



**ENROLMENT FORM**

**CONFIDENTIAL**

**PERSONAL PARTICULARS**

Name: \_\_\_\_\_ 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: \_\_\_\_\_  
 Class interested: Weekdays: Morning ( ) Afternoon ( ) Evening ( )  
 Weekends: Morning ( ) Afternoon ( )

**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: JE 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 College immediately of any change of address and telephone number; otherwise the College 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 College 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 College 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, JE College 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 JE Educational College Pte Ltd. Please do not issue post-dated cheques.
- 2.4. JE 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 JE Educational College.

% 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 JE 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**

JE hereby confirms and undertakes to the student that it has in place a Medical Insurance Scheme with **AIA (American International Assurance Company Limited)** for all students as required by CPE under EduTrust Certification Scheme. 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 JE.

**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 College. I am fully aware that my name and results of achievement will be utilized by the College for publicity and marketing purposes.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\* Refer to [www.stanford.edu.sg](http://www.stanford.edu.sg) or Student Handbook for full details of SA's policies.

