

PRE-COURSE COUNSELLING

Pre-Course counselling is a process whereby SAA-GE matches the aspirations of prospective students with the course learning outcomes by:

- assessing prospective students' educational needs based on their proficiencies;
- providing appropriate guidance and advice on the suitability of the courses available; and
- 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

- 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.
- 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 programme of study or otherwise (the "information") is true, accurate and complete.
- 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, etc.
- 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.
- I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.
- I further understand that refusal or failure to sign this declaration, as written, may result in cancellation of my application.
- 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.
- 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.
- 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

FPS Purchased By:	Date:	Met Entry Requirements: Yes / No Remarks:
Data Entry By:	Date:	
Filed By:	Date:	
Student ID Number:		

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.

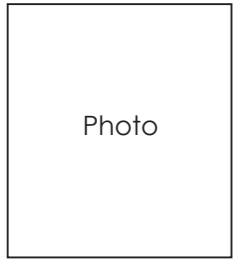


ERF Registration No.: 201001206N
ERF Validity: 20/05/2010 to 19/05/2014
EduTrust Certificate No.: EDU-3-3013
EduTrust Validity: 16/07/2010 to 15/07/2011



SAA GLOBAL EDUCATION

Quality Education • Lifetime Opportunities



Photo

New International Students

Transfer International Students from *PEI/Non-PEI School name: _____

COURSE INFORMATION

Please tick (✓) the appropriate box

Please indicate the programme title you enrolled for:

Preparatory Course for _____ Intake/Year: _____

Please indicate how you heard about us

Newspaper: _____ (Please state) Referral from friend Internet

Recruitment Agent Others: _____ (Please state)

Agent Details (If Applicable)

Agent (Company): _____ Consultant Name: _____

*Delete where appropriate

PERSONAL INFORMATION

Full Name (as in passport, underline surname): _____

Date of Birth (DD/MM/YY) _____

Passport No.: _____ FIN: _____ Occupation: _____ Gender: Male Female

Birth Cert. No.: _____ Religion: _____ Martial Status: _____

Nationality: _____ Province/State: _____ Country: _____

Expiry Date of Emp/Dep's Pass: _____ Type of Travel Document Held: _____

Travel Document No: _____ Issue Date of Travel Document: _____

Expiry Date of Travel Document: _____ Country of Issue of Travel Document: _____

Place of Issue of Travel Document: _____ E-mail Address: _____

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

Overseas Address: _____

Emergency Contact:

Name: _____ Contact No.: _____

Singapore Address: _____

ADDITIONAL INFORMATION FOR STUDENT PASS APPLICATION

List Countries in which applicant has resided for one year or more during the last five years:

Country	Address	Period of Stay	
		From	To

Applicant's Natural Parents and/or Step Parents

Full Name (As appears in travel document)	Relationship	Date of Birth	Nationality	Residential Status in Singapore	Occupation
				<input type="checkbox"/> Singapore Citizen/PF NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FinNo: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PF NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FinNo: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PF NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FinNo: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PF NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FinNo: _____ <input type="checkbox"/> None of above	

Applicant's Spouse (If Applicable)

Full Name (As appears in travel document)	Relationship	Date of Birth	Nationality	Residential Status in Singapore	Occupation
				<input type="checkbox"/> Singapore Citizen/PF NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FinNo: _____ <input type="checkbox"/> None of above	

Applicant's Siblings

Full Name (As appears in travel document)	Relationship	Date of Birth	Nationality	Residential Status in Singapore	Occupation
				<input type="checkbox"/> Singapore Citizen/PF NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FinNo: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PF NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FinNo: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PF NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FinNo: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PF NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FinNo: _____ <input type="checkbox"/> None of above	

Applicant's Educational Background (In Chronological Order)

Name of Schools	Country	State/Province	Language Of Instruction	Period of Study	Highest Educational Qualifications (Academic/Professional, please state class/division for Honours Degree)	Edu Cert No.
				From: To:		
				From: To:		
				From: To:		
				From: To:		

Applicant's Employment Background (In Chronological Order)

Name of Companies	Country	Period of Working	Position Held	Nature of Duties
		From: To:		
		From: To:		
		From: To:		
		From: To:		

Applicant's Financial Support (For Visa-required countries)

Personnel	Applicant	Applicant's Father	Applicant's Mother	Applicant's Spouse	Other Financial Support from Immediate Family Members
Average Monthly Income for Past 6 months	SGD	SGD	SGD	SGD	<input type="checkbox"/> Yes, by _____ (Please furnish details on a separate sheet) <input type="checkbox"/> No
Current Saving (e.g. fixed deposit)	SGD	SGD	SGD	SGD	

Additional Information (Applicable if Parents/Step Parents are Singapore Citizen/PR)

Applicant's Natural Parents and/or Step Parents

Full Name (As appears in travel document)	Relationship	Marital Status	Marriage Cert. No.	Marriage Date	Divorce Cert. No.	Divorce Date	Customer of Applicant
		Single/Married/ Divorced/Widowed					
		Single/Married/ Divorced/Widowed					

Education Details for Applicant's Parents/Step Parents

Full Name (As appears in travel document)	Relationship	Name of School/Colleges	Country	Highest Educational Qualifications (Academic/Professional, please state class/ division for Honours Degree)	Edu Cert. No.

Employment Details for Applicant's Parents/Step Parents

Name of Companies	Relationship	Company	Monthly Income (SGD)	Annual Income for the Past 1 year (SGD)	Avg. Monthly CPF Contribution for the past 1 year (SGD)

Additional Information (Applicable if Spouse is Singapore Citizen/PR)

Applicant's Spouse

Full Name (As appears in travel document)	Relationship	Marital Status	Marriage Cert. No.	Marriage Date	Divorce Cert. No.	Divorce Date
		Single/Married/ Divorced/Widowed				

Education Details for Applicant's Spouse

Full Name (As appears in travel document)	Relationship	Name of School/Colleges	Country	Highest Educational Qualifications (Academic/Professional, please state class/ division for Honours Degree)	Edu Cert. No.

Employment Details for Applicant's Spouse

Name of Companies	Relationship	Company	Monthly Income (SGD)	Annual Income for the Past 1 year (SGD)	Avg. Monthly CPF Contribution for the past 1 year (SGD)

Antecedent (If any of the answer is "Yes", please furnish details on a separate sheet of paper):

Have you ever been refused entry into or deported from any country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted in a court of law in any country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been prohibited from entering Singapore?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever entered Singapore using a different Passport or Name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No