

International Student Application Form

Please refer to www.alsauc.edu.sg for details of the application and admission process.

Instructions

- All payable fees should be submitted before course commencement. Payment for application fee (non-refundable) may be made by Cash, Cheque or Bank Transfer. Cheques should be crossed and made payable to “**ADVENT LINKS–SAUC Education Centre Pte Ltd**”.
- Completed application form must be accompanied by:
 - Non-refundable application fee of S\$300.00
 - Copy of Passport and/or personal identification
 - Relevant academic certificates and transcripts (if applicable)
 - One passport size photograph
 - Supporting documents (if applicable)



- For more information and enquiries, please contact:

Course Enrolment Department
41 Sims Drive #01-277
Singapore 380041

Telephone: 6254 9246
Email: info@alsauc.edu.sg
Website: www.alsauc.edu.sg

- PLEASE COMPLETE ALL SECTIONS OF THIS FORM.** State “N.A.” where it is not applicable. **The application will not be processed if this form is incomplete or lacks supporting documents (Item 2) or without payment of the non-refundable application fee.**

Section A: Course Information

Course Applying For			
Course Intake Date		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time

Section B: Personal Particulars * Delete where necessary

Full Name (Mr/Mrs/Ms/Dr)*	(Name as in Passport) (Please <u>Underline</u> Surname):		
FIN/Identity No.		Birth Certificate No.	
Nationality		Date of Birth	
Province/State		Country of Birth	
Race (Ethnic Group)		Alias (nickname)	
Religion		Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male

Type of Travel Document		Travel Document No.	
Date of Issue (DD/MM/YY)		Date of Expiry (DD/MM/YY)	
Country of Issue		Place of Issue	
Email Address			Type of Pass Holder (Non-Singaporean) <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Dependent Pass/ Long-Term Visit Pass <input type="checkbox"/> Work Permit/ Employment Pass <input type="checkbox"/> Others: _____
Residential/Mailing Address			

Section C: Academic Details and Information (Include Courses Attended in Singapore)

School/College/University <small>(In Chronological Order)</small>	Country	State/ Province	Language of Instruction	Period of Study		Qualification Academic/Professional	Educ Cert No.
Obtained a Pass in English	YES / NO						
<input type="checkbox"/> I do not have any information to declare for the above.							
Remarks/Explanation (if any)							

Section D: Employment Details

Name of Company	Country	Period of Work		Position Held	Duties
<input type="checkbox"/> I do not have any information to declare for the above.					
Remarks/Explanation (if any)					

Section E: Applicant's Parents and/or Legal Guardian

Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YY)	Nationality	Residential Status in Singapore	Occupation

Section F: Applicant's Spouse

Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YY)	Nationality	Residential Status in Singapore	Occupation

Section G: Applicant's Natural Siblings

Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YY)	Nationality	Residential Status in Singapore	Occupation

Section H: Applicant's Financial Support

Applicant	Average Monthly Income for Past 6 Months:	S\$	Applicant's Spouse	Average Monthly Income for Past 6 Months:	S\$
	Current Savings:	S\$		Current Savings:	S\$
Applicant's Father	Average Monthly Income for Past 6 Months:	S\$	Applicant's Mother	Average Monthly Income for Past 6 Months:	S\$
	Current Savings:	S\$		Current Savings:	S\$
Other Financial Support (e.g. scholarship, study loan, funds from relatives) (Please furnish details in S\$)					

