

PROGRAMME APPLICATION FORM

Confidentiality: INFORMATICS ACADEMY is committed to maintaining the confidentiality of the applicant's personal information and undertakes not to divulge any of the applicant's personal information to a third party without prior written consent.

Programme Applied For: _____

Other Programme(s) of Interest: _____

Intake Date: _____ Mode of Study: Full Time Part Time**1) PERSONAL PARTICULARS****SECTION A: PERSONAL DETAILS**

Full Name (as in NRIC/Passport): _____

NRIC/Passport No.: _____ Date of Expiry (DD/MM/YYYY): _____ Place of Issue: _____

FIN No.: _____ B/Cert No.: _____ Date of Birth (DD/MM/YYYY): _____

Nationality: _____ Race: _____ Religion: _____ Age: _____ Gender: Male FemaleMarital Status: Single Married City/Country of Residence: _____ Current Occupation (if any): _____**SECTION B: PARENT/GUARDIAN DETAILS (if applicant is under 18 years of age)**

Name of Parent/Guardian: _____

NRIC/Passport No.: _____ Nationality: _____ Email Address: _____

Address: _____

Telephone No. (Country & Area Code): _____ Mobile No. (Country & Area Code): _____

SECTION C: ADDRESS IN HOME COUNTRY

Address: _____

Email Address: _____

Telephone No. (Country & Area Code): _____ Mobile No. (Country & Area Code): _____

Emergency Contact Details:

Name: _____ Telephone No./Mobile No. (Country & Area Code): _____

SECTION D: ADDRESS IN SINGAPORE

Address: _____

Email Address: _____

Telephone No. (+65): _____ Mobile No. (+65): _____

SECTION E: EDUCATION BACKGROUND

| Name of Institution/School (in chronological order) | Country | State / Province | Language of Instruction | Period of Study | | Qualification Obtained | Education Cert No. |
|--|---------|---------------------|-------------------------------|----------------------|--------------------|---------------------------|-----------------------|
| | | | | From (dd/mm/yyyy) | To (dd/mm/yyyy) | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

SECTION F: EMPLOYMENT HISTORY

| Company Name | Country | Period of Working | | Designation | Nature of Duties |
|--------------|---------|----------------------|--------------------|-------------|------------------|
| | | From (dd/mm/yyyy) | To (dd/mm/yyyy) | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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SECTION G: LIST OF COUNTRIES (which the applicant has resided in for 1 year or more in the last 5 years)

| Country | Address | Period of Stay | |
|---------|---------|-------------------|-----------------|
| | | From (dd/mm/yyyy) | To (dd/mm/yyyy) |
| | | | |
| | | | |
| | | | |

SECTION H: DOCUMENTATION CHECKLIST (Please tick where applicable)

| | | | |
|--|--------------------------|--|--------------------------|
| NRIC/Passport No./Birth Certificate | <input type="checkbox"/> | Bank Statement (if applicable) | <input type="checkbox"/> |
| Educational Certificates | <input type="checkbox"/> | 2 passport sized photos | <input type="checkbox"/> |
| Academic Transcripts | <input type="checkbox"/> | Exemption/Credit Transfer Application Form (if applicable) | <input type="checkbox"/> |
| Applicant's Employment Letter (if applicable) | <input type="checkbox"/> | University Application Form (if applicable) | <input type="checkbox"/> |
| Applicant's Parents' Employment Letter (if applicable) | <input type="checkbox"/> | English Placement Test (EPT) (if applicable) | <input type="checkbox"/> |

Please ensure all documents are complete and certified true copy, otherwise the application will be considered null & void.

SECTION I: BANK DETAILS

 ➤ **TELEGRAPHIC TRANSFER (TT) / INTERNET-BANKING (IB)**

Account Name : Informatics Academy Pte. Ltd.
 Bank Account Number : 033-900220-8
 Name of Bank : DBS Bank Ltd.
 Address of Bank : 12 Marina Boulevard, Marina Bay Financial Centre Tower 3 Singapore 018982
 Branch Code : 033
 Bank Code : 7171
 Swift Code : DBSSSGSG
 Beneficiary's Address : 100 Victoria Street #13-01/02 National Library Building Singapore 188064.

 ➤ **FLYWIRE - FOR FOREIGN CURRENCY PAYMENT ONLY**

<https://www.flywire.com/pay/informaticsapademypl>

 ➤ **NETS / CREDIT CARDS**

 ➤ **CHEQUES**

Payable To : Informatics Academy Pte. Ltd.

