

# SHELTON COLLEGE INTERNATIONAL

## **Application Form** for International Students



Cert No.: EDU-3-3007  
Validity: 25/05/2011 – 24/05/2012



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# Application Form for International Students

Please Paste One  
Passport-sized  
Photograph

TO BE COMPLETED BY AGENT – if applicable:

Agent Company / Country

Staff-in-Charge

Academic Programme Applying for:

Intake:

Month

Year

## Part I: Personal Particulars

Full Name\* as in Passport:

Chinese Char. (if applicable):

Date of Birth:

\*Please underline surname/last name. This name will appear as indicated above in your final transcripts and academic awards.

Passport No.:

Nationality:

Date of Expiry:

Race:

Gender:

Marital Status:

Email Address:

Religion:

- Male  
 Female

International Address:

Postal Code:

Contact No.:

Interests and Hobbies:

Home

Mobile

## Student Club Membership

(It is compulsory for students to participate in at least one activity of every category.)

A. Sports

Badminton

Table Tennis

Basketball

Tennis

B. Performing Arts

Music

Theatre Arts

Piano  Violin  Viola  Cello Vocal  Training Dance  Drama

C. Social Service

Community Service

D. Clubs

Library club

Computer club

Toastmaster club

Botany club

E. Life Skills Training (Option D and E are compulsory for O/A Level students)

## Application for Hostel & Boarding Services:

YES. I would like to stay at Careline International Hostel.

TBR  Full-Boarding (4-sharing)

Full-Boarding (5-sharing)

## Health Declaration:

Do you have a physical disability, medical or other condition affecting your study & accommodation needs?

YES/NO

If YES, please give details \_\_\_\_\_

Height  cm

Weight  kg

All information provided is strictly confidential.

Student particulars are solely for the purposes of submission for course admission.



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## Part II: FAMILY BACKGROUND

Parents shall provide email address for communication purpose.

Name of Father:  Chinese Char. (if applicable):  Date of Birth:

\*Please underline surname/last name.

Email Address:  Residential Status (Pls tick ✓):  
 S'pore Citizen  S'pore PR  Others  NRIC / Fin no.:

Contact No.:  Home  Mobile  Fax  Occupation:  Monthly Salary:

Name of Mother:  Chinese Char. (if applicable):  Date of Birth:

\*Please underline surname/last name.

Email Address:  Residential Status (Pls tick ✓):  
 S'pore Citizen  S'pore PR  Others  NRIC / Fin no.:

Contact No.:  Home  Mobile  Fax  Occupation:  Monthly Salary:

### Other Family Contacts

Full Name of Family Member	Relationship to Applicant	Date of Birth	Primary Contact	Email

## PART III: LOCAL GUARDIAN CONTACT – Compulsory for International Students under 18 years of age.

The guardian should be a Singapore Citizen / PR above 18 years old or parents staying in Singapore.

Full Name of Local Guardian\*:  Nationality:  NRIC / Passport No.:

Gender:  Male  Female Marital Status:  Email Address:  Occupation:

Address in Singapore:  Postal Code:

Contact No.:  Home  Mobile  Fax  Office

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# Application Form for International Students

## Part IV: EDUCATION BACKGROUND

Please provide copies of All educational qualifications to date.

Name of University/College/Institution/School	Country and Province	Period of Study		Highest Qualifications
		From	To	

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## Part V: EMPLOYMENT HISTORY

Name of Company & Responsibilities

Name of Company	Country	Period of Employment		Position Held	Monthly Salary
		From	To		

## Part VI: APPLICANT'S FINANCIAL SUPPORT DETAILS

(To be completed by applicant from Visa Required countries.)

	Applicant S\$	Applicant's Father S\$	Applicant's Mother S\$	Applicant's Spouse S\$
Current Saving (e.g Fixed Deposit)				

Other financial support from immediate family members?  Yes.  No.

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Antecedent\*

Have you ever been refused entry into or deported from any country?  Yes  No

Have you ever been convicted in a court of law in any country?  Yes  No

Have you ever been prohibited from entering Singapore?  Yes  No

Have you ever entered Singapore using a different Passport or Name?  Yes  No

Have you ever applied for work pass in Singapore?  Yes  No

All information provided is strictly confidential.

Student particulars are solely for the purposes of submission for course admission.

