



## Course Application Form 课程申请表

**FOR OFFICIAL USE ONLY 只供学校使用**

**Application Number:** \_\_\_\_\_

### SECTION 1: STUDENT'S PARTICULARS 学生资料

<b>Student's Name</b> (in BLOCK letters) 学生姓名 (请用大写字母填写)		Please Affix a Recent Passport Size Photograph  Photograph must be in full colour with white background  请附上一张认证人证实过的面冠、彩色、护照相大小的照片
<b>Chinese Name</b> (if applicable) 中文姓名 (如适用)	<b>Race</b> 种族	
<b>Nationality</b> 国籍	<b>Date of Birth</b> (dd/mm/yyyy) 出生日期 (日/月/年)	
<b>Place of Birth</b> 出生国家	<b>Passport Number</b> 护照号码	
<b>Passport Issue Date</b> (dd/mm/yyyy) 护照签发日期 (日/月/年)	<b>Passport Expiry Date</b> (dd/mm/yyyy) 护照有效期 (日/月/年)	<b>Gender</b> 性别 Male / Female
<b>Student Resident Status</b> 学生居留身份	<input type="checkbox"/> Student Pass Holder 学生证 <input type="checkbox"/> Permanent Resident (PR) 永久居民 <input type="checkbox"/> Dependent's Pass 家属准证 <input type="checkbox"/> Others 其它	
<b>FIN Number</b> (if applicable) 居留证件号码 (如有)		
<b>Local Contact Number</b> 本地联络号码		
<b>Email Address</b> 电子邮箱		
<b>Address in Home Country</b> 主国住址		
<b>Address in Singapore</b> 新加坡地址		
<b>Education Background</b> 教育背景		
<b>Highest Level Completed</b> 最高学历		<b>Country</b> 国家

**Emergency Contact 紧急联络人资料**

☐ Father 父亲      ☐ Mother 母亲      ☐ Guardian 监护人      ☐ Others 其它人

Mobile Phone Number

手机号码

Relationship (if tick on Others)

关系 (如选择 '其它人')

**SECTION 2: PARENT'S PARTICULARS 父母资料**

	Father 父亲	Mother 母亲
Name 姓名		
IC / Passport Number 身份证 / 护照号码		
Nationality 国籍		
Date of Birth (dd/mm/yyyy) 出生日期 (日/月/年)		
Occupation 职业		
Residence Phone Number 住家电话		
Mobile Phone Number 手机号码		
Email Address 电子邮箱		

**SECTION 3: GUARDIAN'S PARTICULARS (if available) 监护人资料 (若有)**

Guardian's Name 监护人姓	IC / Passport Number 身份证/护照号码
Nationality 国籍	Residence Phone Number 住家电话
Mobile Phone Number 手机号码	Email Address 电子邮箱



SECTION 4: AGENT'S PARTICULARS (if applicable) 中介资料 (若有)	
Name of Company 中介公司名称	Agent Representative 咨询顾问姓名
Country 国籍	Email Address 电子邮箱
Office Phone Number 公司电话	Mobile Phone Number 手机号码
<b>How did you get to know about Ascensia International School?</b> 您是怎样知道愛信国际学校？ <input type="checkbox"/> Agent 中介 <input type="checkbox"/> Media (e.g. Newspaper, Internet) 媒体 (比如: 报纸, 网络) <input type="checkbox"/> Friends or Relative, Name 亲戚/朋友, 姓名 _____ <input type="checkbox"/> Sibling, Name 兄弟姐妹, 姓 _____ Year in Ascensia International School _____ 在哪一年就读于愛信国际学校 _____	

