

Choice of Programme (Please tick the appropriate box)

Undergraduate Degree

- | | |
|---|---|
| <input type="checkbox"/> Accounting and Finance
<input type="checkbox"/> Accounting and Financial Management
<input type="checkbox"/> Banking and Finance
<input type="checkbox"/> Biomedical Sciences
<input type="checkbox"/> Biotechnology
<input type="checkbox"/> Business Administration (Specialising in International Business)
<input type="checkbox"/> Business Administration (Specialising in Marketing)
<input type="checkbox"/> Business and Management Studies
<input type="checkbox"/> Business and Marketing
<input type="checkbox"/> Business Computing
<input type="checkbox"/> Business Studies and Finance
<input type="checkbox"/> Computer and Network Technology
<input type="checkbox"/> Convention and Event Management | <input type="checkbox"/> Digital Media
<input type="checkbox"/> Electrical and Electronic Engineering
<input type="checkbox"/> Fashion Design
<input type="checkbox"/> Fashion Marketing and Branding
<input type="checkbox"/> International Business and Management
<input type="checkbox"/> International Hospitality Management
<input type="checkbox"/> International Tourism and Hospitality Management
<input type="checkbox"/> Marketing
<input type="checkbox"/> Mass Communications
<input type="checkbox"/> Mechanical Engineering
<input type="checkbox"/> Psychology
<input type="checkbox"/> Others : _____ |
|---|---|

Postgraduate Degree

- | | |
|---|--|
| <input type="checkbox"/> Business Administration
<input type="checkbox"/> Business Administration in Banking and Finance
<input type="checkbox"/> Business Administration in International Marketing
<input type="checkbox"/> Computer Forensics
<input type="checkbox"/> Computing and Information Systems | <input type="checkbox"/> Finance
<input type="checkbox"/> Health Sciences (Management)
<input type="checkbox"/> International Business
<input type="checkbox"/> International Tourism and Hotel Management
<input type="checkbox"/> Tourism and Hospitality
<input type="checkbox"/> Others : _____ |
|---|--|

3. NEXT OF KIN

Full Name _____

Relation to Applicant _____

Telephone Number _____

Mobile Number _____

Email Address _____

4. ENGLISH LANGUAGE PROFICIENCY

Have you taken a formal English Language Test? Yes No

If yes, please provide the following information.

Awarding Body: TOEFL: _____ IELTS: _____ Others (please state): _____

Reading: _____ Listening: _____ Speaking: _____ Writing: _____ Overall: _____

Date Awarded: DD - MM - YYYY

5. EDUCATIONAL QUALIFICATIONS

Please provide details of all educational qualifications that you have completed and those that you are currently pursuing.

Educational Qualification Awarded <small>(e.g. 'A' Level, High School Certificate, etc.)</small>	Institution <small>(e.g. MDIS)</small>	Year Enrolled <small>(MM/YY)</small>				Year Completed <small>(MM/YY)</small>				Date Results Expected
		M	M	Y	Y	M	M	Y	Y	
		M	M	Y	Y	M	M	Y	Y	
		M	M	Y	Y	M	M	Y	Y	
		M	M	Y	Y	M	M	Y	Y	
		M	M	Y	Y	M	M	Y	Y	

6. EMPLOYMENT DETAILS

Name of Company	From (DD/MM/YY)						To (DD/MM/YY)						Position Title
	D	D	M	M	Y	Y	D	D	M	M	Y	Y	
	D	D	M	M	Y	Y	D	D	M	M	Y	Y	
	D	D	M	M	Y	Y	D	D	M	M	Y	Y	
	D	D	M	M	Y	Y	D	D	M	M	Y	Y	

7. TERMS AND CONDITIONS

Course Fees

- All fees quoted are subject to other costs arising from government directives.
- Non-tuition fees are not included. For more details, please contact our MDIS Representative Office or our authorised agents in your country.
- Tuition fees quoted are not inclusive of the Professional Certificate in English (PCIE) programme which consists of 5 levels. The tuition fee for each level is S\$2,461 (inclusive of GST).

