

SAFRA Education Scheme

COURSE ENROLMENT

Closing date: 27 September 2011

For Classes Commencing: January 2012

SAFRA

To: The Executive
SAFRA Education Scheme
 Membership Benefits Dept
 SAFRA Mount Faber
 2 Telok Blangah Way
 Singapore 098803

(Affix Photo)

IMPORTANT INSTRUCTIONS:

- Please complete the form in full throughout, using only **CAPITAL LETTERS**.
- All applications with incomplete information and/or not accompanied by copies of supporting documents or photographs will **NOT** be considered for admission.
- SAFRA and SMa Institute reserve the rights to reject any application found with misrepresentation/omission of information at their sole discretion.

SECTION A

Particulars of Applicant

Applicant's Name (as in NRIC):		SAFRA Membership Category:
NRIC No.:	Date of Birth (dd / mm / yyyy):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Tel. No.:	Mbl. No.:	Marital Status (cancel accordingly): Single / Married / Divorced / Widowed
Email:		Combined Monthly Household Income:
Address:		

National Services Details

Service Outfit: Singapore Army / RSAF / RSN / SPF / SCDF	Rank:	No. of ICT Completed:
Participation in SAFRA organised activities / club activities (where relevant): (Please state event, date or name of club, position held and duration, and attach relevant supporting documents)		

SECTION B

Course Application

Have you applied for study under the SAFRA Education Scheme previously? <input type="checkbox"/> Yes <input type="checkbox"/> No -if YES, please state:	Is the previous application awarded(?) <input type="checkbox"/> Yes <input type="checkbox"/> No
Course/s Applying with SMa Institute:	Intake Date (dd / mm / yyyy):
Major (If Any):	Mode of Study: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

SECTION C

Highest Education Qualification

Full Name of School	Period of Study		Highest Qualification Attained
	From	To	

Present Employment Details		
Name of Company:	Date Joined:	Gross Monthly Salary:
Current Designation:	Supervisory Role: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Job Responsibilities:		

Past Employment Record					
Name of Company	Period of Working (month / year)		Position Held	Monthly Income	Nature of Duties
	From	To			
Total number of years of working experience from your first permanent job:					
Total number of years with supervisory experience:					

SECTION D

Private Education Act (PLEASE READ CAREFULLY!)

Under the new Private Education Act, legislated in December 2009, a Council for Private Education (CPE) was set up to regulate the private education industry in Singapore. All private education institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations.

Following are the new requirements which we have put in place in compliance with the regulations:-

1. PEI-Student Contract

As stipulated by CPE with the aim of enhancing the confidence of students and their parents in the quality of education in Singapore, we will enter into a standard PEI-Student Contract with all our students. The contract lays out the important terms and conditions governing the relationship between the student and SMA Institute of Higher Learning. We will honour the terms and conditions spelt out in the contract and in all communication materials. A copy of the standard student contract is available for inspection upon request and also on the CPE website (www.cpe.gov.sg).

2. Fee Protection Scheme (FPS)

The Fee Protection Scheme (FPS) serves to protect students' fees in the event a PEI is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore courts.

The FPS is applicable to **ALL** students (regardless of nationality and the type of passes, i.e. dependent's pass, student's pass, work permit etc). It is mandatory for all students to apply for FPS and sign a student contract when they enroll for courses with any Private Education Institution (PEI) with EduTrust Certification or seeking EduTrust Certification.

SMA Institute of Higher Learning has appointed Lonpac Insurance BHD to be FPS provider for all students. After the student signs the student contract and pays the course fee, the student will receive FPS insurance certificate via email within 3 working days. The insurance premium will be 0.9% of insured course fees subject to GST (amount payable is subject to a minimum of \$25). More details of the FPS can also be found in the FPS Instruction Manual, available at CPE's website (www.cpe.gov.sg)

3. Medical Insurance

It is compulsory for **ALL** full-time students to have medical insurance coverage for hospitalisation, outpatient and related medical treatment for the entire course duration. There are exemptions for Singaporeans, Permanent Residents and non-Student Pass holders if they are covered by their own medical insurance plan or insured under MediShield. Students who choose to opt out of the medical insurance scheme are to show proof that they have their own medical insurance before making a declaration in the PEI-student contract to opt out of the medical insurance scheme. SMA Institute of Higher Learning has appointed AIA Insurance Singapore Pte Ltd as the insurance provider. Please speak to the programme consultant in order to make informed choices.

