

ENROLMENT FORM NEW / CONTINUING STUDENTS

PHOTO

New Students Continuing Students

COURSE SELECTION

Please tick (✓) the appropriate box.
Please * delete where inapplicable

Enr No.: _____
 FPS _____

<input type="checkbox"/> SAA-GE Diploma in Business Management	<input type="checkbox"/> SAA-GE Advanced Diploma – Accounting and Finance <input type="checkbox"/> SAA-GE Advanced Diploma – Business Management	
Mode of Study <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Intake / Month	Year

For Advanced Diploma (Accounting and Finance / Business Management) applicants, please indicate:
Do you wish to apply for **Advanced Standing (Credit) or Exemptions** of subjects from previous studies taken Yes No

If 'YES', please submit relevant documents to support your request: programme outline; course outline, method(s) of assessment; contact hours, duration of programme; and a list of textbooks used. Please note that all programme and course information should be from official educational institution publications or handouts; and official English translations are required for documents in another language.

Mode of Payment of Tuition Fees Payable (as per Course Fee Schedule) : Instalment Single Payment
Please indicate : Bank Loan Required Company-Sponsored *(please complete part B)*

Confidentiality policy: Data and information collected will be treated as confidential and is for official use by the SAA-GE only. Unless requested by government agencies, written permission will be obtained from you if the data is used for purposes beyond the original intent, as specified in the SAA-GE's Personal Data Protection Policy.

NEW Students - fill in all fields from Section A – J
Continuing/Progression Students - fill in Section A denoted by * . Any updates, fill in as necessary.

(A) PERSONAL DETAILS

*Name (as it appears in NRIC/FIN/Passport) :			* NRIC / FIN No. :	
S'pore Home Address :			Postal Code	
*Date of Birth :	Nationality :	Race :	Gender : * Male / Female	
Contact Nos : (H)	(O)	* (HP)	*Email :	

(B) COMPANY INFORMATION (if sponsored by company)

*Company Name:	*UEN No.	
*Company Address:		
*Contact Person:	*Contact Nos	*Email:

(C) CURRENT STATUS OF FOREIGNERS IN S'PORE		FIN :	
Type of Pass Held : <input type="checkbox"/> EP <input type="checkbox"/> WP <input type="checkbox"/> S Pass <input type="checkbox"/> DP <input type="checkbox"/> LTSVP <input type="checkbox"/> STP (Another School)		Expiry Date :	
Name of Employer/Current School :		Start Date :	End Date :
Current Designation/Course :			
		Contact No. :	

*** (D) EMERGENCY CONTACT**

Name :	Relationship :	Tel :
Home Address :		Postal Code

(E) PARENT'S / GUARDIAN'S DETAILS (if applicable)

Name of Parent / Guardian :		NRIC / FIN No :	
Home Address :		Postal Code	
Contact Nos : (H)	(O)	(HP)	Email :

(F) ENGLISH LANGUAGE PROFICIENCY

Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If 'NO', please indicate below any English proficiency test taken in the last 2 years :			
<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL	<input type="checkbox"/> GCE 'O' / 'A' Levels	<input type="checkbox"/> Others : _____
Test Date : _____		Score / Grade	Attained : _____

(G) EDUCATIONAL QUALIFICATIONS (chronological order)

Name of Institution	Country	From (mm/yyyy)	To (mm/yyyy)	Qualification / Award

(H) EMPLOYMENT DETAILS (chronological order)

Name of Company	Designation	From (mm/yyyy)	To (mm/yyyy)	Nature of Duties

(I) DISABILITY /SPECIAL NEEDS

Do you have a disability or long term medical condition which may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'YES', please indicate type of disability or medical condition : _____	

(J) HOW DID YOU GET TO KNOW SAA GLOBAL EDUCATION?

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Media _____ (please state) | <input type="checkbox"/> Referral from friend | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Recruitment Agent : _____ (please state) | <input type="checkbox"/> Others : _____ (please state) | |

PRE-COURSE COUNSELLING

Pre-Course counselling is a process whereby SAA-GE matches the aspirations of prospective students with the course learning outcomes by :

- i Assessing prospective students' educational needs based on their proficiencies;
- ii Providing appropriate guidance and advice on the suitability of the courses available; and
- iii Providing career guidance relating to the courses available.

In addition, SAA-GE will also provide the following up-to-date information to facilitate an informed decision by its prospective students.