SECTION 5: COURSE APPLYING FOR 报读课程	
Course Code 课程编号	Course Title 课程名称
<input type="checkbox"/> CP-P(1-6)-12	Preparatory Course for Cambridge Primary (Year ____) 剑桥国际小学课程
Optional <input type="checkbox"/> YES (要) <input type="checkbox"/> NO (不要)	Preparatory Course for Admission to Government Schools (Primary ____) 政府小学入学预备课程 (小____)
<input type="checkbox"/> IGCSE-LS24	Preparatory Course for Cambridge International General Certificate of Secondary Education (IGSCE) (Lower Secondary Division) 国际普通中等教育证书(IGCSE)课程-初级
<input type="checkbox"/> IGCSE-US24	Preparatory Course for Cambridge International General Certificate of Secondary Education (IGSCE) (Upper Secondary Division) 国际普通中等教育证书(IGCSE)课程-高级
Optional <input type="checkbox"/> YES (要) <input type="checkbox"/> NO (不要)	Preparatory Course for Admission to Government Schools (Secondary ____) 政府中学入学预备课程 (中____)
<input type="checkbox"/> CIE-AS12	Preparatory Course for Cambridge International General Certificate of Education (Advanced Subsidiary Level) Examination 剑桥国际 AS 水准预备课程
<input type="checkbox"/> CIE-AL12	Preparatory Course for Cambridge International Examinations (Advance Level) 剑桥国际 A 水准预备课程
<input type="checkbox"/> OL-44	Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) (Intensive) 新加坡剑桥普通教育 ‘O’ 水准考试预备密集课程
<input type="checkbox"/> OL-64	Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination 新加坡剑桥普通教育 ‘O’ 水准考试预备课程
<input type="checkbox"/> AL-64	Preparatory Course for Singapore-Cambridge General Certificate of Education (Advance Level) Examination 新加坡剑桥普通教育 ‘A’ 水准考试预备课程
<input type="checkbox"/> AEP12	Certificate in Academic in English Programme 学术预备英文课程
<b>For Preparatory Courses – Intention of taking the AEIS/S-AEIS examination</b> 是否报考 AEIS/S-AEIS 考试	
<b>AEIS Exam</b> <input type="checkbox"/> YES (要) <input type="checkbox"/> NO (不要)	<b>S-AEIS Exam</b> <input type="checkbox"/> YES (要) <input type="checkbox"/> NO (不要)
SECTION 6: PERIOD OF STUDY FOR STUDENT 学生课程周期	
Commencement Date of Studies (DD/MM/YYYY): _____ / _____ / _____	
Course Completion Date (DD/MM/YYYY): _____ / _____ / _____	
* Date on which student starts attending and completing of Course 学生开始上课到结课日期	

## SECTION 7: NOTES & DECLARATION

I have signed the "Advisory Note for Students".

我以签署 “确认学校资料和课程的说明”

I declare that all information provided in this application is true and accurate.

我在此所提供的所有资料均属实并正确

I understand that the application fee is non-transferable and non-refundable.

我了解报名费是不可转让也是不予退还的

I hereby grant permission to the school and its appointed partners, the right to use the photograph(s), name and video recording of myself / my child / ward for promotion purposes as well as in print and digital media which are produced by the school in relation to its operation.

我在此授权给学校或其指定的合作伙伴，使用我/我的孩子的照片、名字和视频用于宣传学校相关活动

I grant permission for my child / ward to attend all school organized activities held outdoors for holistic learning purposes and will not hold the school responsible for any mishap that may occur during such activities.

我同意我的孩子参加学校组织的户外活动，如果在此期间发生任何的事故均与学校无关

Name & Signature of Student / Parent / Guardian

学生/家长/监护人姓名与签名

(signed by Parent or Guardian if student is below 18 years old)

(若学生未满 18 岁，家长或监护人必须代签)

Date

日期

All information will be kept strictly confidential and will not be divulged to external parties without approval from the student unless any such disclosure is required for the purpose of fulfilling the school's obligation as a Private Educational Institution.

所有学生资料是保密和绝对不向外泄露，除非获得学生同意或是按照私立机构应尽的义务下，方可公开资料

SECTION 8: APPLICATION CHECKLIST & ADDITIONAL INFORMATION 申请清单与附加信息	
NO.	HAVE YOU INCLUDED 请附上以下文件
1	A copy of student's passport 学生护照复印件
2	A copy of student's highest education certificates and transcripts (Original & English translated and notarized) 学生最高学历及成绩公证书 (中英文)
3	A copy of student's Birth Certificate (Original and English translated and notarized) 学生出生公证 (中英文)
4	Two (2) Passport-Sized Photographs of the students (full colour with white background) 学生护照型照片 2 张 (白底彩色)
5	* Student's Pass (ICA) Application Form – eForm 16 and FormV3 * 学生准证 (ICA) 申请表格 - eForm 16 与 Form V36
6	Advisory Note to Students 学校资料和课程说明确认单
7	Student Pre-Course Counselling Checklist 学生报读辅导清单
8	Divorce Certificate / Death Certificate of Parent(s) if applicable 父母离婚/死亡证书 (中英文) [若有]
9	A copy of student's Family Card (for Indonesian Students) 学生家庭卡复印件 (印度尼西亚学生)
10	For students who are transferring from another school in Singapore 新加坡他校的转校生须附上: a. A Copy of Student's Pass 学生准证复印件 b. A Copy of Student's Progress Report / Result Slips 学生成绩单或学习进展报告复印件
11	For students from visa-required countries, the following documents are also required for Student Pass application 来自需签证国家的学生申请学生准证须呈交以下文件: a. Saving Accounts / Bank Statement / Fixed Deposit Accounts showing minimum \$30,000 in the account and within a minimum period of 3 months from the time of document submission, there has to be no withdrawal of that amount. 银行存款证明, 显示存款不低于新币 3 万元, 并且由提交文件当日计算起的最少三个月内, 该笔存款不会被提取. b. Parents' monthly salary statements (Original and English translated) 学生本人 (如有工作)、父母、配偶 (如已婚) 的工作单位证明, 须注明年限、职位和月收入 (英文翻译)
12	Applicable for students aged 12 and below a. A Copy of student's Diphtheria and measles vaccination report (Original and English translated and notarized) 12 岁及以下学生疫苗公证 (中英文)
<p>* All international students, excepts Singapore PRs and Employment Pass holders must apply for a Student's Pass from the Singapore Immigration &amp; Checkpoints Authority (ICA) before the commencement of the course.</p> <p>* 除了新加坡永久居民及工作准证持有者, 所有国际学生必须申请学生准证.</p>	