SECTION J: MEDICAL INSURANCE COVERAGE

Informatics Academy will enrol all eligible students in its group medical insurance policy.

SECTION K: MANDATORY INFORMATION FOR INTERNATIONAL APPLICANTS

1. Applicant cannot attend lessons without a valid Student Pass.
2. Applicants cannot be involved in any criminal or drug-related activities in Singapore.
3. Applicant cannot engage in any form of employment or in any business, profession or occupation in Singapore, paid or unpaid without written consent from the Immigration and Checkpoints Authority of Singapore.
4. Applicants must maintain at least 90% attendance at ALL times.
5. Applicant cannot attend any other programme without consent from the Immigration and Checkpoints Authority of Singapore.

SECTION L: WITHDRAWAL AND REFUND POLICY

Programme Withdrawal:

1. Duly completed "Withdrawal Form" with supporting documents must be submitted to the Student Services Department, which shall serve as written notice of withdrawal from the applicant. For students under 18 years of age, Informatics Academy will seek parental/guardian approval prior to processing the request for withdrawal. Informatics Academy will process the request and refund to the student within 7 working days as per its Refund Policy.
2. Cooling off period of 7 working days will be given to new applicants upon signing the Student Contract. A student may withdraw from the programme with submission of written notice within these 7 working days, notwithstanding if the programme has commenced. The student will be entitled to the maximum refund amount stipulated as below:

| REFUND TABLE | |
|--|---|
| % of [the amount of the fees paid under Schedule B & C] | If Applicant's written notice of withdrawal is received: |
| [70%] | ("Maximum Refund") More than [30] days before the Programme Commencement Date |
| [50%] | Before, but not more than [30] days before the Programme Commencement Date |
| [30%] | Before, but not more than [15] days before the Programme Commencement Date |
| [0%] | Before, but not more than [8] days before the Programme Commencement Date |

Note: "Any bank charges incurred during the refund process shall be paid by the student."

Fee Protection Scheme (FPS) & Medical Insurance:

1. Under the prevailing FPS guidelines, students should not make fee payment exceeding 12 months of the programme fee.
2. Refund of FPS & Medical Insurance payment will be on a case-by-case basis as it is subjected to approval and conditions of the insurance providers. An administrative fee (as indicated in the Student Contract) will be charged for processing the refund.
3. Students are to refer to the PEI-Student Contract 3.1 for full details of the Refund Policy.

TERMS AND CONDITIONS (TO BE COMPLETED BY APPLICANT AND PARENT/GUARDIAN)

I confirm that the information given in this form is true, complete and accurate. No information requested or other material information has been omitted. I give my consent to the processing of my data by Informatics Academy and its related companies/affiliates/agents/service providers.

Signature of Applicant

Signature of Parent/Guardian (*if Applicant is below 18 years old*)

Date

2) AGENT DECLARATION (TO BE COMPLETED BY AGENT)

I/We declare that I/we have recruited the applicant in accordance with the requirements of Informatics Academy and hereby handover the relevant documents for the purpose of Admissions and Student Pass Application. I confirm that I am not aware of any false/incomplete/inaccurate information given in this form nor any omission of any facts that may affect this application.

Company Name : _____ Date : _____

Representative's Name : _____ Signature : _____

Email Address : _____ Telephone No. : _____

3) FOR OFFICIAL USE ONLY

Staff's Name : _____ Staff's Signature: _____

Supervisor's Name : _____ Supervisor's Signature: _____

Date : _____

Remarks : _____

FOR INTERNATIONAL STUDENTS ONLY

| A) APPLICANT'S NATURAL PARENTS AND/OR STEP PARENTS | | | | | |
|--|--|-------------------------------|-------------|---|------------|
| Full Name (As appears in travel document) | Relationship (e.g. natural father, stepfather, mother) | Date of Birth (dd/mm/yyyy) | Nationality | Residential Status in Singapore | Occupation |
| | | | | <input type="checkbox"/> S'pore Citizen / S'pore Permanent Resident NRIC No: <input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass, etc.) FIN No: <input type="checkbox"/> None of the above | |
| | | | | <input type="checkbox"/> S'pore Citizen / S'pore Permanent Resident NRIC No: <input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass, etc.) FIN No: <input type="checkbox"/> None of the above | |
| | | | | <input type="checkbox"/> S'pore Citizen / S'pore Permanent Resident NRIC No: <input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass, etc.) FIN No: <input type="checkbox"/> None of the above | |
| | | | | <input type="checkbox"/> S'pore Citizen / S'pore Permanent Resident NRIC No: <input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass, etc.) FIN No: <input type="checkbox"/> None of the above | |

