

Course Application Form

FOR OFFICIAL USE ONLY

Study Mode	Full-Time / Part -Time
Course Applied For	
Intake	

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Photo
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IMPORTANT

- 1) Please complete the form in full.
- 2) Applications with incomplete information and/or not accompanied with supporting documents will not be considered.
- 3) Where not applicable, please indicate "N/A" in the blanks.
- 4) Application Fee for Bachelor and Masters Programme: SGD\$321 (inclusive of GST)
 Application Fee for Others: SGD\$53.50 (inclusive of GST)
 Application Fee for International Students : SGD \$642 (Inclusive of GST)
 Payment is to be made payable to "CSM Academy International" and must be sent with your completed application form attached with the certified true copies of your certificates and transcripts. This fee is non-refundable and non-transferable.

SECTION 1: APPLICANT'S PARTICULARS

Full Name in BLOCK LETTERS (Underline Surname)	
NRIC Number / FIN Number:	
Passport Number (Is applicable for Student Pass application only):	
Please circle one of your residential status: Singaporean / Singapore Permanent Residents/ Work Pass/ Employment Pass/ S Pass / Others: _____	
Race:	Nationality:
Religion:	
D.O.B (DD/MM/YY):	Sex:
Age:	Male / Female
Marital Status:	Occupation:
Email Address:	HP No:

Residential Address:

SECTION 2: EMERGENCY CONTACT IN SINGAPORE

Name	
Relationship to Applicant	
Contact Number	

SECTION 3: APPLICANT'S ACADEMIC BACKGROUND

☐ I do not have any information to declare for the below.

Yes / No I have obtained a pass in English (Please provide proof of Pass in English)

Name of School/ College/University	Country	State or Province	Language of Instruction	From DD/MM/YYYY	To DD/MM/YYYY	Qualification obtained	Certificate Number

SECTION 4: APPLICATION'S EMPLOYEE HISTORY (INCLUDE PRACTICAL TRAINING, INDUSTRIAL ATTACHEMENT AND INTERNSHIP IN SINGAPORE)

☐ I do not have any information to declare for the below.

Name of Companies	Country	From DD/MM/YYYY	To DD/MM/YYYY	Position Held	Nature of Duties	Salary

SECTION 5: INTERNATIONAL STUDENTS (STUDENT PASS HOLDER APPLICATION)

For International Students Only Have you resided in any country for one year or more during the last 5 years? YES / NO			
List the countries in which you have resided for one year or more during the last five years:			
Country	Address	Period of Stay (MM/YY)	
		From	To

Please answer the following:

1) Have you ever been refused entry into or deported from any country, including Singapore?
YES / NO

2) Have you ever been convicted in a court of law in any country, including Singapore?
YES / NO

3) Have you ever been prohibited from entering Singapore?
YES / NO

4) Have you ever entered Singapore using a different Passport or Name?
YES / NO

If any of the answer is "YES", please furnish details below:

Bank Account Details: For Fee Protection Scheme	Account Name: Account No: Name of Bank: Address of Bank:
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SECTION 2: PARENTS AND/OR STEP PARENTS INFORMATION (FOR INTERNATIONAL STUDENTS ONLY)

Full Name	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore	Occupation

Terms & Conditions:

Course Fees

- All fees quoted are subject to other costs arising from government directives. (E.g: SSG Fundings, GST & etc)
- Please approach Student Services for Non-course fees information.
- An administrative charge of \$53.50 inclusive GST per week will be levied on each late installment payment of the course fees. Course fees are payable upon confirmation and acceptance of a place on the programme before the course commences, which also indicated in Student Contract.

Refund Policy

- A cooling-off period of seven (7) working days is applicable for a maximum refund from the date when the contract was signed.
- Student is required to fill up the Course Withdrawal Request Form and Refund Request Form.
- The refund outcome will be notified within 7 working days upon receipt of the complete set of documentation.

% of [the amount of fees paid under Schedules B]	If Student's written notice of withdrawal is received:
[90%]	More than [30] days before the Course Commencement Date
[50%]	Before, but not more than [30] days before the Course Commencement Date
[0%]	Upon Course Commencement Date

- **Refund for withdrawal Due to Non-Delivery of Course:**

The PEI will notify the student within three (3) working days upon knowledge of any of the following;

- i. It does not commence the Course on the Course Commencement Date;
- ii. It terminates the course before the Course Commencement Date;
- iii. It does not complete the Course by the Course Completion Date;
- iv. It terminates the Course before the Course Completion Date;
- v. It has not endured that the Student meets the course entry or matriculation requirement as set by the organization stated in Schedule A within any stipulated timeline set by CPE; or
- vi. The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).

Withdrawal Policy

- To confirm withdraw from the Programme, student/trainee is required to fill up the Course Withdrawal Request Form and submit to Student Services.
- In Additional, University students are required to log in to University portal or email University for their withdrawal request.

Transfer Policy

- To confirm transfer from the Programme to another similar programme, student/trainee is required to fill up the Course Transfer Request Form.
- This request is subjected to CSM Academy refund policy.
- All transfer request is subjected for the candidate who meet the Minimum Entry Requirement for the courses. In additional, it is also subjected for the programme availability.
- All student/trainees are required to clear their outstanding fees before apply.
- A Non-refundable administrative fee of \$214 inclusive GST is applicable for each request.