Note : SH - Student Handbook

No.	ITEMS	REFERENCE
1	About SAA-GE	Student Handbook
2	Quality Assurance @ SAA-GE	Student Handbook
3	School Location, Facilities and Infrastructures	Student Handbook
4	Application Requirements and Procedures	Student Handbook
5	Standard Student Contract	Student Handbook
6	Student Conduct & Discipline	Student Handbook
7	Attendance Requirement	Student Handbook
8	Admission Requirements /English Proficiency Requirement and Exemptions	Course Brochure
9	Course Modules and Outlines	Course Brochure
10	Course Duration and Assessment Schedules	Course Schedule
11	Type of Certification Awarded	Course Brochure
12	Educational Advancement and Career Prospects	Course Brochure
13	Promotion and Award Criteria	Student Handbook
14	Fee Payable, Fee Schedule and Payment Methods	Student Handbook
15	Refund Policy and Procedures	Student Handbook
16	Course/Class Transfer, Deferment and Withdrawal Policy and Procedure	Student Handbook
17	Fee Protection Scheme and Medical Insurance	Student Handbook
18	Student Support Services	Student Handbook
19	Student Feedback and Grievances Policy	Student Handbook
20	Relevant Singapore Laws	Student Handbook
21	Reference to Committee for Private Education (www.cpe.gov.sg)	

DECLARATION

- 1 I hereby apply for admission in accordance with the Act, by-law and rules of the Awarding Body and SAA-GE and declare that I have read all the brochures provided.
- 2 I warrant that all information submitted in this form is true and accurate and undertake to notify SAA-GE promptly of any changes. Where I have provided personal data relating to other individuals (including minors), I represent and warrant that I am authorised to provide their personal data to SAA-GE and have obtained their consent to the collection, use, processing, storage and disclosure of their personal data in accordance with the purposes reasonably required in connection with SAA-GE's provision of services.
- 3 In submitting my personal data to SAA-GE and signing this form, I acknowledge and consent to SAA-GE's collection, use, process, storage or disclosure of my personal data for the purposes reasonably required in connection with SAA-GE's provision of services, including but not limited to those purposes specified in its Personal Data Protection Policy. I also consent to the disclosure of my personal data to the third party service providers, agents, affiliated companies and/or other third parties, whether within or outside Singapore, for one or more of the abovementioned purposes.
- 4 I agree to receive general updates and notifications relating to my enrolment from SAA-GE either in person, through email, SMS or phone call.
- 5 I confirm that I have gone through the Pre-Course Counselling exercise and understand SAA-GE's policies and regulations (eg. refund, withdrawal, FPS, student contract, etc.). I shall be bound by all policies, regulations and terms & conditions, which may thereafter be amended from time to time at the discretion of SAA-GE.
- 6 I understand that it is my responsibility to find out about the course membership (where applicable) with the Awarding Body, eg. exemption, examination, membership, etc.

Applicant's Signature

Parent or Guardian's Signature
(If applicant is below 18 years of age, parent or guardian's signature is required.)

Date (dd/mm/yyyy)

FOR OFFICIAL USE ONLY

DOCUMENT CHECKLIST

No.	ITEMS	CHECK
1	Duly completed Enrolment Form	
2	Copy of NRIC / Passport / STP / Others	
3	1 Passport-sized photograph	
4	Copy of Student Membership Card (where applicable)	
5	Original SAA-GE Vouchers (if any)	
6	Copy of Discount Scheme Card / Student Card (where applicable)	
7	Copy of *EP / S Pass / WP / DP / LTSVP / STP with another School	
8	Copy of Educational Certificates / Transcripts	
9	Proof to support Advanced Standing (Credit) or Exemption Request	
10	Copy of * IELTS / TOEFL / other English Proficiency Test Certificate (if any)	
11	Copy of Resume (where applicable)	
12	Copy of Personal Medical Insurance Policy (where applicable)	
13	Duly Completed University Membership Form (where applicable)	
14	Letter of Approval from other PEI (if student is holding a STP from another school)	
15	Letter of Approval from ICA for those holding a LTSVP	

Pre-Course Counselling has been conducted by _____ on _____.
(staff's name & signature) *Date (dd/mm/yyyy)*

Admission procedure has been adhered to and pre-course counselling has been properly conducted.

Checked by Head of Operations / Academic: _____
(signature)

REMARKS