Fee Payment Policy

Management Development Institute of Singapore Pte Ltd (MDIS Pte Ltd) collects course fees in accordance to the fees structure stipulated in the Standard PEI-Student Contract. An administrative charge of S\$107 (inclusive of GST) will be levied on each late instalment payment of the course fees. Fees are payable upon confirmation and acceptance of a place on the programme before the course commences.

Payments can be made by cash, NETS (with maximum of S\$2,000 per transaction per day), VISA, MasterCard, AMEX, Telegraphic Transfer or by Cheque. For cheque payment, please indicate the details of the programme applied for and your personal particulars on the back of the cheque.

Refund Policy

Refunds for Withdrawal Without Cause

Any request for a refund of course fees paid before/after commencement of the course shall be made as per the following refund policy:

Percentage of refund before/after the course commencement date

% of aggregate amount of the fees paid as per MDIS-Student Contract	If a Student's written notice of withdrawal is received
75%	("Maximum refund") More than 60 days before the Course Commencement Date
25%	Before, but not more than 60 days before the Course Commencement Date
10%	After, but not more than 7 days after the Course Commencement Date
5%	More than 7 days after the Course Commencement Date, but not more than 14 days after the Course Commencement Date
0%	More than 14 days after the Course Commencement Date

A cooling-off period of seven (7) working days is applicable for a maximum refund from the date when the contract was signed.

The above refund policy is also applicable to company-sponsored students.

MDIS Pte Ltd will assess and reply to any request for withdrawal within a time frame of not more than four (4) weeks.

All refunds shall be made within seven (7) working days following approval of the Student's request for withdrawal.

Refunds for Withdrawal With Cause

MDIS Pte Ltd shall inform the Student immediately within three (3) working days if:

- i. It fails, for any reason, to commence the Course on the Course Commencement Date;
- ii. It terminates the Course, for any reason, prior to the Course Commencement Date;
- iii. It fails, for any reason, to complete the Course by Course Completion Date;
- iv. It terminates the Course, for any reason, prior to Course Completion Date; or
- v. The Student's Pass application is rejected by the Immigration & Checkpoints Authority of Singapore (ICA).

MDIS Pte Ltd shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (v), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

The student shall be entitled to immediately withdraw from the Course by giving written notice to MDIS Pte Ltd of his/her intention to do so.

For circumstances under the above Clause, MDIS Pte Ltd shall, within seven (7) working days after notifying the Student, refund the Student:

- i. The entire amount of the Course Fees; and
- ii. The Miscellaneous Fees.

MDIS Pte Ltd shall also, as soon as practicable after receiving the Student's notice of withdrawal (and in any event no later than seven (7) working days after receiving such notice) refund to the Student the entire amount of the Course Fees and the Miscellaneous Fees.

Withdrawal Policy

- Request for programme withdrawal must be made in writing. A written notice of withdrawal from the programme ("Withdrawal Letter") must be delivered to the Student Care and Administration Department (SCA) at MDIS Campus, 501 Stirling Road, Singapore 148951.
- Students with genuine financial difficulties who wish to withdraw from the course should submit a written application letter to MDIS Pte Ltd for consideration. All requests must be supported with documentary evidence. Upon the final decision of MDIS Pte Ltd, the Institute shall inform the students in writing within seven (7) working days.
- All discounts/rebates that the student was entitled to shall be forfeited. All non-tuition fees where applicable is payable by student upon withdrawal.
- MDIS Pte Ltd shall within seven (7) days of receipt of the Withdrawal Letter, send the student an acknowledgement of the request to the address stated in the Withdrawal Letter. If no address is stated, the letter will be sent to the address stated in the enrolment form. For the purpose of course fee being refunded, the official date of receipt of the student's written notice of withdrawal will be the date of receipt of the Withdrawal Letter which has been duly acknowledged by MDIS Pte Ltd.
- MDIS Pte Ltd will assess and reply to any request for withdrawal within a time frame of not more than four (4) weeks.

