

# SHELTON COLLEGE INTERNATIONAL

## 新加坡莎顿国际学院

### Enrolment Form

for Local Students

本地学生课程申请表格



# Enrolment Form for Local Students

## 本地学生课程申请表格

Please Paste One  
Passport-sized  
Photograph

TO BE COMPLETED BY AGENT – if applicable (由代理填写)

Agent Company / Country  
(代理公司/国家):

Marketer-in-Charge  
(市场负责人):

Date of Submission  
(表格提交日期):

Signature of Agent  
(代理签名):

Academic Programme Applying for (所申请课程):

Intake (入学)

Month  
(月份)

Year  
(年份)

### Part I: Personal Particulars (个人资料)

Full Name\* as in NRIC (姓名\* - 与身份证的相同):

Chinese Char. (if applicable) 中文名字:

Date of Birth (出生日期):

\* Please underline surname/last name. This name will appear as indicated above in your final transcripts and academic awards. 此姓名会出现在你的最终成绩单上。

NRIC No. (身份证号):

Nationality (国籍):

Race (种族):

Gender (性别):

Marital Status (婚姻状况):

Email Address (电子邮件地址):

Religion (宗教):

Male (男)

Female (女)

Local Address (家庭地址):

Postal Code (邮编):

Contact No. (联络号码):

Interests and Hobbies (兴趣与嗜好):

Home  
(家)

Mobile  
(手机)

### Student Club Membership

(It is compulsory for students to participate in at least one activity of every category. 学生必须在每一类型活动中选择一个项目):

A. Sports

Badminton

Table Tennis

Basketball

Tennis

B. Performing Arts

Music

Theatre Arts

m Piano m Violin m Viola m Cello m Vocal Training m Dance m 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)

### Health Declaration (健康状况):

Do you have a physical disability, medical or other condition affecting your study needs? (你是否有身体及心理方面的健康状况, 会影响你的学习?) YES/NO (有/无)

If YES, please give details (如有, 请注明) \_\_\_\_\_

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### Part II: FAMILY BACKGROUND (家庭背景)

Parents shall provide email address for communication purpose. 父母必须提供电子邮箱地址，以便随时联络。

Name of Father (父亲姓名) :  Chinese Char. (if applicable) 中文名字 :  NRIC No. (身份证号码) :

\* Please underline surname/last name.

Email Address (电子邮件地址) :  Address (地址) :  Postal Code (邮编) :

Contact No. (联络号码) :  Home (家)  Mobile (手机)  Fax (传真)  Occupation (职业):

Name of Mother (母亲姓名) :  Chinese Char. (if applicable) 中文名字 :  NRIC No. (身份证号码) :

\* Please underline surname/last name.

Email Address (电子邮件地址) :  Address (地址) :  Postal Code (邮编) :

Contact No. (联络号码) :  Home (家)  Mobile (手机)  Fax (传真)  Occupation (职业):

#### Other Family Contacts

Full Name of Family Member (其他家庭成员全名):	Relationship to Applicant (关系):	NRIC No. (身份证号码):	Primary Contact (联络号码):	Email (电邮):

### Part III: EDUCATION BACKGROUND (学历)

Please provide copies of All educational qualifications to date. (请提供至今的所有学历证明。)

Name of University/College/Institution/School (就读过的大学/学院/和学校)	Country and Province (国家和省)	Period of Study (学习时期)		Highest Qualifications (最高学历)
		From (从)	To (至)	

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### Part IV: EMPLOYMENT HISTORY (工作经验)

Name of Company & Responsibilities (公司和工作责任)

Name of Company (公司)	Country (国家)	Period of Employment (就业期间)		Position Held (职位)	Monthly Salary (薪金)
		From (从)	To (至)		

