

# APPLICATION FORM

# GCE 'A' LEVEL PROGRAMME

# MDIS College

Registered with Ministry of Education, Singapore

Please indicate the subject/s you wish to apply with a ✓ in the .**H1**

- Literature in English  
 Mathematics  
 Chemistry  
 Biology  
 Physics  
 Economics  
 History  
 Geography  
 General Paper

**H2**

- Literature in English  
 Mathematics  
 Chemistry  
 Biology  
 Physics  
 Economics  
 History  
 Geography  
 Management of Business  
 Principles of Accounting

Attach your  
recent photo  
here

**Mode of Study**

- Day  Evening

**Student Protection Scheme**

- Opt-in  Opt-out

**Mode of Payment**

- Full  Instalment  
 Education Loan (Subject to approval)

**For official use only :**

Amount	
Receipt No.	
Date	
Received By	
Batch Intake	
Commencement Date	

**NOTE :**

MDIS College undertakes to maintain the confidentiality of student's personal information and not to divulge the information to any third party without the consent of the student, unless required by the law.

**INSTRUCTIONS :**

- Complete the form in FULL and return with the respective registration fee to the address below:
  - MDIS College / MDIS UniCampus** - 501 Stirling Road Singapore 148951 Tel: 6796 7782 Fax: 6796 7700
- Completed application form must be accompanied by a non-refundable registration fee of \$160 (+GST), which consists of the following:
  - Application Processing fee \$20
  - Membership fee \$40
  - Experience Workshops fee \$50
  - Course Material fee \$50
  - "Certified True Copies" of relevant academic certificates:
    - 'N' / 'O' / 'A' level certificates
    - Other relevant academic documents or result transcripts
  - Photocopies of applicant's NRIC and parent's NRIC (if applicant is below 21 years old)
  - Two passport-sized photographs of the applicant
- All payment for application processing fee (non-refundable) may be made by cash, Nets, cheque, Visa, Mastercard or Amex. Cheques must be crossed and made payable to **"MDIS College"**.
- Application forms with incomplete information / documents or no registration fee will not be considered.

A wholly owned subsidiary of MDIS

  
**MDIS**  
 founded 1956  
**Management Development  
 Institute of Singapore**  
*Where lifelong learning begins*



## 1. PERSONAL PARTICULARS

NRIC No. :

Full Name :

(\*Mr/Ms/Mdm)

\* Delete as appropriate

(Name as in NRIC &amp; underline surname)

Please note that this name will also be used on your examination transcript &amp; certificate. Any future changes must be supported by documentary evidence e.g. deed poll.

Address :



Postal Code :

Contact No :

(H)

(O)

(HP)

Email :

Date of Birth :

 /  / 

(DD / MM / YYYY)

Age :

(as at 1<sup>st</sup> January)

Sex :

Male

Female

Nationality :

Singaporean

Others

(Specify)

Marital Status :

Single

Married

Others

National Service :

Regular

Completed

Full-time NS man

Exempted

Not applicable

ORD Date :

 /  / 

## 2. EDUCATIONAL QUALIFICATIONS

Students must produce original transcripts and certificates for MDIS College's verification.

### Educational Background ('N' / 'O' / 'A' Level / Diploma / Degree)

From		To		Title of qualification	Institution
Mth	Yr	Mth	Yr		

## 3. ADDITIONAL INFORMATION

Please indicate how did you first come to know about the course (Please tick the appropriate box)

 Press Advertisement

 Website

 TV / Radio

 Brochure / Mailer / Flyer

 Personal Contact

 Associate Programme Consultant : \_\_\_\_\_ (name)

 Lecturer : \_\_\_\_\_ (name)

 MDIS Student : \_\_\_\_\_ (name)

 MDIS Staff : \_\_\_\_\_ (name)

 Others : \_\_\_\_\_

**4. PARENT / GUARDIAN DETAILS (applicable to applicants below 21 years of age)**Name of Parent/Guardian :  NRIC No : Address :  Postal Code : Contact No. : (H)  (O)  (HP) Relationship to Applicant :  Email : 

Person of contact in case of emergency :

Name :  Relationship : (HP)  Email : **5. DECLARATION (all applicants must complete)**

I hereby apply for the programme as indicated in this form for the MDIS College. I declare that all information given is true and correct. I also agree to abide by the decision of the College as to my eligibility for the programme. If accepted, I agree to abide by the Constitution of the Institute and pay the corresponding fees.