4. Advisory Note

The PE Act also requires a student to sign an Advisory Note prior to enrolling to the chosen PEI. The advisory note must be signed and returned together with the PEI-Student Contract. This advisory note is available for inspection together with the PEI-Student Contract upon request.

Declaration of Applicant

- a) I hereby apply for the course as indicated in this form and confirmed that all information given is true and correct. SAFRA and **SMa Institute of Higher Learning (SMa Institute)** are authorised to investigate the above information for the purpose of verification.
- b) I confirmed that I have received the course information and agreed to the admission/enrolment requirements. I will abide by the decision of SAFRA and SMa Institute on my eligibility for the course mentioned.
- c) I will undertake to repay the pro-rated cost (e.g. course fee, registration/application fee, etc.) expended on my sponsored course to SMa Institute should I cease my SAFRA membership, discontinue or fail to complete the course successfully.
- d) I understand that I am responsible for all expenses (other than the sponsored tuition fee), including personal expenses while taking up my course of study with SMa Institute.
- e) I agree to release my personal particulars to the Government of Singapore (e.g Ministry of Defence) for character and National Defence (e.g in-camp training) checks.

I have attached the following with my application:

- Payment of **S\$100 +GST** for this application (non-refundable) made payable to "**SMa Institute of Higher Learning Pte Ltd**"
- Certified true copies of all academic certificates & transcripts (including GCE 'O' and/or 'A' level) and NRIC
- Copy of the original pay-slip or letter from the current employer

Applicant's Signature:

Date:

All Cheques, Banker's Guarantee or Cashier's Order should be drawn in favour of "**SMa Institute of Higher Learning Pte Ltd**". Cheques should be crossed "**A/C Payee Only**".

SECTION E

Declaration of Sponsor

Sponsor's Name (as in NRIC):

NRIC No.:

Tel. No.:

Mbl. No.:

Email:

Address:

I agree to make good any default on the part of the said applicant to repay the pro-rated cost (e.g. course fee, registration/application fee, etc.) expended on the sponsored course to SMa Institute of Higher Learning should the applicant cease his SAFRA membership, discontinue or fail to complete the course successfully.

Sponsor's Signature:

Date:

Important Notes

- a) Application for the SAFRA Education Scheme is open to all SAFRA Ordinary A (except NSF's), Ordinary B and Life members who can fulfill the basic **SMa Institute of Higher Learning** admission criteria. There is no bond attached to the Scheme.
- b) Applicants will be assessed according to their length of SAFRA membership, participation in SAFRA events/activity clubs, academic performance and working experience.
- c) University graduates will not be eligible to apply for the Scheme.
- d) All applicants will be allowed to apply for only one course under the Scheme at any one time. Previously sponsored candidates may apply again. However, priority would be given to first-time applicants.
- e) Certification of supporting documents may be made by your employer/company. In such cases, please state the name, NRIC No. and designation of the person certifying the documents.
- f) Priority will be given to applicant whose combined monthly household income is less than S\$3,000. Copy of the original pay-slip or letter from the current employer must be attached.
- g) Short-listed candidates will be required to attend more than one interview session.
- h) No course deferment is allowed.
- i) Application form must be submitted to SAFRA on or before 27 September 2011.
- j) SAFRA shall not be liable to see through the completion of the sponsored candidates' course, should SMa Institute of Higher Learning cease to operate or ends its agreement with SAFRA.
- k) The decision of both SAFRA and SMa Institute of Higher Learning is final and no further correspondence will be entertained.

**FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)**

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the “Contract”), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI’s offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI’s policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.

- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, _____, NRIC/Passport number _____,
(name of student/parent/guardian) (NRIC/passport no.)

have read and understood this advisory note before signing the Student Contract
for myself / my ward** (_____ (NRIC/passport) _____)
(name of ward)

with _____.
(name of PEI)

(signature of student or parent / guardian)

Date : _____

**Please delete whichever is inapplicable.*