Section I: Emergency Contact in Singapore

Name of Contact Person			
Relationship		Contact No.	
Residential Address			

Section J: Terms and Conditions

1. This form has to be submitted together with the completed and signed Student Pre-Course Counselling Acknowledgement Form.
2. Prospective students/learners are required to sign the Standard PEI – Student Contract on the Course Orientation Day.
3. The details of the course fees, payment terms, refund policy and information relating to the course are specified in the Standard Student Contract.
4. Information in the application will be treated with strict confidence and will be used solely for the purpose of course admission at all times.
5. Advent Links-SAUC Education Centre (ALS) reserves the right to suspend the student's/learner's lessons until full payment of fee arrears is received.
6. All fees are to be paid directly to "Advent Links-SAUC Education Centre Pte Ltd".
7. Student/learner must notify ALS immediately of any changes in home address and/or contact number.
8. You have given permission for the use of your photos taken by ALS during class or school events in all its advertisements and promotional materials should you have been enrolled in a course with ALS.
9. Upon enrolling in our course, you agree to receive information and updates including promotional and marketing information from ALS. This consent overrides any registration with the Singapore Do-Not-Call (DNC) registry.
10. ALS reserves the right to amend the Terms and Conditions without prior notice.
11. For students/learners who are holding any valid immigration passes, they are responsible for ensuring the validity of their passes (and any extension if necessary) for the full duration of the course. Students/learners will NOT be allowed to attend class without a valid pass.
12. ALS reserves the right to conduct course surveys with you and your employers after the course has ended.
13. All students/learners are required to achieve a minimum **75% attendance** of a module, in order to be eligible to sit for the respective examinations.
14. All International students/learners are required to meet the minimum of 90% attendance in every module as required by the Immigration & Checkpoints Authority, Singapore (ICA).

Transfer, Course Withdrawal and Refund Policies

Course transfer/withdrawal should be accompanied by written request and must be received before the course commences. Should a student request to withdraw from the course after it has commenced, the student will be required to pay back the full course fees of the consumed modules. Please refer to our website on the details of the relevant policies.

The following Refund Policy will apply:

% of the Aggregate Amount Paid	Written Notice of the Withdrawal Notice Received
90% of the 1 st installment	30 days or more before the course commencement date
50% of the 1 st installment	Before but not more than 29 days before the course commencement date
0% of the 1 st installment	On or after the course commencement date

Fee Protection Scheme (FPS)

ALS has put in place an insurance arrangement with Lonpac Insurance Bhd that ensure fees paid by students are insured. 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.).

Medical Insurance Coverage

A medical insurance provided by the AXA Insurance Pte Ltd for the students' hospitalization, surgery and treatment costs throughout the course duration with the following coverage is payable when the student enrolled for a course:

- Annual limit not less than S\$20,000.00 medical costs coverage per student
- At least B2 ward stay (in government and restructured hospitals), and
- 24 hours coverage in Singapore and overseas (if student is involved in school-related activities).

Students, who are already covered by their own medical insurance plans, can opt out of the medical insurance scheme. However, they will have to provide ALS a copy of their medical insurance policy/certificate for our administrative records.

Section K: Declarations by the Applicant

<p>1. Any physical impairment, mental illness, disease, or medical condition?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please Specify: _____</p>
<p>2. Have you ever been convicted of any criminal offences in the court of law in any country?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please Specify: _____</p>
<p>3. I understand that SSG/WSG, or its appointed auditor or nominated representatives may contact me directly to obtain information deemed necessary for the purpose of conducting effectiveness survey or audits in relation to the Programme.</p>
<p>4. The copies of the educational certificates and other educational testimonial documents submitted are true copies of the original documents. I understand that any misrepresentation or omission of information will result in my disqualification from consideration for admission to the school made on the basis of incorrect, incomplete or fraudulent information.</p>
<p>5. I have read and accept the above Terms and Conditions stated in Section J</p>
<p>6. I hereby grant permission to ALS to use my photograph(s), voice recording(s) and/or video(s) in any form of media for newsletters, public or private events, and for publicity for ALS. I further grant permission for my name and identity to be included in any descriptive text or commentary. Such photograph(s), voice recording(s) and/or video(s) shall remain the property of ALS.</p>
<p>I, (NAME) _____ of (NRIC/FIN/PASSPORT NO.) _____ declare that all information stated in this application is true and correct. I authorize any investigation of the above information for the purpose of verification. I understand that any misrepresentation or omission of information is sufficient grounds for rejecting my application.</p> <p>_____</p> <p>Signature of Applicant Date</p>
<p><i>This portion below is to be completed by the signatory applicant's parent or guardian, if the applicant is below the age of 18.</i></p> <p>I, (NAME) _____ of (NRIC/FIN/PASSPORT NO.) _____ have read and understood all the contents and sections of this application form and have given my consent for the applicant to enroll for the course to study at Advent Links-SAUC Education Centre.</p> <p>_____</p> <p>Signature of Applicant's Parent/Guardian Date</p>