#### SECTION 9: TERMS AND CONDITIONS 相关条款

- 1 The school must verify that the student satisfies the entry requirements for the course before the student proceeds with the application process.  
校方须先审查申请人符合入学资格才开始办理入学手续.
- 2 The Application Fee of S\$535 / S\$214 (inclusive of 7% GST) must be paid in full upon the submission of the application form. The Application Fee is non-refundable and non-transferable.  
申请人须在递交申请表格时缴交\$535 或\$214 的报名费. 此报名费不予退还, 也不予转让.
- 3 Payment can only be made in Cash / Cheque / Telegraphic Transfer (TT) / Bank Draft. Bank charges for TT in both countries have to be borne by students.  
学费只可以用现金/电汇/银行汇款/支票附款. 银行电汇费由学生自付.
- 4 After the payment for the application is made, the school will issue a Letter of Offer with payment details to the student.  
递交申请并缴申请费后, 校方将发出录取通知书及付款通知书.
- 5 All Fees must be paid one month before the commencement of the course and after signing of the student contract.  
学生必须在开课一个月前缴清学费及签署学生合约.
- 6 An administration fee of S\$107 (including 7% GST) is applicable upon the request for any change to the date for joining an already registered course or change of level after the student has been enrolled into a registered course with the school.  
在家长或学生提出申请, 要求更换一项已报课程的开课日期, 或在学生已被录取后要求更换所上课程的年级, 院方将收取新币 107 元 (含消费税) 的行政费.

#### SECTION 10: FEE PROTECTION SCHEME (FPS)

As stipulated by the Committee for Private Education (CPE) part of Skillsfuture Singapore Agency - Ascensia International School has a Fee Protection Scheme through an insurance facility. The insurance facility is underwritten by Liberty Insurance Pte Ltd.  
按照新加坡私立教育理事会的规定, 爱信国际学校通过利宝保险私人有限公司提供学费保障计划.

<b>SECTION 11: REFUNDS FOR WITHDRAWAL WITHOUT CAUSE 自动退学退款</b>	
<b>% of Total Fees Paid (excluding application fee) 已缴全学费的百分比 (不含申请费)</b>	<b>If Student's written notice of withdrawal is received 学生退学申请书收到日期</b>
90%	("Maximum Refund") More than 30 days before the Course Commencement Date 在课程开始 30 天以前 (最高退款额)
50%	Before, but not more than 30 days before the Course Commencement Date 课程开始前 30 天内
25%	After, but not more than 7 days after the Course Commencement Date 课程开始后 7 天内
0%	More than 7 days after the Course Commencement Date 课程开始 7 天以后

The following are non-refundable 以下款项不予退还:

1. Fee paid to SEAB (Singapore Exams and Assessment Board)  
缴交给新加坡考试与评鉴局的费用
2. Fee paid to ICA (Immigration and Checkpoints Authority)  
缴交给移民厅的费用

\* The information is correct at the time of printing but the School reserves the right to amend the information and fees without further notice  
此份资料在印刷时为正确。学院保留无须另行通知进行修改的权利

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<input type="checkbox"/> The above student meets the entry requirements and is eligible to join the course. <input type="checkbox"/> The above student does not meet the entry requirements for the course and may not join the course.		
_____	_____	_____
Name and Signature	Designation	Date
Student ID: _____	Sales Consultant: _____	
Receipt number for Application Fee: _____ Amount: _____		
_____		_____
Name & Signature of Staff		Date