Deferment Policy

- To confirm deferment from the Programme, student/trainee is required to fill up the Course Deferment Form.
- University student is subjected to university approval for their deferment request.
- Upon approved of deferment, student/trainee is required to endorse the revised Student Contract/addendum.
- A Non-refundable administrative fee of \$214 inclusive GST is applicable for each request.

Fee Protection Scheme

Fee Protection Scheme (FPS) is mandatory for all students. The purpose of these scheme is to protect the unconsumed course fees paid by students/trainees in the even that a Private Education (PEI) is unable to continue operating. CSM Academy has appointed LONPAC Insurance Bhd to be the FPS provider.

Committee Private Education

It is a quality assurance scheme which distinguishes private schools that consistently maintain a high standard of quality in the overall provision of education services and make continual improvements that lead to positive student outcomes.

Appeal Process

Student/trainee is required to fill up the Result Appeal Form within 7 days upon result release. Appeal outcomes will be known within 4 weeks from date of submission.

Things to NOTE

1. The SSG Funded course (e.g WSQ courses) is only applicable for Singaporeans and Singapore Permanent Residents.
2. All students/trainees are required to meet **at least 75% attendance** for each module.
3. Trainees who wish to claim for SSG funding, you must meet the following criteria:
 - Achieve **at least 75%** attendance for **each module**.
 - Take all assessments; and be **Competent** for each module.
4. The trainee who did not meet the SSG funding requirement is required to pay the **Full** course fees.
Not- Competent in all modules, did not complete the module successfully, did not meet the attendance requirement & etc)
- 5 Trainee is required to **declare their health condition** for physically fit to perform all activities and assessments required. *(E.g Heart pacemaker, cardio condition or did not declare unwell condition during assessment)*
- 6 Should there any student who did not follow the **rules & regulations**, CSM Academy, Trainer and Assessor reserve the rights to reject and stop the trainee/student to continue the course or assessment.
7. All course materials provided in the course are protected by **copyright laws** and must not be reproduced, republished, distributed, displayed, broadcast or otherwise exploited in any manner without written permission of CSM Academy. All course and training materials are solely for personal and non-commercial use only.
- 8 The course schedule given is **subjected to changes** and will inform the student/trainees in advances.
9. As part of **SSG's requirement for synchronous e-learning**, all trainees are required to be equipped with a laptop or desktop computer with Video recording capability. This is to authenticate the trainees who will be funded for the training. If your desktop or computer does not have a webcam, you may use two devices to log into the online training – E.g You may use your handphone camera for video recording purpose and use the desktop/laptop for learning and assessment.

Pre-Course Counselling

We thank you for your interest in applying to CSM Academy International Pte Ltd. It is our staff responsibility to provide below Pre-Course Counselling information before the end of the Course Application process.

- ☐ **School Details:** Brief about CSM Academy location, operating hours, general description of facilities and infrastructure to enhance student/trainee experience,
- ☐ **Enrollment/Admission:** The course information (course duration, structure, intakes, assessment and assessment schedules, entry requirements, English proficiency requirements, module synopsis, course syllabi, etc.), including course counseling to match the aspirations of the student with course learning outcomes.
- ☐ **Student Attendance Requirement:** The student/trainee attendance requirement for Student Pass Holder is minimum 90% per month and Non-Student Pass holder (Local students) is minimum of 75% of attendance. To provide supporting documents within 3 working days upon absent.
- ☐ **Student Pass Matters:** How to apply Student pass, a non-refundable application fees of \$120 to Immigration Checkpoint and Authority. Student Pass holder is STRICTLY NOT allowed to work, regardless is with pay or without pay.
Please refer to www.ica.gov.sg for more information.
- ☐ **Refund/Deferment/Transfer/ Withdrawal Policy:** Information was given in this Application form.
- ☐ **General Health Services in Singapore:** If student/trainee who is unwell, is strongly recommended to visit doctor immediately and you may refer to <https://www.singhealth.com.sg/rhs/find-a-gp> to sought medical advice.
- ☐ **Living in Singapore (Student Pass holder):** Accommodation range for single room in Singapore HDB is from \$500 & above. Student may also refer <https://rentinsingapore.com.sg/rooms-for-rent> or <https://yoha.com.sg/> for hostel range information.

Acknowledgement & Declaration by Applicant

I declare that all the information provided in this Application Form is complete and correct. I understand that any misrepresentation or omission of information will result in my disqualification from consideration for admission to the CSM Academy International made on the basis of incorrect, incomplete or fraudulent information.

I declare that the documents (i.e. copies of the Birth Certificate, current Passport, copies of the Education Certificates and Transcripts) which accompany this Application Form are true copies of the original documents which are themselves authentic.

I agree for the CSM Academy International to use my information and photographs in any publicity materials for the CSM Academy International.

I consent to the collection, use and disclosing of personal data by the CSM Academy International for the purpose of processing my application for study, administration and funding purposes (where applicable), subject to the provisions of the Personal Data Protection Act (PDPA). A copy of the School's Policy is available on the CSM Academy International's website at www.csmacademy.edu.sg

I declare that I have read the terms & conditions on this application form which include all funding matters.
I understand that final acceptance into the course is subject to the approval base on the Entry requirement.
Student Pass holder is subject approval by Immigration & Checkpoint Authority Singapore (ICA) to obtain valid student pass to study.

Signature of Applicant

Name and Signature of CSM Academy Representative

Date: _____

Date: _____

Please send all relevant documents as stated in Application Form, together with the Application
Fee to: Admissions and Student Services Department
CSM Academy International Pte Ltd
250 Sims Avenue, #03-01 SPCS Building
Singapore 387513