

Course Application Form 课程申请表

NOTES TO THE APPLICANT 入学须知

- All students are required to abide by the rules and regulations set by the College. 学生必须遵守学校的规章制度。
- All students are aware of period of course, course outline and fees before enrolment. 学生在报名前应了解课程时间, 课程概要和相关的费用等。
- All application fee is non-transferable and non-refundable. 所有的报名费不可转让, 不可退款。
- All students are required to be punctual for all lessons and obtain at least 90% attendance for International Student and 75% for Local Student. 学生上课不许迟到或早退, 出勤率必须维持在 90% (国际学生) 及 75% (本地学生) 以上。
- Before the issuance of WSQ Certification and Transcripts, students must make full payment of all fees due and achieve at least 75% in attendance for all modules at all times with the exception of WSQ Early Years Development Framework course that requires 100% attendance. 对于 WSQ 证书和成绩单发放的先决条件是: 除了 WSQ 婴幼儿培育框架课程的出勤率须达到 100% 之外, 学生所有其他单元的出勤率必须达到 75%, 并已全额支付所有费用。
- International students with student pass are not allowed to work. 法律规定国际学生在新加坡学习期间不许打工。
- Upon completion of the course, without valid reason and approval from the relevant authorities, students must return to their country at the specified time. Students must surrender their Student's Pass and Embarkation Card to the Officer at Immigration and Checkpoint Authority (ICA) at the time of departure. Students who violate the law will have his/her security deposit, where applicable, confiscated and deported. 修读期满后, 如无其他合法的理由和政府的批准, 学生必须在规定期限内返回原籍地。在课程结束后, 学生必须通知学校并将学生准证和入境卡交还新加坡移民厅, 违反者将被没收担保金 (如有) 和遣送回国。
- During their stay in Singapore, International students have to obey the rules and regulations set by ICA. The College will not be held responsible if the Student's pass application is not renewed or if the student is deported by ICA. While the College assists students to apply the Student's Pass, the onus is on students to inform the College the validity of the Student's Pass status. 学生在新加坡学习期间必须遵守移民厅条款和新加坡政府的法律及规定。如果学生的学生准证续签申请被拒绝或学生违犯法律而被遣送回国, 学校将不对此负责。学校会帮学生申请学生准证, 但学生有责任通知学校其学生准证的有效期状况。
- Applicant's particulars obtained are solely for the purpose of College's use. Asian International College will ensure that all student's information is kept confidential at all times and shall seek consent from student should his/her particulars be used for other purposes. 学校不会向申请者以外之第三者提供申请人资料。申请人的个人资料只用于课程申请用途, 如需要将申请人资料用于其他用途, 学校将先获得申请人同意之后才使用。

FEE PROTECTION SCHEME (FPS) 学费保障计划

The College has put in place an insurance arrangement with Lonpac Insurance Bhd that ensures 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). 为了对学生所交付的学费有所保障, 所有学生都须加入 Lonpac 保险公司的学费保障保险计划。

MEDICAL INSURANCE COVERAGE 医疗保险

Under the EduTrust certification scheme, PEIs must provide medical insurance coverage for hospitalisation and related medical treatment for ALL International students for the entire course duration. AIC has put in place a medical insurance scheme provided by AXA Insurance Singapore Pte Ltd for all its students. The benefits include: 所有全日制学生都须加入 AXA 保险 (新加坡) 私人有限公司提供的住院及手术保险和个人意外保险, 内容如下:

- Annual limit of S\$20,000 for hospitalisation and surgical expenses. 每年限额为 S\$20,000 的住院及手术保险和个人意外保险。
- At least B2 Ward entitlement (in Singapore government/Singaporean Restructured Hospitals) up to the overall maximum limit per policy period. B2 病房 (政府和重组后的医院) 的住院费至保险计划的最大限额。
- 24-hours coverage in Singapore and overseas (if student is involved in college-related activities). 在新加坡及海外 24 小时受保 (如果学生参与学校有关的活动)。