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Public Documents

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# Application Form for International Students

## Part VII: Application Procedure for International Students

1. Complete the official Application Form IN FULL.

2. All documents in foreign languages must be officially translated into English. The submission of this completed Application Form must be accompanied by the following documents:

- Applicant's certified/notarized copy of Birth Certificate
- Applicant's certified/notarized copies of ALL educational qualifications, transcripts, awards and certificates
- Evidence of applicant's English Language Proficiency

All students who apply for admission to SCI must submit evidence of their English Language ability. They may do this either by submitting an IELTS, certificate or similar certificate such as TOEFL or TOEIC. If students have an alternative English qualification then they may obtain guidance from the Academic Registrar as to whether this is acceptable. Students who cannot show evidence of English language attainment must take the SCI English Language Assessment Test (ELAT). The SCI English Language Assessment Test may be taken at any of the approved SCI test centres by prior appointment.

A list of approved centres may be obtained from the Academic Registrar, SCI.

- Applicant's personal particulars page copy from passport
- 6 recently taken passport-sized photographs
- For visa-required countries ONLY, documentary proof of bank deposit of at least S\$30,000 for the last 6 months
- Advisory Note to Students, to be signed by either the applicant, or if the applicant is below the age of 18, his parent or guardian. ([Please refer to www.cpe.gov.sg](http://www.cpe.gov.sg) for Advisory Note to Students.)
- Hostel Application Form (if required)

3. Return with payment of Application Fee of S\$565 (non-refundable) to Shelton College International, 1 Telok Blangah Rise, Singapore 098888 or email to: [enquiries@myshelton.org](mailto:enquiries@myshelton.org)

The Application Fees can be paid via the alternatives below:

- (i) By demand draft (in Singapore Dollars only) made payable to Shelton College International, or
- (ii) By direct payment to the College's Singapore Bank Account:

Name: Shelton College International

A/C no: 501-818074-001

Bank: Overseas Chinese Banking Corporate Ltd – OCBC

Branch: North Bridge Branch, OCBC Centre 65, Chulia Street Singapore 049513

\*Your application should be submitted at least 40 (FORTY) days before the commencement of the course.

4. Conditional Offer / Offer Letter to the course applied for will be sent to the applicant after evaluation, together with Acceptance Form. Return the Acceptance Form to SCI if you accept the offer.

5. Upon receipt of completed Acceptance Form, pro-forma invoice and 2 copies of Standard PEI-Student Contract will be sent to the applicant. ([Please refer to www.cpe.gov.sg](http://www.cpe.gov.sg) for the Standard PEI-Student Contract.)

6. Complete and sign the Standard PEI-Student Contract by the applicant, parents or legal guardian (if the student is under 18 years Of age) and witnesses. Return 1\* ORIGINAL copy of the Standard PEI-Student Contract to SCI and retain the other original copy.

7. Upon receipt of the original and complete copy of the contract, SCI will apply for Student's Pass for the applicant.

8. All fees due are to be paid/telegraphically transferred to the College's Singapore bank account upon receipt of the applicant's in-principle approval letter of Student Pass by ICA and on or before the dates set out in Schedule 2.1, whichever is later.

9. Students are required to arrive in Singapore at least 1 week before course commencement.



# Application Form for International Students

## Part VIII: EXTRACTS FROM SHELTON COLLEGE INTERNATIONAL STUDENT TERMS & CONDITIONS

When you commence your course or programme with Shelton College International (hereinafter named as "the College", you are deemed to have read, understood and accepted the same upon the terms and conditions set out hereinafter. These terms and conditions form part of the conditions and acceptance to the programme.

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1. Application – You are to produce all original documentary evidence of your prior educational qualifications upon enrolment at the College. These may be either original certificates or official result transcripts issued by an examining authority. Failure to produce original document, certificates as evidence may result in you being rejected from entry to your course of study and/or refusal by the Singapore Immigration and Checkpoints Authority to issue you with a Student Pass.
2. Student Pass- Please note that the Singapore Immigration and Checkpoints Authority only approves your application for a Student Pass to study in Singapore on a full-time study basis only.
3. If you decide not to enroll for your studies after entering Singapore, or you decide to withdraw from your course and remain in Singapore for reasons other than full time study, you will be in breach of the Singapore's rules and regulations on immigration. You will be required to surrender your Student Pass to the Registrar's Office immediately, and the College reserves all rights to inform the Singapore Immigration and Checkpoints Authority to cancel your student pass immediately.
4. The prevailing Goods and Services Tax(GST)rate will be quoted in your pro-forma invoice for all prices except for fees Payable to third-party organizations.
5. Your admission to study at the College is subject to your agreement to the College's Student's Terms and Conditions cited in the Student Handbook and Student Contract.
6. English as a Global Language (EGL) Policy – The final placement for all courses will depend on the result of the ELAT. The College reserves the right to change/determine the final placement level of the student based on their ELAT.

All information provided is strictly confidential.  
Student particulars are solely for the purposes of submission for course admission.

