

ENROLMENT FORM NEW/CONTINUING/PROGRESSION STUDENTS

(√) Tick on the appropriate box(es).

New Students Continuing Students Progression Students

Enrolment No.: _____

COURSE SELECTION

FPS: _____

<input type="checkbox"/> ACCA	<input type="checkbox"/> CAT	<input type="checkbox"/> ATTS	<input type="checkbox"/> CIMA
<input type="checkbox"/> CEP	<input type="checkbox"/> LCCI	<input type="checkbox"/> Others (please state):	

Modules Enrolling For			
1		4	
2		5	
3		6	
Mode of Study <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Intake/Month	Year
			Student Membership No.

I am intending to sit for examinations **OR**

I am study for knowledge purpose (may not qualify to sit for examinations)

Please indicate: NTUC- UTAP Funding SkillsFuture Credit 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 – H.

CONTINUING/PROGRESSION Students – Fill in Section A denoted by *. Any updates, fill in as necessary.

(A) PERSONAL DETAILS

*Name (as in NRIC/FIN/Passport):			
Singapore Home Address:			
Date of Birth:	Nationality:	Race:	Gender: Male / Female
Contact No.: (HP)	(O)	(H):	Email:

(B) COMPANY INFORMATION (if sponsored by company)

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

(C) CURRENT STATUS OF FOREIGNERS IN SINGAPORE

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)	*Pass Expiry Date:	
Name of Employer/Current School:	Start Date:	End Date:
Current Designation/Course:		
Home Address in Country of Origin:	Contact No.:	

(D) EMERGENCY CONTACT DETAILS

*Name:	*Relationship:	*Tel:
Home Address:		

(E) PARENT/ GUARDIAN'S DETAILS (if student is below 18 years of age)

Name of Parent/Guardian:			
Home Address:			
Contact No.: (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:			
<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) 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: _____

(H) HOW DO YOU GET TO KNOW SAA GLOBAL EDUCATION?

Media _____ (please state) Referral from friend Internet

Recruitment Agent _____ (please state) 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: Student Handbook is available on the website

No.	PRE-COURSE COUNSELLING 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	<input type="checkbox"/> 90% International Students <input type="checkbox"/> 75% Letter of Certificate of Attendance/ Exam Requirement
8	Admission Requirements /English Proficiency Requirement and Exemptions	Course Prospectus
9	Course Modules and Outlines	Course Prospectus
10	Course Duration and Assessment Schedules	Course Prospectus
11	Type of Certification Awarded	Course Prospectus
12	Educational Advancement and Career Prospects	Course Prospectus
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

- 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.
- 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.
- 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.
- (Applicable to ATTS Specialist Certificate in Taxation only)** I authorize the Awarding Body and SAA-GE to collect and use information regarding my Enrolment and Exam Results, and data from official student records of any educational institution necessary to make any informed decision about the application or matters that concern my Enrolment (collectively, "**Data**"), for the purpose of Enrolment, administering and improving the course, responding to feedback and queries, communication with me regarding the course (e.g. through SMS/email), publications relating to the course, providing course info, and any other purposes the Awarding Body and/or SAA-GE may reasonably require to provide the services and certification I have requested (collectively, "**Purposes**"). I further authorize the Awarding Body and SAA-GE to disclose the **Data** to Government agencies in accordance with legal requirements, and to each other and ISCA and/or its authorised representatives for the **Purposes**. I agree that ISCA may collect, use and disclose the Data on behalf of the Awarding Body.
- I confirm that I have gone through the Pre-Course Counselling exercise and understand SAA-GE's policies and regulations in respect to the Pre-Course Counselling items mentioned above. 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.
- I understand that it is my responsibility to find out about the course membership (where applicable) with the Awarding Body, e.g. exemption, examination, membership, etc.

Applicant's Signature

Parent's / Guardian's Signature
(if the 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 ACCA Student Membership documents (e.g. myACCA Login Page) (applicable for ACCA & CAT)	
5	Original SAA-GE Vouchers (if any)	
6	Copy of Discount Scheme Card (where applicable)	
7	Copy of *EP / S Pass / WP / DP / LTSVP / STP with another School	
8	Copy of Educational Certificates / Transcripts	
9	Copy of *IELTS / TOEFL / other English Proficiency Test Certificate (if any)	
10	Copy of Personal Medical Insurance Policy (where applicable)	
11	Letter of Approval from other PEI (if student is holding a STP from another school)	
12	Letter of Approval from ICA for those holding a LTSVP	

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

Student has met the course entry and admission requirements.

Checked by * Head of Academic / Programme _____ (signature) ON _____ (date dd/mm/yyyy).

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

Checked by * Head of Student Support Services / Team Leader _____ (signature) ON _____ (date dd/mm/yyyy).

* delete as appropriate

REMARKS