Thank you for choosing Asian International College (AIC) as your education partner.
感谢您选择智亚国际学院 (AIC) 作为您的教育伙伴。

- ALL information declared by the applicant is strictly confidential and it will be used solely for college purpose ONLY. 申请人所申报的所有信息均严格保密, 仅供学校使用。
- Please help us to process your application promptly by completing this form. Incomplete or inaccurate information could delay the processing of your application. 请完整填写这张表格以便于我们能够及时的处理您的申请, 不完整或不准确的信息可能延误对您的申请的处理。
- Please print or write clearly in BLOCK letters. All applications shall include the supporting documents in the Admission Checklist enclosed. 请用大写字体打印或填写本表格。所有申请均须附上报名清单中所要求的相关材料。
- Upon admission, applicants will receive the Letter of Offer and must sign the Standard Student Contract, where applicable. 学生将收到入学通知书, 并于入学时签署标准学生合同。

OFFICIAL USE ONLY

Full name of Student (As per NRIC / FIN / Passport)	Application No.
	Student ID No.
Class code & Course code	Payment & Funding Type

Course Applied For 报读课程

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Preparatory | <input type="checkbox"/> WSQ HCIC | <input type="checkbox"/> Bachelor Degree |
| <input type="checkbox"/> CFE | <input type="checkbox"/> WSQ ACEY | <input type="checkbox"/> Master Degree |
| <input type="checkbox"/> WSQ SPED Units 1 / 2 / 3 / 4 | <input type="checkbox"/> WSQ PDECCE | <input type="checkbox"/> Others 其他 _____ |

Language of Instruction 教学语言

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> English 英语 | <input type="checkbox"/> Mandarin 中文 |
|-------------------------------------|--------------------------------------|

Commencing Intake 入学日期

- | | | |
|--|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Full-Time 全日制 | <input type="checkbox"/> Part-Time 业余 | Date 日期 _____ / _____ / _____ |
|--|---------------------------------------|-------------------------------|

Medical Insurance 医疗保险

- Please tick to OPT-OUT 若无需要, 请打勾
(Compulsory for all international students)

PARTICULARS OF APPLICANT 申请资料

Full Name as per NRIC / FIN / Passport 申请者全名		Gender 性别 <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
Name (in Native Language) 学生姓名	Preferred Name 昵称	Date of Birth 出生日期 (dd/mm/yyyy) / /
NRIC / FIN No. 身份证号码	Pass Issue Date 身份证签发日期(dd/mm/yyyy) / /	Pass Expiry Date 身份证失效日期(dd/mm/yyyy) / /
Type of Pass, if applicable 签证类别, 如有 <input type="checkbox"/> Dependent Pass 亲属准证 <input type="checkbox"/> Short / Long Term Visit Pass 旅游准证 / 长期准证 <input type="checkbox"/> Work Pass 工作准证 (WP / EP / SP) <input type="checkbox"/> Student Pass 学生证		
Passport No. 护照号码	Passport Issue Date 护照签发日(dd/mm/yyyy) / /	Passport Expiry Date 护照失效日(dd/mm/yyyy) / /
Country & Place of Issue 护照签发地点	Province / State of Birth 出生地	Nationality 国籍
Race 种族	Marital Status 婚姻状况	Religion 宗教信仰
Office No. 公司号码 +65	Residential No. 住宅电话号码 +65	Mobile No. 手机号码 +65
Email 电子邮件		
Residential Address (Singapore only) 邮寄地址 (新加坡) S()		
Home Country Address 原国家住址		
Country 原国家	Home Country Contact No. 原国家联系电话	

EMERGENCY CONTACT 紧急联络

Name 姓名	Relationship 与申请者的关系	Contact No. 联系电话
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APPLICANT'S EDUCATIONAL BACKGROUND* 申请者的教育背景*						
Period of Study 学习期 (DD/MM/YYYY)		School Name & Country 学校名称及所在国家地区	State or Province 州或省份	Language of Instruction 教学语言	Qualification 学历	Certificate No. 证书编号
From 起	To 止					

*Have you obtained a pass in English?
*英文是否有及格?

