

ENROLMENT FORM ICAEW CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS

Important Note:

Please ensure that you have filled-up the student registration form for ICAEW Certificate in Finance, Accounting and Business.

(√) Tick on the appropriate box(es).

New Students Continuing Students

Enrolment No.: _____

Intake and Year: _____

FPS: _____

| TUITION FOR ICAEW CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS | TUITION |
|---|--------------------------|
| Accounting | <input type="checkbox"/> |
| Assurance | <input type="checkbox"/> |
| Business Technology and Finance | <input type="checkbox"/> |
| Law | <input type="checkbox"/> |
| Management Information | <input type="checkbox"/> |
| Principles of Taxation | <input type="checkbox"/> |

Please indicate: NTUC-UTAP 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 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'S 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 AND MATHEMATICS 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) EDUCATIONAL QUALIFICATIONS *(chronological order)*

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

(H) EMPLOYMENT DETAILS *(chronological order)*

Please indicate if it is an Accredited Training Organisation (ATO) company

| 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 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.

| 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"/> 75% Letter of Certificate of Attendance/Examination Requirement | Student Handbook |
| 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.
- I agree to receive general updates and notifications relating to my enrolment from SAA-GE either in person, through email, SMS or phone call.
- 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 and signed enrolment form | |
| 2 | Certified true copy of NRIC / Passport / Others | |
| 3 | Certified true copy of *EP / S Pass / WP / DP / LTSVP / STP with another School | |
| 4 | Certified true copy of Academic Certificate(s) / Transcript(s) | |
| 5 | Degree programme course outlines | |
| 6 | Original SAA-GE Vouchers (if any) | |
| 7 | 1 Passport-sized photograph | |
| 8 | Certified true copy of IELTS / TOEFL / other English Proficiency Test Certificate (if any) | |
| 9 | Copy of Personal Medical Insurance Policy (where applicable) | |
| 10 | Letter of Approval from other PEI (if student is holding a STP from another school) | |
| 11 | Letter of Approval from ICA for those holding a LTSVP | |
| 12 | ICAEW Acceptance documents | |

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

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|---------|
| REMARKS |
|---------|