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## 7. Refund Policy

### Refunds for Withdrawal for Cause:

If the College is in breach of any of its obligations under the Standard PEI-Student Contract or fails to perform its obligation(s) under the following circumstances:

- (i) fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) fails, for any reason, to complete the Course by the Course Completion Date;
- (iv) terminates the Course, for any reason, prior to Course Completion Date; or
- (v) The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).

The Student shall be entitled to immediately withdraw from the Course by giving written notice to the College of his/her Intention to do so. The College shall, within seven (7) working days after notifying the Student, refund to the Student:

- (i) The entire amount of the Course Fees; and
- (ii) The Miscellaneous Fees\*.

(The College may cancel a course if the number of students is insufficient or under any unforeseen circumstances which is out of control.)

### Refunds for Withdrawal Without Cause:

Where the Student withdraws from the Course for any other reason, the College shall, as soon as practicable after receiving the Student's written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice) refund to the Student the following sums (less any applicable bank administrative charges properly paid/payable):

% of [the aggregate amount of the fees paid]	If Student's written notice of withdrawal is received
80%	("Maximum Refund") More than [30] days before the Course Commencement Date
70%	Before, but not more than [30] days before the Course Commencement Date
0%	After the Course Commencement Date

Application fee is non-refundable.

A student, who transfer from the course to another course with the PEI shall, for the purpose of this, be deemed to have withdrawn from the course.

Therefore, the refund policy applies.

### Cooling-Off Period

The College shall provide the Student with a cooling-off period of [7] working days after signing the Standard PEI-Student Contract. Within these [7] days and regardless whether the Course Commencement Date has passed, the Student can submit written notice of withdrawal to the College and receive the Maximum Refund amount stipulated above (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, any administrative charges which are stipulated in the Miscellaneous Fees and any applicable bank administrative charges properly paid/payable).

8. **Course Withdrawal Policy** - If a student decides to withdraw before or after course commencement, a written request of withdrawal must be submitted to the Manager, Student Care at Shelton College International, 1 Telok Blangah Rise, Singapore 098888. For students below the age of 18, parents/guardians approval letters must be submitted as well. Student is liable to pay any outstanding fees. Such requests shall be subject to the College's Refund Policy. An official letter from the College will be issued to the student to reject the application or to effect the withdrawal within 4 weeks. Once the application is approved, the College will inform the ICA, and the Student shall deliver to the College within [3] working days, the passport and Student's Pass of the Student for cancellation of the Student's Pass.
9. **Transfer School Policy** - If a student who has been accepted by the College decides to transfer to another school/institute before or after course commencement, a written request of transfer must be submitted to the Manager, Student Care at Shelton College International, 1 Telok Blangah Rise, Singapore 098888. For students below the age of 18, parents/guardians approval letters must be submitted as well. Student is liable to pay any outstanding fees. Such requests shall be subject to the College's Refund Policy. An official letter from the College will be issued to the student to reject the application or to effect the transfer within 4 weeks. Once the application is approved, the College will inform the ICA, and the Student shall deliver to the College within [3] working days, the passport and Student's Pass of the Student for cancellation of the Student's Pass.
10. **Transfer Course Policy** - If a student who has been enrolled into the course with the College decides to transfer to another course before or after course commencement, a written request of transfer must be submitted to the Manager, Student Care at Shelton College International, 1 Telok Blangah Rise, Singapore 098888. For students below the age of 18, parents/guardians approval letters must be submitted as well. Such requests shall be subject to the College's Refund Policy.
  - Admin charge of transfer of course: \$500

An official letter from the College will be issued to the student to reject the application or to effect the transfer within 4 weeks. Once the application is approved, the College will inform the ICA and a fresh PEI-Student Contract shall be executed between the College and the Student.



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A student, who transfer from the course to another course with the PEI shall, for the purpose of this, be deemed to have withdrawn from the course. Therefore, the refund policy applies.

In view of this, the student needs to pay the course fee for the new course (unless otherwise agreed between the PEI and student).