Yes 有 No 无

APPLICANT'S EMPLOYMENT HISTORY 申请者的工作经历					
Name of Company 公司名称	Country 国家	Period of Working 工作期 (DD/MM/YYYY)		Position Held 职位	Salary per month 月薪
		From 起	To 止		

1. Do you have any prior related ECE working experience?
是否有教学经验?

Yes 有 No 无

If yes, please state years of experience 如有, 请说明: _____ year(s) 年

2. Are you currently working in the ECE industry?
现在是否从事幼教工作?

Yes 有 No 无

**APPLICABLE FOR
INTERNATIONAL STUDENTS ONLY**
仅适用于国际学生

PARTICULARS OF NEXT OF KIN* 亲属的基本资料*					
Parent Details 家长					
Name 姓名	Date of Birth 出生日期 (dd/mm/yyyy)	Nationality 国籍	Occupation 职业	Residential Status in Singapore 本地居留身份	Contact Details (Mobile / Email) 联系电话 / 电邮
	/ /				
	/ /				
Spouse Details 配偶					
Name 姓名	Date of Birth 出生日期 (dd/mm/yyyy)	Nationality 国籍	Occupation 职业	Residential Status in Singapore 本地居留身份	Contact Details (Mobile / Email) 联系电话 / 电邮
	/ /				
Sibling(s) Details 兄弟姐妹					
Name 姓名	Date of Birth 出生日期 (dd/mm/yyyy)	Gender 性别	Relationship 关系	Residential Status in Singapore 本地居留身份	Contact Details (Mobile / Email) 联系电话 / 电邮
	/ /				
	/ /				
	/ /				
	/ /				

***If the applicant's parents and/or spouse are Singapore Citizen and/or Permanent Resident (PR), please provide Marriage Certificate. 若申请者的家长或配偶是新加坡公民或永久居民，请提供结婚证书。**

APPLICANT'S FINANCIAL SUPPORT 申请人财务支持				
	Applicant 申请人	Applicant's Spouse 申请人配偶	Applicant's Father 申请人父亲	Applicant's Mother 申请人母亲
Monthly Income (past 6-months) 月薪 (近 6 个月的收入)	S\$	S\$	S\$	S\$
Current Savings 存款	S\$	S\$	S\$	S\$
Other Financial Support 其他财务支持	S\$	S\$	S\$	S\$
Other financial support from immediate family members 其他亲属的经济或财务状况			<input type="checkbox"/> Yes 有	<input type="checkbox"/> No 无
If 'Yes', please provide details on a separate sheet. 如有，请将资料填写在另一张纸。				

List of Countries in which applicant has resided for one year or more during the last 5 years (starting from latest residential address) 列出过去 5 年居住超过 1 年的国家和地址

Country 国家	Address 住址	Period of Stay 逗留期 (MM/YYYY)	
		From 起	To 止

1. Have you ever been refused entry into or deported from any country, including Singapore? Yes 有 No 无
你是否曾经被拒绝进入或离开任何国家?
2. Have you ever been convicted in a court of law in any country, including Singapore? Yes 有 No 无
你是否曾在任何国家犯法庭判罪?
3. Have you ever been prohibited from entering Singapore? Yes 有 No 无
你是否曾被拒绝进入新加坡?
4. Have you ever entered Singapore using a different Passport or Name? Yes 有 No 无
你是否用过其他的护照或姓名进入新加坡?

