

5. Advanced Standing

Are you seeking advanced standing for studies completed at tertiary level? Yes No

If you wish to apply for advanced standing, you must also attach detailed syllabi of subjects you have successfully completed.

Applications for advanced standing will not be fully assessed without this information.

6. Work Experience

Please list details of any work experience you have.

Employer Period of Employment to Position held

Employer Period of Employment to Position held

7. Equity and Disability

If you have a disability which means that you may require additional help at Murdoch University it is very important that you provide the following information. This information will be kept confidential and will not affect your admission to the University.

Type of Disability: Vision Hearing Mobility Impairment Learning Psychiatric Other

Please attach a brief statement about what your needs will be

8. Student Visa Requirements

Do you require a student visa in Singapore from SMA Institute of Higher Learning? Yes No

Check List

Use this checklist to ensure that you have completed ALL the steps necessary for your application. You may not be considered if your application is incomplete. Copies of transcripts must be certified by the issuing authority or by a University representative. All documents must be in English, if not, please include certified English translation.

- Select if you have completed ALL relevant sections of this application form.
- Select if you have included certified copies of ALL relevant documentation.

Declaration and Agreement

I declare that the information provided on this form is true and complete in every detail.

I authorise Murdoch University to obtain further information about me from educational and other institutions which I have attended.

I acknowledge that Murdoch University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I understand that my application will only be assessed when it is complete in every detail and includes all required documentation as stated on this application form.

I am aware of the conditions relating to my application and admission, and agree to pay all fees for which I am liable.

Signature: Date:/...../.....

The details you provide to Murdoch on this form will be stored by us, and used to process your application and assist in the provision of services to you if your application is successful. It will not be used for any other purposes, unless you provide consent, or it is otherwise in accordance with Australian privacy laws. To learn more about how Murdoch protects your privacy, please visit: www.murdoch.edu.au/admin/policies/privacy.html

COURSE ENROLMENT

Part-Time	
Full-Time	

IMPORTANT INSTRUCTIONS:

- > This form must be completed with full details written in **CAPITAL LETTERS**.
- > All applications must be accompanied by copies of supporting documents and photograph.
- > Application will be rejected if it is incomplete and/or found to contain false information.

Applicant Attended By (SMA Institute Staff):

CONFIDENTIALITY:

SMA Institute respects the confidentiality of the applicant's personal information and undertakes not to divulge such information to any third party without the prior written consent of the applicant.

SURVEY: How Did You Come To Know About SMA Institute?

- | | | |
|---|--|---|
| <input type="checkbox"/> Newspaper / Magazine | <input type="checkbox"/> Brochure / Flyer / Mailer | <input type="checkbox"/> Exhibition / Roadshow / Seminar |
| <input type="checkbox"/> Website | <input type="checkbox"/> Email | <input type="checkbox"/> Our Student (stated name & hp. no.): _____ |
| <input type="checkbox"/> TV / Radio | <input type="checkbox"/> ASIS Singapore Chapter | <input type="checkbox"/> Agent (stated name): _____ |
| <input type="checkbox"/> Others (please specify): _____ | | |

SECTION A (For Foreign Applicant Only) -international student

Supporting Documents

Any foreigner who wishes to pursue full-time studies in Singapore is required to apply for a Student's Pass with the Immigration & Checkpoints Authority of Singapore (ICA). The following forms must be completed and submitted to SMA Institute along with **certified copies (English translation)** of supporting documents for such application:

The Forms include:

(Applicant's signature for these forms **MUST** match that of the Passport)

- ICA eForms - IMM16, V36

The compulsory support documents include:

(Only submit duplicate copies of these documents to SMA Institute with exception of the photographs)

- Applicant's Birth Certificate (BC)
- Applicant's Passport
- Change of Name Certificate (if applicant's name in BC differs from Passport's)
- 2 Recent Passport-sized Photographs of Applicant
- Applicant's Highest Educational Certificates & Transcripts
- Valid Bank Statement of Applicant (or Parents/Spouse)
- Parents' & Spouse's Passports or Identity Cards
- Applicant's and/or Parent's/Spouse's Residence Permit (SPR/EP/SP/WP/STP/PVP, etc.) with Singapore
- Parents' working statement (if applicant is from visa required country)
- Legal Guardian's NRIC (as applicant's sponsor)

Note: Additional supporting documents may be required on a case-by-case basis, which our staff will advise the applicant accordingly.

Other Services

The following services are subject to availability which SMA Institute will advise the applicant accordingly

I need these service/s:
(service chargeable)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Airport Pick-up | <input type="checkbox"/> Accommodation | <input type="checkbox"/> Transport for medical checkup | <input type="checkbox"/> Medical Insurance |
|--|--|--|--|

SECTION B

Private Education Act (PLEASE READ CAREFULLY!)

