



For official use only 只供学校使用:

Application number: _____

Short Term Courses Application Form 短期课程申请表

(Please fill up in English 请用英文填写)

Student's Particulars 学生资料		
Student's name (in BLOCK letters) 学生姓名 (请用大写字母填写)		<i>Please affix a recent passport size photograph. Photograph must be in full colour with white background. 请附上一张认证人证实过的面冠、彩色、护照相大小的照片</i>
Chinese name (if applicable) 中文姓名 (如适用)	Race 种族	
Nationality 国籍	Date of Birth (dd/mm/yyyy) 出生日期 (日/月/年)	
Place of Birth 出生国家	Passport Number 护照号码	
Passport Issue Date (dd/mm/yyyy) 护照签发日期 (日/月/年)	Passport Expiry Date (dd/mm/yyyy) 护照有效期 (日/月/年)	Gender 性别 Male / Female
Student Resident Status 学生居留身份 <input type="checkbox"/> Student Pass Holder 学生证 <input type="checkbox"/> Dependent Pass 家属准证 <input type="checkbox"/> Permanent Resident (PR) 永久居民 <input type="checkbox"/> Others 其它		
FIN No (if any) 居留证件号码 (如有) :		
Student Local Contact No /WeChat ID 学生本地联络号码/微信 :		
Student Email Address /QQ No 学生电子邮箱/QQ 号码 :		
Education Background 教育背景 Highest level completed 最高学历: _____ Country 国家: _____		
Address in Home Country 主国住址		
Address in Singapore 新加坡地址		

Emergency contact 紧急联络人资料
<input type="checkbox"/> Father 父亲 <input type="checkbox"/> Mother 母亲 <input type="checkbox"/> Guardian 监护人 <input type="checkbox"/> Others 其它人
Mobile Phone Number 手机号码 : _____
Relationship (if tick on Others) 关系 (如选择 ‘其它人’) : _____

Parents' Particulars 父母资料		
	Father 父亲	Mother 母亲
Name 姓名		
IC / Passport Number 身份证/护照号码		
Nationality 国籍		
Date of Birth (dd/mm/yyyy) 出生日期 (日/月/年)		
Occupation 职业		
Residence Phone Number 住家电话		
Mobile Phone Number 手机号码		
Email Address 电子邮箱		
WeChat ID 微信号码		
Guardian's Particulars (if available) 监护人资料 (若有)		
Guardian's name 监护人姓名	IC / Passport number 身份证/护照号码	
Nationality 国籍	Residence Phone number 住家电话	
Mobile Phone number 手机号码	Email Address / 电子邮箱	
Agent's Particulars (if applicable) 中介资料 (若有)		
Name of Company 中介公司名称	Agent Representative 咨询顾问姓名	
Country 国家	Email Address 电子邮箱	
Office Phone number 公司电话	Mobile Phone number 手机号码	
How did you get to know about Ascensia Academy? 您是怎样知道爱信国际学院?		
<input type="checkbox"/> Agent 中介 <input type="checkbox"/> Media (e.g. Newspapers, Internet) 媒体 (比如: 报纸, 网络) <input type="checkbox"/> Friends or Relatives, Name 亲戚/朋友, 姓名: _____ <input type="checkbox"/> Sibling, Name 兄弟姐妹, 姓名: _____ Year in Ascensia Academy 在哪一年就读于爱信国际学院: _____		

Course Applying for 报读课程

Course Code 课程编号	Course Title 课程名称
[] PS4	Preparatory Course For Admission to Government Schools (Primary ____) - Short Term 政府小学入学预备课程 (小____) - 短期
[] SS4	Preparatory Course For Admission to Government Schools (Secondary ____) - Short Term 政府中学入学预备课程 (中____) - 短期
[] GE4	Certificate in General English for Foreign Students – Short Term 国际学生预备课程 - 通用英语 (短期)
[] AEP4	Certificate in Academic English Programme – Short Term 学术预备英文课程 - 短期
[] CE4	Certificate in Conversational English for Foreign Students- Short Term 国际学生英语会话课程 - (短期)
[] GE12 -PT	Certificate in General English for Foreign Students – Short Term (Part Time) 国际学生通用英语课程 - (短期 - 兼读)
[] CE12 -PT	Certificate in Conversational English for Foreign Students – Short Term (Part Time) 国际学生英语会话课程 - (短期 - 兼读)

