



BCS INTERNATIONAL COLLEGE

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Blk 209 New Upper Changi Road #04-649/651 Singapore 460209

Reg. No: 201026313G | Validity: 15/08/2013 – 14/08/2014

STUDENT APPLICATION FORM

Date of Application: _____

STUDENT PARTICULARS

Name: (Mr/Mrs/Ms/Mdm) _____

NRIC/FIN/Passport No: _____ Nationality: _____ Sex: **F / M**

D.O.B: _____ Race: _____ Marital Status: Single/Married/Separated/Divorced

Address: _____

Tel. No: _____ (HP) _____ (H) E-mail: _____

EDUCATIONAL BACKGROUND (Please tick ✓)

GCE 'N' Level (Academic/Technical) GCE 'O' Level GCE 'A' Level Polytechnic Diploma

University/College Others (Please Specify): _____

COMPANY DETAILS

Company Name: _____

Address: _____

Tel. No: _____ (O) _____ (Fax) Current Job Position: _____

Sponsored?: **Yes / No** | If yes, please tick ✓ the appropriate: SDF SRP

COURSE DETAILS

Course Applied For: _____ Commencement Date: _____

Modules (Please tick ✓): All Selected: _____

How did you get to know about BCS International College? (Please tick ✓) Newspaper Banner

Referral (Friend/Relative) Flyer Online Advertisement Others (Please Specify): _____

DECLARATION

I declare that the particulars stated above are true and correct to the best of my knowledge. I also agree to abide by the rules and regulations of the school.

Applicant's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Amount/Deposit Paid (\$):

Receipt No:

Cheque No/Bank (If any):

Outstanding Amt (\$):

Special Remarks:

Enrolled By:

Verified By:

TERMS AND CONDITIONS

1. A valid and binding contract shall be deemed to be having come into existence between the Applicant and the School upon the acceptance of the application for admission.
2. The acceptance of the application by the School shall be in writing and for this purpose, a receipt for the course fee issued by the School shall constitute acceptance in writing. No application shall be considered accepted by the School unless the course fee and the prescribed enrollment fee accompany the application.
3. The required payments must be made in advance before the commencement of the course. All subsequent payments should be made within the first 5 working days of each month.
4. Pro rating of fees will not be entertained.
5. Any decision to withdraw from the course should be communicated to the School in writing.
6. After commencement of the course, any withdrawal must be requested in writing and is subject to the School's approval.
7. The School has the right to make appropriate changes in its lecturing staff, courses outline and schedule where it deems necessary.
8. All effort will be made by the School to arrange for the registration of students to sit for the examination. However, no liability can be attached to the School if, by reason of willful suppression or omission of essential particulars on the student's part or other reasons beyond the control of the School, the student is refused exam entry by the examining body.
9. The School reserves the right to reject any application(s) and expel any student if and when necessary. No fees are refundable upon expulsion. The School's decision in all matters pertaining to rules and regulations shall be final.
10. The student is liable to immediate dismissal for any serious misconduct and / or breaches of the School's rules.
11. The student is to comply with the general safety standards and to observe proper handling procedures of all equipment.
12. Each student must have adequate attendance before a Certificate of Achievement can be issued.
Part-Time: 75%. **Full-time:** 80%.
13. The School reserves the rights to expel any student if he or she has not made any payment of fees or has been absent for a continuous period of two (2) weeks without obtaining prior permission from the School.
14. The PEI is committed to maintaining the confidentiality of students' data.
15. All payment must be paid in Singapore dollars in cash or cheque as stated in the course brochure.

REFUND POLICY

% of [the aggregate amount of the fees paid under Clause 1.11 and 1.12]	If Student's written notice of withdrawal is received
[100%]	("Maximum Refund") More than [7] days before the Course Commencement Date
[100%]	Before, but not more than [6] days before the Course Commencement Date
[25%]	After, but not more than [30] days after the Course Commencement Date
[0%]	More than [30] days after the Course Commencement Date, but not more than [40] days after the Course Commencement Date
[0%]	More than [40] days after the Course Commencement Date

