ACADEMIES AUSTRALASIA COLLEGE Reg No.: 200312175W	**NON STP COURSE APPLICATION FORM**

Documents required:
1) Copy of Student Passport/NRIC
2) Copy of Parent/Guardian Passport/NRIC (for students below 18)
3) Student's white card

PLEASE USE BLOCK CAPITALS

Course Name		Course Start Date	Course End Date	Half Day Full Day

PART A: STUDENT'S PARTICULARS			
Name (as in Passport / IC)		Gender Male Female	Chinese Name (If Applicable)
Nationality	NRIC/ Passport/ Fin No.		Date of Birth
Pass (WP/ SVP/ EP) Expiry Date		Highest Education and School/ Institute Name	
Mailing Address in Singapore			
Telephone	Mobile Phone		E-mail

PART B: PARENT'S/ GUARDIAN PARTICULARS		
Name (as in Passport / IC)		Relationship
NRIC/ Passport/ FIN No.	Date of Birth	Nationality
Telephone	Mobile Phone	E-mail
Address in Singapore (if different as above)		

PART C: HOW DID YOU HEAR ABOUT US?

Friends

Agents

Newspapers

Website

Others _____

PART D: STUDENT DECLARATION

I/ We hereby confirm that I/ we have read and understand the description of the course applied for and the information and documents I have provided with respect to my/ our application for admission are complete and correct to the best of my knowledge. I/ We also agree to the terms and conditions and refund policy (Part D).

I/ We consent to the College's use and disclosure of personal information in accordance to the following.

| _____ | _____ | _____ |
| Student's Signature | Student's Name | Date |

Parent/ Guardian (for students below 18 years of age):

| _____ | _____ | _____ |
| Signature | Name | Date |

Our Data Confidentiality and Security Policy

All personal data and information provided by the Student to the College shall be kept strictly confidential and used solely for communicating with the Student. Every effort shall be made to ensure that the integrity of personal particulars and confidential information entrusted to the College is not disclosed <u>unless required to by government authorities</u>. The College also undertakes not to divulge any of the Student's personal information to any unauthorized third party without the prior written consent of the Student. For students below the age of 18, information is also to be released to their parents or guardians.

Your privacy matters to us and we would like to seek your consent on the following in demonstration of our commitment to protect your personal date kept with us.

<u>COLLECTION AND USE OF PERSONAL DATA</u>

Any information collected will be used for the purpose of administering and tracking your academic progress in the College. Through your participation and involvement in any College activities, your photographs and audio/ video recordings may be used for internal and external marketing and advertisement purposes in mediums such as printed materials, posters, brochures, websites and social media platforms. If you are not comfortable with photo taking, you can just cancel the above statement and countersigned.

<u>DISCLOSURE OF YOUR PERSONAL DATA</u>

Your personal information, including your academic results, will not be disclosed unless required by government authorities. Please note that we will be sending regular progress reports and updates to your recruitment agent (if applicable), and to your parents and/ or guardians.

At any time, should you wish to withdraw your consent, please approach the staff or email us at <u>info@aca.edu.sg</u>. Please note that any legal and regulatory requirements will still apply after you withdraw your consent.

PART E: STUDENT DECLARATION

Course Duration/Commencement and End Date	In accordance to brochure or period agreed as above
Course Fee Breakdown	In accordance to fee listing/brochure and receipt
Course Fee Payment Due Date	1 week before Course Commencement
Placement Test	Students may be required to sit for a placement test to determine level of entry
Scheduled Holidays	Obtainable from Program Administrator
Course Completion Requirements	Obtainable from Program Administrator 90% attendance, successfully complete examinations/assignments Students who successfully complete the course will receive a Certificate of Completion.

Refund Policy

1) There is no refund after Course Commencement.
2) Should the case arise where the College fails to commence a course on Course Commencement Date, or terminates a course before Course Completion Date due to reasons like for example, not being able to start a class due to inability to meet minimum student numbers. The College will inform the student of this in 3 working days and within 7 working days of informing the student, offer the student alternative arrangements. The student may choose to defer the intake at no extra charge. Should the student choose to withdraw, the student will be refunded his full course fee and miscellaneous fees paid.

Mkt Staff Initial:		Finance Staff Initial:		Receipt No.	