### Part V: Application Procedure for Local Students (申请过程)

- Complete the official Enrolment Form IN FULL .
- The submission of this completed Enrolment Form must be accompanied by the following documents:
  - Applicant's original and photocopies of ALL educational qualifications, transcripts, awards and certificates
  - Applicant's original and photocopy of NRIC
  - 6 recently taken passport-sized photographs
 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.) (All documents in foreign languages must be officially translated into English.)
- Return with payment of Application Fee of S\$53.50 (non-refundable) to Shelton College International, 1 Telok Blangah Rise, Singapore 098888  
 The Application Fees can be paid via the alternatives below:  
 (i) By cheque (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 15 (FIFTEEN) days before the commencement of the course.
- Conditional Offer / Letter of Acceptance to the course applied for, pro-forma invoice and Standard PEI-Student Contract will be issued to the applicant. (Please refer to [www.cpe.gov.sg](http://www.cpe.gov.sg) for the Standard PEI-Student Contract.)
- Sign two original copies of the Standard PEI-Student Contract, to be signed by the applicant, parents or legal guardian (if the student is under 18 years of age) and witnesses.
- Retain one original copy of the above signed Standard PEI-Student Contract.
- All fees due are to be paid on or before the dates set out in Schedule 2.1.

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### Part VI: EXTRACTS FROM SHELTON COLLEGE INTERNATIONAL STUDENT TERMS & CONDITIONS (新加坡莎顿国际学院规章制度部分内容)

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.

当你开始就读新加坡莎顿国际学院(以下并称“ 我院” )的课程时，你被认为已经阅读，理解并且接收这里所列出的条款和制度。这些规章制度是被录取的一部分条件。

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.

申请-在申请我院的课程时，你需要提供所有之前学历证明的原件。这些应是原始证件或是由考试机构颁发的官方成绩单，如果无法提供原始文件和证书等证明，将不被录取。

2. 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.

除了交付给其他机构的费用外，交费单上所列的全部费用都须另加消费税。

3. 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. A copy of each will be given during your orientation for your acknowledgement.

你被接受入读我院，是以你同意我院学生手册和学生合约上的相关规章制度为基础的，这些将在新生入学大会上分发。

4. English as a Global Language (EGL) Policy – The final placement for all courses will depend on the result of the English Placement Test conducted here in Singapore. The College reserves the right to change/determine the final placement level of the student based on their English Placement Test conducted in Singapore.

英语为国际语言课程(EGL) 分级政策-最终EGL课程评级是由在我院做的英语测试的成绩决定的。我院有权根据在我院进行的英语测试的情况来改变/决定最终的入读级别。

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### 5. 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\*.

若学院未履行和学生签署的标准PEI-学生合同规定的任何一项义务，或者在出现下列的任何情况时未能履行相关义务，学生有权在以书面形式通知学院其申请退学的目的后立即办理退学事宜：

(i) 无论出于何种原因无法在开课日期开课；

(ii) 无论出于何种原因在开课日期之前终止课程；

(iii) 无论出于何种原因无法在结业日期完成课程；

(iv) 无论出于何种原因在结业日期之前终止课程；或者

(v) 学生准证申请被新加坡移民与关卡局 (ICA) 拒绝

学院应在通知学生相关情况七 (7) 个工作日内向学生退还如下费用：

(i) 全额学费；

(ii) 杂费\*。

(The College may cancel a course if the number of students is insufficient or under any unforeseen circumstances which is out of control. 如果学生人数不够或是在无法控制和预知的情况下，学院可能取消课程。)

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) :

如学生因其他理由要求退学,学院应在收到学生书面退学通知后尽快 (务必在收到此等通知后七 (7) 个工作日内) 向学生退还如下费用 (扣减已妥当支付/应付的任何适用的银行手续费) :

% of [the aggregate amount of the fees paid] 占已缴费用总额的百分比 (%)	If Student's written notice of withdrawal is received 若已收到学生书面退学通知
80%	("Maximum Refund") More than [30] days before the Course Commencement Date (以下称“最高退费”) 早于开课日期之前30日
70%	Before, but not more than [30] days before the Course Commencement Date 在开课日期之前,但不早于开课日期之前30日
0%	After the Course Commencement Date 在开课日期之后

Application fee is non-refundable. 申请费将不予退还。

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).

冷却期

在签署标准PEI-学生合同之后,学院为学生提供7工作日冷却期。在这7日内,不论是否开课日期已过,学生均可向学院提交书面退学通知,并会收到由学院提供的最高退费金额,(其中扣减学生已用学费部分,若退学日期晚于开课日期且学生已开始上课、杂费中规定的学院管理费以及已妥当支付/应付的任何适用的银行手续费)。

6. 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.