Transfer Policy

If a student who has been accepted by MDIS Pte Ltd decides to transfer to another school/institute/university before or after course commencement, a written notice of transfer must be given to the Student Care and Administration Department (SCA) at MDIS Campus, 501 Stirling Road, Singapore 148951. This request shall be subject to the MDIS Refund Policy.

a. Transfer out of MDIS Pte Ltd to another school/institute/university

- Students who request to transfer out of MDIS Pte Ltd to another school/institute/university shall be deemed as withdrawing from the Institute.
- Before accepting such a transfer/withdrawal request, SCA shall ensure that the student has no outstanding fees payable to the Institute. If there is any outstanding fee, the student shall be advised to make payment before the Institute processes his/her transfer/withdrawal request.

b. Transfer within MDIS Pte Ltd but to a different course/downgrading of academic course(s)

- Such requests must be submitted before commencement of classes or at a maximum, within 14 days after the date of commencement of classes.
- SCA shall ensure that the student has no outstanding fees payable to the Institute before accepting such transfer requests. The student shall be advised to make payment of any outstanding fees before the Institute will process his/her transfer request.
- If the request is received after commencement of classes, the refund policy shall apply.
- The Institute will not accept any transfer requests after fourteen (14) days of the commencement of the class. Students who insist on transferring will be processed as withdrawal and new enrolment respectively. The respective terms and conditions of the withdrawal policy shall then be applicable for both intakes.
- All requests for transfer to a different course within MDIS Pte Ltd or downgrading of academic course(s) must be submitted in writing and supported with an application fee of S\$267.50 (inclusive of GST).

MDIS Pte Ltd will assess and reply to any request for transfer within a time frame of not more than four (4) weeks.

Deferment Policy

- All requests for course deferment must be made in writing. Students should send their requests for deferment from the course to the Student Care and Administration Department (SCA) at MDIS Campus, 501 Stirling Road, Singapore 148951. All requests must be supported with documentary evidence.
- Students are allowed to defer only once up to the maximum period of one (1) year, failing which he/she will be deemed to have withdrawn from the course and would have to re-apply as a new applicant if he/she wishes to register on the course again. The refund policy will be applicable.
- International students who are approved for deferment will be required to cancel their student passes as required by ICA.
- Approval for deferment is at the sole discretion of MDIS Pte Ltd.

Expulsion and Disciplinary Matters

The refund policy shall apply for students who are expelled by the Academic Affairs Director and/or by the University partners for the following reasons:

- a. Poor performance in his/her examinations
- b. Poor attendance

Private Education Act

Fee Protection Scheme

With the introduction of the Private Education Bill, all students' fees will be insured under the Fee Protection Scheme (FPS).

The FPS serves to protect international and local students' fees in the event that a Private Education Institution (PEI) is unable to continue operations due to insolvency and/or regulatory closure. Furthermore, the FPS protects students if the PEI fails to pay penalties or to return fees to students arising from judgements made against it by the Singapore Courts.

MDIS Pte Ltd adopts the FPS Insurance for international and local students. The FPS Insurance offers insured students protection against the following events:

- Loss of course fees paid in advance by the insured student to MDIS Pte Ltd and not refunded, if the student cannot start or complete his/her course as a result of MDIS Pte Ltd becoming insolvent or being required by the Singapore authorities to stop operations.
- MDIS Pte Ltd fails to pay the sum awarded by Singapore Courts to the insured student, where such an award relates to a dispute between MDIS Pte Ltd and the insured student on course fees paid by the insured student to MDIS Pte Ltd.
- S\$10,000 benefit payable covering the insured student's accidental death or total permanent disability by accident.

MDIS Pte Ltd has appointed LONPAC Insurance Bhd and Liberty Insurance Pte Ltd to be the FPS provider for our students. The insurance coverage will be for the entire course fee and any course fees arising from an extension of the study period longer than the initially planned study period (if applicable).

