



For Official Use	
<input type="checkbox"/> LOCAL	<input type="checkbox"/> INTERNATIONAL
Student Contract No: _____	

ENROLMENT FORM

New and Continuing Local Student

Continuing International Student

COURSE INFORMATION

Please tick (✓) the appropriate box.

(1) Please indicate the programme you enrolled for:

Preparatory Course for _____ Intake/Year: _____

(2) Are you an ACCA CAT ATTS registered student?

Yes, My Registration No. is _____

No (Please remember to register as ACCA/CAT member by 15 Aug of the same year for Dec exams and 31 Dec of the previous year for Jun exams. Registration as ATTS member is to be done by 15 Aug for Dec exams and 15 Feb for Jun exams.)

(3) Indicate the classes of your choice below

ENROLMENT DETAILS (ACCA/CAT/ATTS ONLY)					
	Class Code (E.g. MJF1A, CJF1J)	Revision (E.g.MRF4A)		Class Code (E.g. MJF1A, CJF1J)	Revision (E.g.MRF4A)
Module 1			Module 3		
Module 2			Module 4		

(4) Please indicate how you heard about us

Newspaper: _____ (Please state)

Referral from friend

Internet

Recruitment Agent: _____ (Please state)

Others: _____ (Please state)

*Delete where appropriate

PERSONAL INFORMATION

Data Protection Scheme SAA-GE undertakes to maintain the confidentiality of student's particulars and not to divulge the information to any third party unless required by law or other statutory regulations

Are you a continuing student with SAA-GE? Yes No

Full Name: _____ Date of Birth (DD/MM/YY): _____

*NRIC/Passport/FIN No.: _____ Pass Type: *STP/WP/EP/S-Pass/LTVP/DP Gender: MALE FEMALE

Nationality: _____ E-mail Address: _____

Contact Number: _____ (HP) _____ (Home) _____ (O)

Address: _____

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.

S/NO	ITEMS	STUDENT HANDBOOK (Page no.)
1	About SAA-GE	6 – 7
2	Quality Assurance @ SAA-GE	8 – 9
3	School's locations, facilities and infrastructures	11 – 16
4	Application requirements and procedures	Course Brochure
5	Admission requirements and exemption	17
6	Attendance requirements	27 – 31
7	Course modules and outlines	48 – 78 & Course Brochure
8	Course duration and assessment schedules	
9	Type of certification awarded	
10	Promotion and award criteria	
11	Student Contract	20
12	Fee payable, structure and methods	21 & 22
13	Refund policy and procedure	22 & 23
14	Course/Class Transfer and withdrawal policy and procedure	24 & 25
15	Fee Protection Scheme	32
16	Medical Insurance	32
17	Students support services	33
^18	Relevant Singapore laws	44
^19	Visa and student's pass application requirements and procedures	43 & 44
^20	Accommodation, cost of living and general healthcare services	46

- (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 supplied.
- (2) I certify that to the best of my knowledge all documentation and information submitted or made available by me to the Awarding Body and SAA-GE, whether in relation to any program of study or otherwise (the "information"), is true, accurate and complete.
- (3) I authorise the Awarding Body and SAA-GE to collect and release information regarding my enrolment to Government agencies in accordance with legal requirements and for the purpose of enrolment, communication (e.g. SMS/email), publications, course info and etc.
- (4) I authorise the Awarding Body and SAA-GE to obtain official student records from any educational institution necessary to make any informed decision about the application or matters that concern my enrolment.
- (5) I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.
- (6) I further understand that refusal or failure to sign this declaration, as written, may result in cancellation of my application.
- (7) I hereby declare that I have gone through pre-course counselling exercise and understand SAA-GE's school policies and regulations (e.g. 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.
- (8) ^I hereby indemnify SAA-GE for any loss/damages and any responsibilities, in the event where I cease to hold a valid Pass (STP / WP / EP / S-Pass / LTVP / Dependent Pass), that allows me to study in Singapore, before the course/term end.
- (9) I hereby indemnify SAA-GE for any loss/damages and any responsibilities, in the event where I fail to apply/enrol before course commencement date, which results in classes being missed.

Applicant's Signature

Consultant's Signature

Date (DD/MM/YY)

^ Only applicable to International Student

FOR OFFICIAL USE

- Student has met the course entry and admission requirement OR
- Student is studying for knowledge purpose (may not qualify to sit for examination)

Module	Study Manual Voucher No.	Revision Kit Voucher No.	Applicant's Signature	FPS Purchased By	Date
				Data Entry By	Date
				Filed By	Date