退学政策 - 学生如在开课前/后申请退学,必须向学生服务部门主管提交书面申请,学生如果未满18岁,必须附上父母/监护人的同意信,学生必须缴付未缴纳的全部学费,该请求应遵循我院的退款政策。学院将在4周内给予学生书面答复是否批准申请。一旦退学申请批准后,学院将立即通知移民厅,学生必须在3天内将护照及学生证交给学院办理取消学生证。

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7. 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.

转校政策 - 已被我院录取的学生, 如在开课前/后申请转校, 必须向学生服务部门主管提交书面申请。学生如果未满18岁, 必须附上父母/监护人的同意信, 学生必须缴付未缴纳的全部学费, 该请求应遵循我院的退款政策。学院将在4周内给予学生书面答复是否批准申请。一旦转学申请批准后, 学院将立即通知移民厅, 学生必须在3天内将护照及学生证交给学院办理取消学生证。

8. 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.

转换课程政策 - 已被我院录取的学生, 如在开课前/后申请转换课程, 必须向学生服务部门主管提交书面申请。学生如果未满18岁, 必须附上父母/监护人的同意信。该请求应遵循我院的退款政策。

• 转换课程手续费: \$500

学院将在4周内给予学生书面答复是否批准申请。一旦申请批准后, 学院将立即通知移民厅, 同时签署新的标准学生合同。

9. Students are required to refer to the regulations governing course deferment, refund and withdrawal in the Student Contact.

学生需要认真阅读学生合约上有关推迟入学, 退费和退学的相关规定。

10. Expulsion – Students may be expelled under the following circumstances, from the programme of study is:
- Engaged in any illegal activity or in conduct unbecoming of a student. Further details are outlined in the Student Handbook.
  - 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.

开除条例 - 有违反下列条例、校规的学生将被开除。

- 从事任何非法活动或不当行为的学生。详情见学生手册
- 延迟交付学费或一贯迟到、缺课
- 参与任何欺骗或剽窃行为

11. 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.

费用缴交 - 学生须按照收费清单缴纳全部费用, 除非学院与学生之间另有书面商定。如果延期交费, 学生需要另行缴纳行政管理费。

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### 12. Attendance

- Students shall attend classes punctually and regularly and should be present in the College from 09.00 AM 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.
- 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.

#### 出勤率

- 学生必须严格遵守学校的作息时间表，从上午9点到下午4点应在校。如迟到将被视为缺勤。
- 学生如需请假，必须以递交书面申请表给相关系主任确认批准。除非学生请假获得系主任批准，否则将被视为缺勤。
- 如果学生因病缺席，必须出示有效地医生证明，否则将被视为缺勤。
- 出勤率低于90%的学生将被取消参加考试的资格。
- 学生必须参加考试，外出活动及毕业典礼。
- 考试日期、时间是统一和固定的，不得更换考试日期和时间，更不可无充分理由缺席。不能够准时出席考试可能导致考试成绩为0。

### 13. The terms and conditions cited in this Enrolment Form for Local 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.

本地学生课程申请表引用部分学院规章制度。学院有权对上述规章制度作出更改。

### 14. 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:  $Y/Z \times 6$  (Y is the total course fees; and Z is the total duration of Course in months).

All course fees paid (except 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.

学院实施私立教育理事会 (CPE) 所规定的保险措施来执行“学费保障计划” (以下简称“FPS”)，以保障所有本地及国际学生。在此计划下，学院可直接收取学生学费。学院会依照 FPS 规定收取学生缴纳的均等分期付款金额，而且每笔收款均不超过按以下公式计算的收款限额： $Y/Z \times 6$  (Y 代表总学费；Z 代表课程总持续时间 (按月计))。

所交费用 (除了申请费和消费税) 都将受到学费保障计划 - 学费保险的保障。学院指定的保险公司为 Lonpac Insurance Bhd. 保险证书将在学生交付学费的同一天发到学生的电子邮箱。保险有效期从交付学费之日起至下次交费日期或课程结束之日止 (视何者为先)。保险证书原件将交由学生保管。