Certificate of Insurance

Upon payment of the insurance premium, LONPAC Insurance Bhd/Liberty Insurance Pte Ltd and MDIS Pte Ltd will issue a Certificate of Insurance to the insured student directly via email.

Claim

The insured student needs to produce his/her Certificate of Insurance and original course fees' receipts when submitting a claim under the insurance. LONPAC Insurance Bhd/Liberty Insurance Pte Ltd will notify all insured students of the relevant claim procedures to be followed.

Medical Insurance

MDIS Pte Ltd has in place a medical insurance scheme by Liberty Insurance Pte Ltd for all its students (except those students specifically allowed to opt out under the EduTrust certification scheme). The fee payable for the medical insurance is indicated in the fee schedule of the student contract.

This medical insurance scheme shall provide a basic annual coverage limit of not less than S\$20,000 per student in the B1 ward in government and restructured hospitals and up to overall maximum limit per policy year, with 24 hours coverage in Singapore and overseas (if the student is involved in the school-related activities) throughout the course duration.

For more information on the Private Education Act please log on to the following website: <http://www.cpe.gov.sg>

Standard PEI-Student Contract

The Standard PEI-Student Contract is a legal binding contract between MDIS Pte Ltd and its students that embodies the following mandatory requirements:

- Clear definition of the course details – course title, prerequisites, qualification awarded, course duration
- Full disclosure of all costs for tuition and non-tuition fees
- Commitment to the Fee Protection Scheme
- Clear definition of dispute resolution mechanisms
- Clear definition of the refund policy

All students are required to sign the Standard PEI-Student Contract upon enrolment before making any course fees payment.

8. IMPORTANT CHECKLIST

Use this checklist to ensure that you have included all relevant documents before submitting your application.

Please tick boxes as appropriate.

- 1) Complete the application form.
- 2) An application fee of S\$321 (non-refundable) made payable to "MDIS Pte Ltd".

The payment of the registration fee can be paid via the following options:

- i) Demand draft (DD) made to 'MDIS Pte Ltd'
- ii) Telegraphic Transfer (TT) made to the following account:

Name : MDIS Pte Ltd
Bank : DBS Bank
Branch : Marina Bay Financial Centre Branch
12 Marina Boulevard
Level 3, Marina Bay Financial Centre Tower 3
Singapore 018982

Account No : 003-911274-2

Swift code : DBSSSGSG

- 3) The Application form must enclose the following documents which are required for processing the student's pass application.
 - 4 recent passport-sized photographs of the applicant (against white background)
 - 1 copy of Immigration & Checkpoints Authority of Singapore (ICA) e-Form 16
 - Photocopy of applicant's passport pages showing his/her particulars and travel document's date of validity (At least 1 year)
 - Photocopy of applicant's Birth Certificate/Affidavit
 - Photocopy of applicant's Certified/Notarised copy of Education Results / Certificates and Transcripts (with detailed results)
 - Photocopy of the Student's Pass (For applicants transferred from other schools in Singapore) or notification for cancellation of Student Pass, Visit Pass and Embarkation Form.
 - Must show proof of English Medium Study/First Placement Test Attempted/IELTS/TOEFL
 - Photocopy of financial statement (E.g. bank statement, fixed deposit / saving account)
Note: For Visa Required Country only (E.g. minimum amount of RMB150,000 for PRC only)
 - Proof of parent's occupation (PRC only)
 - University Matriculation Form (if applicable)
 - Letter by applicant indicating interest to study with MDIS (study plan/statement of purpose) - **For Master programmes only**
- 4) The following additional documents are required to be submitted if one of the applicant's parents/step-parents is a Singapore Citizen / Singapore Permanent Resident.
 - Parent's/Step-parent's Official Marriage Certificate/Divorce Certificate and applicant's Custody Paper (original and photocopy)
 - Parent's/Step-parent's Letter of Employment (letter should state date of commencement, designation, and salary per month) or Business Registration Certificate (instant computer printout) if parent/step-parent is self-employed.
 - Parent's/Step-parent's NRIC or Passport
- 5) All completed documents must reach MDIS at least 8 weeks (2 months) before course commencement. If there is any late submission, MDIS will not submit the application to ICA. For Students' Passes that are rejected by ICA, the general processing time for appeal takes about 4 weeks (1 month).