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

Signature of Parent / Guardian : \_\_\_\_\_ Date : \_\_\_\_\_  
(If applicant is below 21 years of age)

<b>For Official Use Only:</b>		
Approved By:		
Processed By:		
Transcripts: <input type="text"/>	English Test: <input type="text"/>	
Certificate: <input type="text"/>	Maths Test: <input type="text"/>	
Signature:		Date:

## MDIS COLLEGE Terms and Conditions of Offer

When you commence your programme with MDIS College, you are deemed to have read, understood and accepted our offer for the same upon the terms and conditions set out hereinafter.

Subject to any other terms and conditions contained in the MDIS College Confirmation Letter to you, MDIS College Terms and Conditions of Offer are as follows:

### 1. **Withdrawal Without Cause and Refunds**

a. Registration fees paid to MDIS College are non-refundable. Only the paid course fees are refundable on the following conditions:

#### Percentage of refund before the course commencement date

Percentage of refund for paid 1st instalment of course fees	If Student's written notice of withdrawal is received
100%	More than 60 days before the commencement date
75%	Between 30 to 60 days before the commencement date
25%	Less than 30 days to 1 day before the commencement date

#### Percentage of refund after the course commencement date

Percentage of refund for paid course fees	If Student's written notice of withdrawal is received
10% of the first instalment fees + 100% of other instalments paid if any	First day to 14th day after the commencement date
No refund. In addition, the students are required to pay 80% of the total course fee	14 days after the commencement date but before <b>completing</b> 50% of the programme/course/module
Students are liable to pay full course fees, immediately upon approval of withdrawal	Withdrawal after completion of half of the duration of the programme / course <b>or</b> 50% completion of the modules of the programme whichever is earlier

- b. Request for programme withdrawal must be made in writing. The student should write in to the Senior Manager of MDIS College to request for withdrawal from the programme. All requests must be supported with documentary evidence. Withdrawal through the telephone will not be entertained.
- c. In the event that a company-sponsored student withdraws, the company is liable to pay any outstanding course fees.
- d. Full refund will be given in the event of non-approval of National Service deferment before course commencement and a pro-rated refund shall be given after course commencement.
- e. In the event where a student is applying for a study loan, the registration fees where applicable must be paid PRIOR to the application of the loan.
- f. An administrative fee of S\$100 (subject to prevailing GST) will be levied on each late instalment payment.
- g. The discretion of approving a refund of fees outside the tabulated conditions under Refund Policy lies with the College. The decision of the College is final.
- h. All approved refunds shall be made within fourteen (14) days from the date of letter of approval sent to the student.

### 2. **Deferment Policy**

- a. Deferment of subject is allowed only ONCE up to the next available commencement date of the course. Deferment of course is allowed only ONCE up to a MAXIMUM PERIOD OF ONE (1) YEAR, failing which the applicant will be deemed as having withdrawn from the course.
- b. All requests for deferment PRIOR to or AFTER commencement of programme must be made in writing to the Senior Manager of MDIS College. Deferment through the telephone will not be entertained. All requests must be supported with documentary evidence.
- c. There will be no refund of course fees paid in the event of DEFERMENT regardless of whether the request is made PRIOR TO or AFTER the commencement of the programme.
- d. Approval for deferment is at the sole discretion of the College. The decision of the College is final.

### 3. **Transfer Policy**

- a. Student who requests for a change of programme within MDIS will be considered as breaking the agreement. A transfer application fee of S\$500 (subject to prevailing GST) is applicable. All requests for transfer must be submitted in writing to the Senior Manager of MDIS College.
- b. The student will be charged for all lessons consumed and all the transfer requests must be submitted before or within one (1) month from the commencement of class. All discounts / rebates that the student was entitled to shall be forfeited.
- c. Transfer requests after one (1) month from the class commencement date will not be entertained. Students who insist on a transfer will have their request processed as a withdrawal and the withdrawal policy shall apply.
- d. In the event that a student has paid in excess of consumed fees, the College will process the refund of the unconsumed fee portion accordingly.

Full Name of Applicant's Parent / Guardian\*

Signature of Applicant's Parent / Guardian\*

NRIC / Passport No.\*

Date

(\*Please delete as appropriate)