

New Student Application Form

*Applicant Full Name		*NRIC/Passport	*Current whereabouts
			<input type="checkbox"/> in SG <input type="checkbox"/> out of SG
*Course Short Name	*Proposed Intake		*Study Mode
	YYYY - MM		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

Contact Details of ACE

ACE WhatsApp Number:
+65 9777 8192

ACE Email:
info@ace.edu.sg



Note:

All information and documents being collected in the enrolment process is **CONFIDENTIAL**.

By following the Personal Data Protection Act, ACE applies the relevant policies and procedures to ensure the confidentiality and security in the handling, administration and storing of students' personal data.

A. Basic Requirements from the Applicant (所有课程申请者需提供以下文件)

- 1. Photocopy of NRIC/Passport and or Valid Pass in Singapore (e.g. Long Term Visit Pass, Work Pass, etc)**
个人护照复印件 (新加坡人和永久居民无需提供此文件)
- 2. Highest Education Certificates (Original and Notarized)**
最高学历公证书 (原件, 以及英文公证)
- 3. Transcripts of Academic Results of Highest Award Certificates, Grading Systems (Original and Notarized)**
最高学历的科目成绩单公证书 (原件, 以及英文公证)
- 4. Photocopy and Original Copy of Certificates for TOEFL/IELTS/GRE/GMAT results (if applicable)**
托福/雅思/GRE/GMAT 等其他英文成绩的成绩单原件 (如果有)
- 5. Digital coloured passport size photo with white background**
护照照片彩色电子版 (白色底)
- 6. Complete this form including Pre-Course Counseling session and pay the Application Fee**
完整填写这个表格及入学前咨询确认书, 以及支付报名费

B. Additional Documents to Apply for a Student's Pass (需要学生证的申请需提供以下额外文件)

- 1. Duly completed Singapore Immigration and Checkpoints Authority (ICA) eForm 16 and Form V36**
完整填写以及签名的新加坡移民局表格 eForm 16 和 Form V36
- 2. Photocopy of Existing or Expired Singapore Student's Pass (if applicable)**
持有的新加坡学生证的复印件 (如果有)
- 3. Photocopy of Bank Statement (Original and Notarized, Min. SG\$30,000)**
银行出具的存款证明公证书 (原件, 以及英文公证, 显示至少 3 万新币或以上)
- 4. Birth Certificate (Original and Notarized)**
出生公证书 (原件, 以及英文公证)
- 5. Statements of Parents' Jobs and Income**
工作单位出具的申请人父母工作收入证明
- 6. Names/Nationalities/Birthdays of Parents' and Siblings, Spouse**
父母和兄弟姐妹和配偶 (如果有) 的姓名, 国籍和出生日期
- 7. Photocopy of Personal Awards, CV, Recommendation Letters and so on (if applicable)**
附加材料, 比如个人获奖证书, 个人简历, 工作证明, 推荐信 (如果有)

1. Pre-Course Counseling Acknowledgement

S / N	ITEMS	*√ DONE
1	School's location(s) and a general description of the facilities and infrastructures	
2	Application requirements and procedures	
3	Course counseling to match the aspirations of the prospective students with the course learning outcomes	
4	Type of certification being awarded at the end of the course (certificate/diploma/advanced diploma/degree/master/PhD etc., if available)	
5	Opportunities for further education after graduation or job prospect after graduation	
6	Total payable fee throughout the course duration, a detailed breakdown of fees, miscellaneous fees	
7	Fee Protection Scheme and procedures being adopted by the school. FPS provider. payment methods and schedule	
8	Student contract clauses	
9	Refund, transfer, withdrawal, and deferment policies. implications of a transfer or withdrawal	
10	Environment / Attendance / Assessment / Discipline Policy, Dispute Resolution	
11	Students' support services including pastoral counselling, appeal request, an award for suggestions	
12	Course admission requirements and any exemption (if applicable)	
13	Course modules and outlines	
14	Course duration and assessment frequency/schedules/modes/weighting	
15	Promotion and award criteria, including any special condition	
16	Reference to CPE official website (www.cpe.gov.sg) for more details	
17	Reference to school website for details to address Private Ed Regulations 28 (1) Disclosures - 15 items (a) to (o) (optional)	

Extra Items 18-24 for International Students intending to study in Singapore with a Student's Pass

18	Relevant Singapore laws especially those relating to ICA and Ministry of Manpower (MOM). These include, but are not limited to, immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic, and littering	
19	Students with student's passes are not allowed in any employment activities regardless of whether it is paid or unpaid	
20	Entry visa and student's pass application requirements and procedures	
21	Advice on personal and medical insurance	
22	Advice on accommodation and the cost of living	
23	General health care services in Singapore	
24	English language proficiency requirement (if applicable)	