9. PRE-COURSE COUNSELLING

We thank you for your interest in applying to MDIS Pte Ltd.

Before starting an application, it is the responsibility of our staff and/or authorised agent to provide the following information:

- **School details**
MDIS has a range of services and facilities to enhance student experience; MDIS's facilities include the fashion and mass communications studios; computer, engineering and life science laboratories; a hospitality training centre, the resource hub and sport facilities like the gymnasium. Other student support services include the Career Assistance Unit and MDIS Experience Workshops.
- **Course details**
Course information includes admission requirements, English language proficiency, course modules and outlines, course duration, total payable fee throughout the course duration, types of certification awarded at the end of the course, and job prospects after graduation. The course learning outcomes are set to match the aspirations and interests of a prospective student.
- **Fee Protection Scheme (FPS)**
Information can be found in this application form (page 5).
- **Medical Insurance**
Information can be found in this application form (page 5).
- **Refund, Transfer and Withdrawal Policy**
Information can be found in this application form (page 3 and 4).
- **Student's Pass Application Procedures**
- **Relevant Singapore laws such as Immigration & Checkpoints Authority of Singapore (ICA) and Ministry of Manpower (MOM)**
International students must attain a minimum of 90% attendance on a monthly basis. Students must not engage in the following activities:
 - Attend classes without a valid Student's Pass.
 - Any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid.
 - Misuse controlled drugs or to take part in any political or other activities during the stay in Singapore.
 - Involve in any criminal offences in Singapore.
- **Accommodation and cost of living in Singapore**
International students can consider staying in MDIS Residences which provides single, double and quad rooms. The cost of living in Singapore varies according to a number of factors including the location and one's preferred lifestyle.
- **General Health Services in Singapore**
International students can find a General Practitioner (GP) in practically every neighbourhood and outpatient medical services can be sought at private clinics. Consultation charges of a GP range from S\$18 to S\$55 per visit, excluding medication. In addition, there are seven public hospitals in Singapore: five general hospitals, women's and children's hospital and a psychiatric hospital.

For more information, please visit the Ministry of Health website (www.moh.gov.sg).

I hereby acknowledge that I have received a pre-course counselling from MDIS staff/authorised agent and I fully understand the terms and conditions and my rights.

Signature of Applicant

Name and Signature of MDIS Representative and/or Agent

Date: _____

10. HOW DID YOU FIND OUT ABOUT MDIS?

- | | |
|---|--|
| <input type="checkbox"/> MDIS Website | <input type="checkbox"/> Agents |
| <input type="checkbox"/> Search Engine (Google/Yahoo/Bing/Others) | <input type="checkbox"/> Friends/Relatives |
| <input type="checkbox"/> Newspaper/Magazine/Journals | <input type="checkbox"/> Exhibition/Seminar/Workshop |
| <input type="checkbox"/> Social media (Facebook/Twitter/Others) | <input type="checkbox"/> Others: _____ |

11. DECLARATION

I, the undersigned, hereby affirm to the authenticity of the information provided on this application form.

I acknowledge that _____ (MDIS staff/Agent) has explained the above details to me and I understand that any false or misleading information may result in denial of admissionary expulsion from MDIS. I declare that I have read the instructions on this application form and all the information provided is complete and correct.

I declare that I have read the terms & conditions on this application form and I hereby authorise the Institute to conduct authenticity verification from the awarding organisation(s) of my declared academic qualifications. I understand that the final acceptance into the course is subject to the approval of the Student's Pass application from the Immigration & Checkpoints Authority of Singapore (ICA) and meeting the admission requirements of the course.

Signature of Applicant

Signature of MDIS Representative and/or Agent

Date: _____



www.mdis.edu.sg

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