Period of Study for Student 学生课程周期

Commencement Date of studies (DD/MM/YYYY) : _____/_____/_____

Course Completion Date (DD/MM/YYYY) : _____/_____/_____

*Date on which student starts attending and completing of Course 学生开始上课到结课日期

Notes and Declaration

I declare that all information provided in this application is true and accurate. 我在此所提供的资料均属实并正确

I understand that the application fee is non-transferable and non-refundable. 我了解报名费是不可转让也是不予退还的

I hereby grant permission to the school and its appointed partners, the right to use the photograph(s), name and video recording of myself / my child / ward for promotional purposes as well as in print and digital media which are produced by the school in relation to its operation. 我在此授权给学校或其指定的合作伙伴, 使用我/我的孩子的照片、名字和视频用于宣传学校相关活动

I grant permission for my child / ward to attend all school organized activities held outdoors for holistic learning purposes and will not hold the school responsible for any mishap that may occur during such activities. 我同意我的孩子参加学校组织的户外活动, 如果在此期间发生任何的事故均与学校无关

Name & Signature of Student / Parent / Guardian 学生/家长/监护人姓名与签名
(signed by Parent or Guardian if student is below 18 years old) (若学生未满 18 岁, 家长或监护人必须代签)

Date 日期

All information will be kept strictly confidential and will not be divulged to external parties without approval from the student unless any such disclosure is required for the purpose of fulfilling the school's obligations as a Private Educational Institution

所有学生资料是保密和绝对不向外泄露, 除非获得学生同意或是按照私立机构应尽的义务下, 方可公开资料

Application Checklist and Additional Information 申请清单与附加信息

Have you included: 请附上以下文件:

1. A copy of student's passport 学生护照复印件
2. A copy of student's highest education certificates and transcripts (original & English translated and notarized) 学生最高学历及成绩公证书 (中英文)
3. A copy of student's Birth Certificate (original and English translated) 学生出生公证 (中文翻译)
4. A copy of parents' Passports or Identity Cards 一份家长的旅游证或身份证副本
5. One (1) Passport-sized photographs of the students (full colour with white background) 学生护照型照片 1 张 (白底彩色)
6. Student Pre-course Counselling Checklist 学生报读辅导清单

Terms and Conditions 相关条款:

1. The school must verify that the student satisfies the entry requirements for the course before the student proceeds with the application process. 校方须先审查申请人符合入学资格才开始办理入学手续。
2. The Application Fee of S\$214 (inclusive of 7% GST) must be paid in full upon the submission of the application form. The Application Fee is non-refundable and non-transferable. 申请人须在递交申请表格时缴交 214 的报名费。此报名费不予退还, 也不予转让。
3. Payment can only be made in Cash /cheque/ Telegraphic transfer (TT)/bank draft. Bank charges for TT in both countries have to be borne by students. 学费只可以用现金/电汇/银行汇款/支票附款。银行电汇费由学生自付
4. After the payment for the application is made, the school will issue a Letter of Offer with payment details to the student. 递交申请并缴申请费后, 校方将发出录取通知书及付款通知书。
5. All Fees must be paid one month before the commencement of the course.
学生必须在开课前一个月缴清学费
6. An administration fee of S\$107 (including 7% GST) is applicable upon the request for any change to the date for joining an already registered course or change of level after the student has been enrolled into a registered course with the school. 在家长或学生提出申请, 要求更换一项已报课程的开课日期, 或在学生已被录取后要求更换所上课程的年级, 院方将收取新币 107 元 (含消费税) 的行政费。

Refunds for Withdrawal Without Cause 自动退学退款:

% of Total Fees Paid (excluding application fee) 已缴全学费的百分比 (不含申请费)	If Student's written notice of withdrawal is received 学生退学申请书收到日期
90%	("Maximum Refund") More than 30 days before the Course Commencement Date 在课程开始 30 天以前 (最高退款额)
50%	Before, but not more than 30 days before the Course Commencement Date 课程开始前 30 天内
25%	After, but not more than 7 days after the Course Commencement Date 课程开始后 7 天内
0%	More than 7 days after the Course Commencement Date 课程开始 7 天以后

* The information is correct at the time of printing but the Academy reserves the right to amend the information and fees without further notice
此份资料在印刷时为正确。学院保留无须另行通知进行修改的权利。

For official use only:

- The above student meets the entry requirements and is eligible to join the course.
- The above student does not meet the entry requirements for the course and may not join the course.

Name and Signature	Designation	Date
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Student ID: _____ Sales Consultant : _____

Receipt number for Application Fee: _____ Amount: _____

Name & Signature of Staff	Date
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