2. Declaration by the Applicant for the Pre-course Counselling Session

1. I obtained the necessary details from the pre-course counselling session including the course period, the course outline, the fees, and others before I submit this application to the school.
2. I assure you that I clearly understand that I will **only make the course fees payment after I have signed the advisory note and student contract**. I understand that I shall not pay my course fees through any third parties/individual (including guardians/agents/referral persons/marketing staff or consultants) or otherwise I shall be responsible for any negative consequences. I fully understand that if I make the fee payment from overseas, I will be required to sign the original hardcopy of the receipt after I report to ACE. If I make the fee payment on the spot, I will sign and receive such payment receipt immediately. I declare that I shall take full responsibility of the consequences and shall not claim from ACE for any damage/loss and shall not bring any negative impact to ACE's reputation if I did not follow ACE's requirements about fee payment. I will be covered by FPS insurance for the course fees paid throughout your studies with ACE.
3. I need to obtain **at least 90%** attendance if I am an International Student that holds a Student's Pass to study in Singapore.
- A. I am NOT allowed to be engaged in any form of employment or in any business, profession, or occupation in Singapore whether paid or unpaid, without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).
- B. I understand that industrial attachment and/or on-the-job training (whether provided by the school or otherwise) is NOT an employment under the Employment of Foreign Manpower Act, however, a valid Training Pass a required by the Act.
- C. I MUST surrender my Pass and Embarkation Card to the Singapore Immigration (ICA) within 7 days of cessation of course.
- D. During my stay in Singapore, I will have to obey the rules and regulations of the ICA and Singapore law. The school will not be held responsible if my Student's Pass is not renewed or if I am deported by ICA if I have violated any rules and regulations or law.
- E. If I am absent from school more than **seven (7) consecutive days** without informing school with any valid reasons such as a medical certificate or leave approved, I could be expelled from school and ACE will report it to ICA and might cancel my student pass immediately.
- F. If I am sick, I shall contact the operations manager immediately on the number of days of medical leave given by the doctor. I must submit the medical certificate to operations personal upon my return to school for verification and recording purposes.
4. I need to obtain **at least 75%** attendance if I am a local student (herewith refer to Singaporean, PR, and foreigner that is permitted with a valid pass to stay in Singapore).

*Applicant Signature	*Date
	YYYY - MM - DD

(If the applicant is less than 18 years of age, the parent or local legal guardian shall assist the student for the checklist.)
(如果申请人未满 18 岁，申请人父母或本地合法监护人应该协助学生填写以上清单。)

Parent/Guardian Full Name	Parent/Guardian Signature

Agent Representative's or ACE Course Consultant's Acknowledgement:

I hereby acknowledge that I have covered the above information in my pre-course counselling.

Name of Agent Company or ACE Course Consultant / Signature
/

3. Personal Particulars of Applicant

*Race	*Religion	*Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	*Date of Birth YYYY - MM - DD	*Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married
*Nationality	*Country of Birth	*Occupation		FIN Number (if any)
Valid Pass in Singapore (if any)				Expiry Date (if any):
<input type="checkbox"/> NRIC	<input type="checkbox"/> Training Work Permit	<input type="checkbox"/> Dependent Pass		YYYY - MM - DD
<input type="checkbox"/> Student Pass	<input type="checkbox"/> Work Permit / S Pass	<input type="checkbox"/> NIL		
<input type="checkbox"/> Long Term Visit Pass	<input type="checkbox"/> Employment Pass	<input type="checkbox"/> Others		
*Mobile	*E-mail		*WhatsApp / WeChat	
Residential Address in Singapore				
*Emergency Contact's Name		*Emergency Contact's Number	*Relationship	
If the applicant is less than 18 years of age				
Parent/Guardian Mobile	Parent/Guardian E-mail		Parent/Guardian WhatsApp / WeChat	

4. Declaration by Applicant or/and Applicant's Parents/Local Legal Guardian

1. I/We confirm that all the information filled up on this application form and the documents (including education transcripts and certificates, working experience and personal resume/CV) to be/being provided are true, complete, and accurate for enrolment of courses, application and extension of Student's Pass, school/course transfer. I/We understand that the application shall be withdrawn by ACE if the provided information/documents contain any false details.
2. I/We agreed that I/we will be personally & solely responsible for all legal implications and consequences resulted from my submission of any false information and/or fake documents for the above-mentioned purposes, including all legal implications and consequences brought to ACE and the appropriate action taken by ACE, which may include disciplinary proceedings, dismissal from course, forfeiture of fees and civil action.
3. I/We authorize ACE to conduct any inquiry/investigation into the information provided for authentication purposes. I/We promise to update the applicant's latest living address, email, and Singapore/Overseas mobile number to ACE immediately by failing which I shall be responsible for any consequences such as being missed from the changed class schedule, not being able to receive calls from school reminding the attendance or performance, not being able to receive the subject results which will be sent through emails or any other channels.
4. I/We give this consent to ACE to use my/the applicant's photo or other non-sensitive information for marketing and other reasonable purposes before/during/after the study at ACE after my/the applicant's enrol to ACE. I/We understand that ACE applies the relevant policies and procedures to ensure the confidentiality and security in the handling, administration and storing of students' personal data.
5. If I/we need to apply for a student's pass, I/we will fill up the required documents (**eForm 16 and eFormV36**) with the accurate personal details. I/we will be responsible if the details I provided are not accurate.

*Applicant Signature	*Date YYYY - MM - DD
(If the applicant is less than 18 years of age, the parent or local legal guardian shall fill up the application form.)	
Parent/Guardian Full Name	Parent/Guardian Signature