If any of the answers is "Yes", give details below: 问题 2-5 如回答“是”，请注明详细情况:

TERMS AND CONDITIONS 条款和条件

The Terms and Conditions apply to all students of Asian International College. All fees and monies when mentioned are in Singapore currency. Once signed, these terms and conditions are legally binding under the laws and jurisdiction of the Republic of Singapore. 以上的条款和条件适用于所有在新加坡智亚国际学院的学生。所有提及的费用都以新加坡货币为计算单位。一旦签署，这些条款和条件在新加坡共和国具有法律约束力。

1. Admission Policy 入学政策

- a) Admission to AIC is open to all individuals regardless of gender, race, religion or nationality. Selection for admission is based on an overall assessment of the individual student's merit. Approved applicant will receive a Letter of Offer and admission package from the College. The College reserves the rights to reject an application without providing reasons and the College's decision is final. The College reserves the right to delay or not to conduct a course if there are insufficient student numbers. 符合入学标准者，无论性别、种族、宗教或国籍都可向 AIC 提出入学申请。获准入学的学生将收到学校的入学通知书。学校保留拒绝申请的权利。学生如果缺乏学术进展，未能付清学费或不能遵守学校规章制度，学校可自行取消学生学籍。如果没有足够的学生，学校有权延迟或不进行课程。
- b) All prospective students (both local and international) will enter into a Standard Student Contract with AIC upon receiving the Letter of Offer and receipt of the In-Principle Approval (IPA) of a Student's Pass from the ICA for foreign students. 所有即将进入本校的学生（本地和国际）收到学校的录取通知书后必须签署标准学生合同，国际学生还会收到新加坡移民厅发的学生准证批准信。
- c) The exact amount of course fees, the payment terms, refund policy and information relating to the course will be clearly specified in the Standard Student Contract. 学费的确切金额，付款条件，退款政策和有关的课程讯息将明确规定在标准学生合同中。
- d) All students' particulars obtained are solely for the purpose of completing course submission. AIC will ensure that all Student Information is kept confidential at all times and will seek consent from students should their particulars be used for other purposes. AIC 将确保所有学生的资料始终保密，如需要将资料用于其他用途，学校将先获得学生同意之后才使用。
- e) We undertake to use best efforts to assist the Student if he/she requires a Student's Pass from the ICA. The Student's Pass issued is non-transferable and will expire upon the student ceasing to be our student. 我们承诺尽最大努力协助学生向新加坡移民厅办理学生准证的申请。学生准证不可转让，学生在 AIC 的学习完成后其学生证便到期。
- f) Students must maintain good conduct at all times and must observe the conditions under which the Student Pass is granted by ICA and the law of the Republic of Singapore. Any student found to be in violation of any rules, regulations or law will be subject to appropriate disciplinary action by the relevant authorities. 学生必须在所有时间保持良好的行为，遵守新加坡共和国法律。如违反任何规则，规例或法律的学生，有关当局将采取适当的行动。

2. Transfer and Withdrawal Policy 课程转换和退学政策

Transfer of Program 课程转换

- a) For students who wish to transfer from one programme to another programme, he/she will need to withdraw from current programme and enrol to the new programme and a new Standard Student-PEI contract will be signed. Please refer to the Withdrawal Policy on the details of the relevant withdrawal. 如果学生想要转换课程，则需先从当前就读课程办理退学之后，再申请就读新的课程，并签订新的学生标准合同。更多详情请见退学政策。
- b) All requests for transfer to another program offered by the college must be accompanied by a duly completed "Student Request Form". 所有课程转换请求学生必须填写完整 AIC 学生请求表表格。
- c) Approval of transfer will be granted on a case-by-case basis subject to admissions and program requirements and approval from the College's external education partner. 课程转换的批准将先审核学生是否符合转换课程的入学要求和（如需要）经过学校的教育合作伙伴的批准后，按照个别个案处理。
- d) Students who are aged 18 years and below, parental/guardian approval is required prior to request for transfer. 18 岁或未满 18 岁的学生，如需转换课程必须经家长或监护人同意。
- e) Students who are under Company's sponsorship, company approval need to be given in writing. 公司赞助的学生，需要提交公司的同意书。
- f) For more details about the transfer of programme and its procedures, please refer to the student handbook on the College's website. 关于转学政策和程序的更多细节，请参考学校网站上的学生手册。