11. Students are required to refer to the regulations governing course deferment, refund and withdrawal in the Student Contact.
12. Expulsion – Students may be expelled under the following circumstances, from the programme of study and have their Student Pass submitted for revocation by the Singapore Immigration and Checkpoints Authority if the student is:
  - Engaged in any illegal activity or in conduct unbecoming of a student. Further details are outlined in the Student Handbook.
  - Working in Singapore without prior authorization from the Singapore Immigration and Checkpoints Authority and/ or the Ministry of Manpower
  - Consistently late in making payment of fees and/or consistently late or absent from class without valid reasons.
  - Caught cheating or involved in any act of plagiarism.
13. Payment of Fees – Students are required to make full payment of their fees as scheduled before or on the due date as cited in their pro-forma invoice unless otherwise agreed upon in writing between the student and the College. An administrative fee will be charged for late payment.
14. Attendance
  - Students shall attend classes punctually and regularly and should be present in the College from 09.00AM to 04.00PM. Where the student is more than 20 minutes late, this will be considered as absence from class.
  - Students should submit their leave application forms to the relevant Heads of Department for acknowledgement and approval. No student is permitted to take leave unless it has been approved by the Head of Department.
  - If a student is absent from classes for medical reasons, he/she must produce a valid medical certificate, failing which the Attendance Record shall be reflected as “Absent” with all its consequences.
  - The college is required by statute to submit to the Immigration and Checkpoints Authority names of students who fails to attend at least 90% of their classes; and names of students who fail to attend classes for a continuous seven (7) days or more without any valid reason. These students may have their Student Pass revoked by the Authority.
  - Student with less than 90% attendance will be barred from their examinations.
  - Attendance at exams, field excursions and graduation is mandatory.
  - Failure to be present at exams on the date and time set shall lead to a 0% mark. There shall be no replacement exam days for absentees without valid reasons.
  - Trips to the student’s homecountry without prior approval by the school are not allowed as these will lead to the consequences outlined above. The School calendar is to be complied with.
15. The terms and conditions cited in this Application Form for International Students is non-exhaustive. The College reserves the rights to make changes to the above, and to terms and conditions cited in the Student Handbook as and when it deems necessary without prior notice.
16. The College has in place a Fee Protection Scheme as stipulated by the Council for Private Education (CPE) (the “FPS”) by way of insurance facility to provide fee protection to all its local and international students. Under the insurance scheme, the College is allowed to collect the total fees from the students directly. The College, as stipulated under the FPS will collect the total course fees in equal instalment amounts from the Student with each collection not exceeding the collection cap calculated according to the following formula for EduTrust-certified PEI:  $X/Z \times 12$  (X is the total amount of the Payable Course Fees; and Z is the total duration of Course in months).

All course fees paid (except Application fee and GST) are protected under FPS by way of an insurance facility. The appointed FPS provider is Lonpac Insurance Bhd. The certificate of insurance is to be sent to the Student via email on the same day the Student pays the fee. The insurance coverage commences from the date of payment of the fees till the due date of the next payment or the course end date whichever is earlier. The original COI will be given to the Student to retain. Please refer to CPE’s website ([www.cpe.gov.sg](http://www.cpe.gov.sg)) for more details of the FPS and to verify that you are protected under FPS.

A copy of the master insurance agreement between CPE and Lonpac Insurance Bhd (the “Master Insurance Agreement”) and acceded to by the PEI for the purpose of insuring, among other things the Student is available on the College website at [www.sheltoncollege.edu.sg](http://www.sheltoncollege.edu.sg). The Master Insurance Agreement sets out, among other things, the events under which Lonpac Insurance Bhd shall indemnify the Student for Fees paid to the College. FPS insurance Premium is based on Total Course Fees x 0.015 + 7% GST.



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# Application Form for International Students

## 17. Medical Insurance

The College has in place a medical insurance scheme for all its students as required by CPE under EduTrust certification scheme.

For medical insurance policy, terms and conditions, the claim procedure and any exclusion, please refer to:  
[http://www.sheltoncollege.edu.sg/resource-cpe\\_edu.html](http://www.sheltoncollege.edu.sg/resource-cpe_edu.html)

The College appointed medical insurance provider is AXA INSURANCE SINGAPORE PTE LTD.  
A SC/PR or a non-Student's Pass international student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by the College.

## Part IX: STUDENT ACKNOWLEDGEMENT

### STUDENT ACKNOWLEDGEMENT

I hereby declare that I have read and understood the extract terms and conditions cited in this Application Form. I hereby apply for the course as indicated in this form at Shelton College International. I declare that all information provided herein is true and correct. I further declare that the documents I provided to the school for submission are complete and true. I also agree to abide by the decision of the College as to my eligibility for the course. If accepted, I agree to abide by the Students' Rules & Regulations (Extracts as stipulated in Part VIII of this Application Form), refund policy of the College and pay the corresponding Application Fee (S\$565). I fully understand that the Application Fee S\$565 is non-refundable.

\_\_\_\_\_  
Applicant Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Signature of Parent/Guardian

\_\_\_\_\_  
Date



Shelton College International  
Tel: (+65) 6334 1330, Fax: (+65) 6337 4208  
Email: [enquiries@myshelton.org](mailto:enquiries@myshelton.org)  
Website: [www.sheltoncollege.edu.sg](http://www.sheltoncollege.edu.sg)

Main Campus:  
1 Telok Blangah Rise Singapore 098888  
Shelton City Campus @ Mountbatten:  
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