有关学费保障计划的详情及查询是否被保，请查询 CPE 网页 ([www.cpe.gov.sg](http://www.cpe.gov.sg))。

学生可上学院网站 [www.sheltoncollege.edu.sg](http://www.sheltoncollege.edu.sg) 了解 CPE 及 Lonpac Insurance Bhd 签订的且学院特别出于投保目的同意加入的主保险协议。“主保险协议”特别阐明了在哪些情况下 Lonpac Insurance Bhd 应向学生赔偿其已付的费用。

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### 15. Medical Insurance

The College has in place a medical insurance scheme for all its students as required by CPE under EduTrust certification scheme. This medical insurance scheme provides for the following throughout the course duration:

#### A. Hospitalisation and Surgical Insurance

1. An annual coverage limit of S\$20,000;
2. B1 ward in government and restructured hospitals
3. Intensive Care Unit
4. Hospital Miscellaneous Expenses
5. Anesthetist's Fee
6. Surgeon's/Surgical Fee
7. In-Hospital Physician's Visits
8. Post-Hospitalisation Treatment up to 100 days from discharge
9. Emergency Outpatient Treatment (due to Accident only)
10. Pre-Hospitalisation/Surgery Specialist's Consultation
11. Pre-Hospitalisation/Surgery Diagnostic Services
12. AXA Assistance Fee
13. 24 hours worldwide cover for hospitalization due to illness or injury, not applicable when travels expressly for treatment outside of Singapore.

#### B. Personal Accident Insurance

1. Accidental Death: S\$10,000
2. Permanent Disablement: S\$10,000

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. A copy of the Insurance Policy is available at the College website [www.sheltoncollege.edu.sg](http://www.sheltoncollege.edu.sg).

学院已按照私立教育理事会 (CPE) 的教育信托保障计划 (EduTrust) 规定下安排了医疗保险计划以保障所有的学生。该医疗保险计划为每位学生在整个课程持续期间提供:

#### A. 住院和手术保险

- |                    |                                  |
|--------------------|----------------------------------|
| 1. 每年承保限额20,000 新元 | 8. 出院后治疗(出院后100天之内)              |
| 2. 政府及重组医院B1病房     | 9. 紧急出诊(只限意外事故)                  |
| 3. 加护病房            | 10. 住院/手术前专科门诊                   |
| 4. 医院杂费            | 11. 住院/手术前诊断费用                   |
| 5. 麻醉师费用           | 12. AXA协助费用                      |
| 6. 外科医生/手术费用       | 13. 24小时全球住院保险(疾病或受伤,不包括专程出国治疗者) |
| 7. 住院内科医生问诊        |                                  |

#### B. 个人意外保险

1. 意外死亡: S\$10,000
2. 永久伤残: S\$10,000

学院指定的医疗保险提供方: AXA INSURANCE SINGAPORE PTE LTD.

若SC/PR或非持学生准证的国际学生已在新加坡自行参加医疗保险, 该学生可选择不参加由学院安排的医疗保险计划。学生可上学院网站[www.sheltoncollege.edu.sg](http://www.sheltoncollege.edu.sg)阅读有关保险计划。

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

# Enrolment Form for Local Students

## 本地学生课程申请表格

### Part IX: STUDENT ACKNOWLEDGEMENT (学生宣誓)

#### STUDENT ACKNOWLEDGEMENT (学生确认)

I hereby declare that I have read and understood the extract terms and conditions cited in this Enrolment Form  
我在此声明我已看过并理解这些列明在国际学生课程申请表中的规章制度。

I hereby apply for the course as indicted 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 VI of this Enrolment Form), refund policy of the College and pay the corresponding Application Fee (S\$53.5). I fully understand that the Application Fee S\$53.5 is non-refundable.

本人证实在此表格上所填写的所有资料均属实并正确无误，我同意遵守学院对我入学所作出的决定。若我被学校录取，我同意遵守学院的章程和学生手册的规定（部分内容请参照该申请表第六部分），及退款政策，我完全理解：\$53.5新币的申请费是不能退还的。我再次郑重声明我所递交的资料完整、属实。

\_\_\_\_\_  
Application Name & Signature (申请人姓名和签字)

\_\_\_\_\_  
Date (日期) Witnessed by (见证人)

\_\_\_\_\_  
Name & Signature of Parent/ Guardian (父母/监护人姓名和签字)

\_\_\_\_\_  
Agent' s Signature (中介签字)

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