Course Withdrawal 退学

- a) All requests on withdrawals and refunds are to be accompanied by a duly completed "Student Request Form" and *parental/guardian approval where applicable. The college shall process the request within 7 working days of the student's written notice according to the Refund Policy applicable to the course. 所有退学退款请求，必须附上填写完整的“学生退学表格”和家長 / 监护人的同意书，按照适用于课程的退款政策在 7 天内处理学生的退费申请。
- b) For students under 18 years of age, the college will seek parental/guardian approval prior to processing the request for withdrawal. 未满 18 岁的学生，学校会寻求家長 / 监护人同意后处理退学手续。
- c) For new commencing students – a "cooling-off" period of 7 working days will be given upon signing of the student contract. A student is able to withdraw from the course with a submission of a written notice within these 7 working days, notwithstanding if the course commencement date has passed. The student will be entitled to the maximum refund amount stipulated by in the Standard Student Contract. 新学生在签署学生合同后将有 7 个工作日冷静期。在这冷静期内，尽管开课日期已过学生也可以提交书面通知退出课程并有权得到学生合同中规定的最大的退款金额。
- d) The refund of fees shall be in accordance with the Refund Policy as set out in the Standard Student Contract. 退款须按照学生合约所附退款政策执行。
- e) For more details about the Withdrawal policy and its procedures, please refer to the student handbook on the College's website. 关于退学政策和程序的更多细节，请参考学校网站上的学生手册。

DECLARATION BY APPLICANT 申请人申明
I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS.

本人清楚以上条例，自愿申请报名参加贵院修读有关课程，并遵守贵院的一切规章制度。

Applicant's Signature 申请人签名

	I confirm that all the information stated in this application form is true, complete and correct. I understand that my application shall be withdrawn by AIC if the information herein provided proves to be false. 本人确认所填写的所有信息都是真实、完整、正确的。我明白如果所提供的信息不真实有效，我的申请将被 AIC 撤销。
	I authorise the College to conduct any inquiry / investigation into the above information for authentication purposes. 我授权学校对以上信息进行任何认证核实调查。
	I have been advised by the College and/or its agent on the following which is available on the College's website 学校 / 代理人已告知以下信息，信息也公布在本校的网站上: http://www.aic.edu.sg Course fees and charges; 课程费用及其它收费 Refund policies. 退款政策
	I am fully aware that while I am a student of the College I shall abide by all the statutes, by-laws, regulations of the College and other regulatory bodies. 我充分意识到我作为贵校的学生时应当遵循法律，校规及其他监管机构的监督。
	I hereby grant permission to Asian International College (AIC) 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 AIC. 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 AIC. 我在此授权智亚国际学院 (AIC) 以任何形式将我的照片，录音和 / 或视频用于通讯，公共或私人活动，以及 AIC 的宣传活动。我进一步授权我的姓名和身份可以出现在包括任何描述性文本或评论中。这些照片，录音和 / 或视频的所有权属于智亚国际学院 (AIC)。
	I am fully aware that I have to undergo a pre-employment medical examination and should be medically cleared before joining a centre for practicum. Relevant forms and details have been provided to me. 我完全明白在幼儿园实习之前必须接受就业前身体检查，且体检结果应该符合要求。相关表格和详情已提供给我。
<input type="checkbox"/> I wish to receive marketing and promotional information from the College by way of 我愿意收到学校通过选定的方式发送的市场推广信息	<input type="checkbox"/> SMS/MMS 短信/彩信 <input type="checkbox"/> Phone 电话 <input type="checkbox"/> Email 电邮

Full Name of Applicant 申请人全名	NRIC / FIN No. 身份证号码
Signature of Applicant 申请人签名	Signature of Parent / Guardian (If applicant is under 18) 家长 / 监护人签名 (如申请人年龄低于 18)
Date 日期 (dd/mm/yyyy) / /	Date 日期 (dd/mm/yyyy) / /
Signature of Authorised Agent 授权代理签名	Consultant Name 课程顾问姓名

