees, Stanford Academy shall be entitled to levy an additional administrative charge of \$15 per month (Part-time course) or \$30 (Full-time course) until such outstanding payment is settled in full.
- 2.2. Notwithstanding any absence or failure by the student to attend any classes or lessons for any reason whatsoever, the student remains liable to make payment for any fees due.
- 2.3. Cheques are to be crossed and made payable to Stanford Academy Pte Ltd. Please do not issue post-dated cheques.
- 2.4. SA hereby confirms and undertakes to the student that it has in place a Fee Protection Scheme with Lonpac Insurance Bhd by way of an insurance facility. (It is applicable to courses, duration of which is more than 50 hours.)

3. WITHDRAWAL/ REFUND

- 3.1 All withdrawal should be made in writing to Stanford Academy.

% of the aggregate amount of total course fees	If student's written notice of withdrawal is received
50%	More than 21 days before the Commencement Date
20%	Before, but not more than 21 days before the Commencement Date
0%	After the Commencement Date

- 3.2 SA is entitled to less any other charges besides Application Fee, fees payable to third parties or charges incurred.
- 3.3 In the event that the school is unable to commence the class after 3 months, a full refund will be made to the student. However, in this circumstance, if student withdraws within 3 months, normal refund policy applies.

4. MEDICAL INSURANCE

SA hereby confirms and undertakes to the student that it has in place a Medical Insurance Scheme with **Prudential Singapore** for all students. A Singapore Citizen/ PR or Non-Student Pass International student who is protected by his/her own medical insurance coverage in Singapore can opt out from the Medical Insurance Scheme arranged by SA.

It is compulsory to tick for opt-in or opt-out of the Medical Insurance Scheme.

Medical Insurance Scheme: Opt-in () Opt-out () Signature _____

Reason: _____

5. DECLARATION BY STUDENT

I declare that the information given by me is true and correct. I have read and understand the terms and Conditions and hereby agree to abide by the rules and regulations of the School. I am fully aware that my name and results of achievement will be utilized by the School for publicity and marketing purposes.

Signature of Student

Date

* Refer to www.stanford.edu.sg or Student Handbook for full details of SA's policies.