Under the new Private Education Act, legislated in December 2009, a Council for Private Education (CPE) was set up to regulate the private education industry in Singapore. All private education institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations.

Following are the new requirements which we have put in place in compliance with the regulations:-

1. PEI-Student Contract

As stipulated by CPE with the aim of enhancing the confidence of students and their parents in the quality of education in Singapore, we will enter into a standard PEI-Student Contract with all our students. The contract lays out the important terms and conditions governing the relationship between the student and SMA Institute of Higher Learning. We will honour the terms and conditions spelt out in the contract and in all communication materials. A copy of the standard student contract is available for inspection upon request and also on the CPE website (www.cpe.gov.sg).

2. Fee Protection Scheme (FPS)

The Fee Protection Scheme (FPS) serves to protect students' fees in the event a PEI is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore courts.

The FPS is applicable to **ALL** students (regardless of nationality and the type of passes, i.e. dependent's pass, student's pass, work permit etc). It is mandatory for all students to apply for FPS and sign a student contract when they enrol for courses with any Private Education Institution (PEI) with EduTrust Certification or seeking EduTrust Certification.

SMA Institute of Higher Learning has appointed Lonpac Insurance BHD to be the FPS provider for all students. After the student signs the student contract and pays the course fee, the student will receive FPS insurance certificate via email within 3 working days. The insurance premium will be 0.9% of insured course fees subject to GST. More details of the FPS can also be found in the FPS Instruction Manual, available at CPE's website (www.cpe.gov.sg)

3. Medical Insurance

It is compulsory for ALL international students to have medical insurance coverage for hospitalisation, outpatient and related medical treatment for the entire course duration. AIA Insurance Singapore Pte Ltd has been appointed as the insurance provider. There are exemptions for Singaporeans, Permanent Residents and non-Student Pass holders if they are covered by their own medical insurance plan. Students who choose to opt out of the medical insurance are to show proof that they have their own medical insurance before making a declaration in the PEI-student contract to opt out of the medical insurance scheme. Please speak to the programme consultant in order to make informed choices.

4. Advisory Note

The PE Act also requires a student to sign an Advisory Note prior to enrolling to the chosen PEI. The advisory note must be signed and returned together with the PEI-Student Contract. This advisory note is available for inspection together with the PEI-Student Contract upon request.

Your Acknowledgement

I hereby apply for the course as indicated in this form and declare that all information given is true and correct. SMA Institute is authorised to investigate the above information for the purpose of verification. I also agreed to abide by the decision of SMA Institute as to my eligibility for the course mentioned. I certify that I have received the course information and agreed to the admission/enrolment requirements / Refund Policy. I understand that I am responsible for all expenses, including personal expenses while taking up my course of study with **SMA Institute of Higher Learning (SMA Institute)**.

International Student: I am personally responsible for my compliance with all regulations of the Student's Pass of the Immigration & Checkpoints Authority of Singapore.

! Refund Policy:

NOTE: Administrative charges (non-refundable) is applicable.

- **100%** of the aggregate amount of the course fees and additional fees paid when student's written notice of withdrawal is received by SMA Institute more than 60 days before the course commencement date.
- **75%** of the aggregate amount of the course fees and additional fees paid when student's written notice of withdrawal is received by SMA Institute between 30 to 60 days before the course commencement date.
- **25%** of the aggregate amount of the course fees and additional fees paid when student's written notice of withdrawal is received by SMA Institute lesser than 30 days to 1 day before the course commencement date.
- **No refund** when student's written notice of withdrawal is received by SMA Institute upon course commencement.

I acknowledged that I have attached the following with my application:

- **International Student** : Payment of **S\$500 +GST** for this application (non-refundable) made payable to "**SMA Institute of Higher Learning Pte Ltd**"
- **Local Student** : Payment of **S\$100 +GST** for this application (non-refundable) made payable to "**SMA Institute of Higher Learning Pte Ltd**"
- Certified true copies of all academic certificates & transcripts

Applicant's Name & Signature:

Date:

Parent's / Guardian's Name & Signature:
(for applicant below the age of 18 years old)

Date:

All Cheques, Banker's Guarantee or Cashier's Order should be drawn in favour of "SMA Institute of Higher Learning Pte Ltd". Cheques should be crossed "A/C Payee Only".

**FORM 12
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 _____.
(name of PEI)

(signature of student or parent / guardian)

Date : _____

**Please delete whichever is inapplicable.*