FOR COMPANY SPONSORED ONLY 若公司赞助

Name of Billing Entity 公司名称	Telephone 电话
Billing Address 公司地址 S()	Email Address 电子邮件
Contact Person 联络人	Designation 职位
I hereby acknowledge and undertake that should sponsored trainee fails to fulfil conditions of Training Grant claim set out by SSG, the company will be liable to pay the full course fee. 我在此确认并同意，如果公司赞助的学员未能达到 SSG 所规定的培训补助金的申请条件，公司将负责还清该学员的全额课程费用。	
Signature of Authorised Personnel 签名	Name & Designation 姓名
	Date 日期 (dd/mm/yyyy) / /

Official Use Only
ADMISSION CHECKLIST
Section A: Documents for Application

- | | |
|---|---|
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> Digital Photograph (415x500pixels) |
| <input type="checkbox"/> Photocopy of NRIC / Pass | <input type="checkbox"/> Application Fee: _____ |
| <input type="checkbox"/> Photocopy of Passport (for Non-Citizens) | <input type="checkbox"/> Receipt No.: _____ |

Section B: Academic Qualification

- | | |
|---|--|
| <input type="checkbox"/> English / Chinese (1 / 2): Grade _____ | <input type="checkbox"/> HSK + HSKK |
| <input type="checkbox"/> GCE 'N' / 'O' / 'A': Credits _____ | <input type="checkbox"/> WPL – Listening _____ |
| <input type="checkbox"/> Diploma (Polytechnic / Private) | <input type="checkbox"/> WPL – Reading _____ |
| <input type="checkbox"/> Degree | <input type="checkbox"/> WPL – Speaking _____ |
| <input type="checkbox"/> Others: _____ | <input type="checkbox"/> WPL – Writing _____ |

Section C: Audit Related Documents

- | | |
|--|---|
| <input type="checkbox"/> Pre-Admission Counselling Checklist | <input type="checkbox"/> CPE Advisory Note to Student |
| <input type="checkbox"/> Letter of Offer | <input type="checkbox"/> PEI-Student Contract |

Section D: WSG Related Documents

- | | | | |
|--|--|--------------------------------------|---|
| <input type="checkbox"/> Employed | <input type="checkbox"/> Unemployed | <input type="checkbox"/> Non-citizen | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Photocopy of Employment Letter / IRAS (Self-Employed) | <input type="checkbox"/> Statement of Income (for Self-Employed) | | |
| <input type="checkbox"/> Photocopy of Latest 3-months Payslips | <input type="checkbox"/> WTS / WIS Letter (if applicable) | | |
| <input type="checkbox"/> Latest 3-months CPF Contribution Statement | <input type="checkbox"/> Approved TG No.: <u>TG-</u> _____ | | |

Section E: Source of Leads

- | | |
|----------------------------------|--|
| <u>Source</u> | <u>Ad Source</u> |
| <input type="checkbox"/> Call-In | <input type="checkbox"/> Alumni / Referral |
| <input type="checkbox"/> Walk-In | <input type="checkbox"/> Search Engine (Google / Yahoo / Bing) |
| <input type="checkbox"/> Email | <input type="checkbox"/> Mailers (Direct Mailer / eDM) |
| <input type="checkbox"/> Zopim | <input type="checkbox"/> Newspaper (ST / BH / LHZB / NP / TM) |
| | <input type="checkbox"/> Others: _____ |

Application Received	Documents Verified	Docket Checklist for RO (check where applicable)
Name & Signature Date: / /	Name & Signature Date: / /	<input type="checkbox"/> Application Form <input type="checkbox"/> Letter of Offer <input type="checkbox"/> Advisory Note <input type="checkbox"/> Pre-admission Counselling Checklist <input type="checkbox"/> Identification Copy <input type="checkbox"/> Certs & Transcript <input type="checkbox"/> ECDA Approval <input type="checkbox"/> IPA / LOC <input type="checkbox"/> Contract <input type="checkbox"/> FPS Printout <input type="checkbox"/> Receipts <input type="checkbox"/> TG Printout
Management's Approval	Preparation and Issuance of Letter of Offer	
Name & Signature Date: / /	Name & Signature Date: / /	