| B) APPLICANT'S SPOUSE (IF APPLICABLE) | | | | | |
|--|-------------------------------------|-------------------------------|-------------|---|------------|
| Full Name (As appears in travel document) | Relationship (e.g. husband/wife) | Date of Birth (dd/mm/yyyy) | Nationality | Residential Status in Singapore | Occupation |
| | | | | <input type="checkbox"/> S'pore Citizen / S'pore Permanent Resident NRIC No: <input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass, etc.) FIN No: <input type="checkbox"/> None of the above | |

| C) APPLICANT'S SIBLINGS | | | | |
|--|---------------------------------------|-------------------------------|-------------|--|
| Full Name (As appears in travel document) | Relationship (e.g. brother/sister) | Date of Birth (dd/mm/yyyy) | Nationality | Residential Status in Singapore |
| | | | | <input type="checkbox"/> S'pore Citizen / S'pore Permanent Resident NRIC No: |
| | | | | <input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass, etc.) FIN No: |
| | | | | <input type="checkbox"/> None of the above |
| | | | | <input type="checkbox"/> S'pore Citizen / S'pore Permanent Resident NRIC No: |
| | | | | <input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass, etc.) FIN No: |
| | | | | <input type="checkbox"/> None of the above |
| | | | | <input type="checkbox"/> S'pore Citizen / S'pore Permanent Resident NRIC No: |
| | | | | <input type="checkbox"/> Resident (Long Term Pass/Work Pass/Dependent Pass, etc.) FIN No: |
| | | | | <input type="checkbox"/> None of the above |

| D) APPLICANT'S FINANCIAL SUPPORT DETAILS (TO BE COMPLETED BY APPLICANT FROM VISA-REQUIRED COUNTRIES) | | | | | |
|--|--|--|--------------------|--|--|
| Applicant | Average Monthly Income for past 6 months | | Applicant's Spouse | Average Monthly Income for past 6 months | |
| | Current Savings (e.g. Fixed Deposit) | | | Current Savings (e.g. Fixed Deposit) | |
| Applicant's Father | Average Monthly Income for past 6 months | | Applicant's Mother | Average Monthly Income for past 6 months | |
| | Current Savings (e.g. Fixed Deposit) in local currency | | | Current Savings (e.g. Fixed Deposit) | |
| Other financial support from immediate family members: | <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please furnish details on a separate sheet) | | | | |

| E) ANTECEDENT | | |
|--|--|---|
| 1. Have you been refused entry or deported from any country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you been charged in a court of law in any country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you been refused entry into Singapore before? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you ever entered into Singapore using another Passport or Name? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| F) DECLARATION BY APPLICANT | | |
| <p>1. I hereby declare that all particulars furnished by me in this application form, are true and correct.</p> <p>2. I undertake not to study without a valid Student Pass.</p> <p>3. I undertake, not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore, which would make me an undesirable or prohibited immigrant under the Immigration Act.</p> <p>4. I undertake to comply with the provisions of the Immigration Act not contravene any laws in force in Singapore during my stay.</p> <p>5. I further undertake not 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.</p> <p>6. I am aware that overstaying or working illegally in Singapore, is a serious offence and upon conviction, the penalties may include mandatory imprisonment and caning.</p> <p>7. I understand that if the Controller of Immigration is satisfied that any member of my family or I, breach this undertaking or become an undesirable or prohibited immigrant, he/she will cancel my immigration pass and the passes of my family members and we may be required to leave Singapore within 24 hours of such cancellation.</p> <p>8. I give my consent for Informatics Academy and its related companies/affiliates/agents/service providers to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for Student Pass.</p> | | |
| <hr style="width: 20%; margin: 0 auto;"/> Name & Signature of Applicant | <hr style="width: 20%; margin: 0 auto;"/> Name & Signature of Parent/Guardian <i>(if Applicant is below 18 years old)</i> | <hr style="width: 20%; margin: 0 auto;"/> Date |

PERSONAL DATA PROTECTION ACT (PDPA) CONSENT FORM

- 1) I hereby agree and consent to allow Informatics Academy and its related companies/affiliates/agents/service providers (collectively "Informatics Group") to:
- a) collect, use, disclose and/or process personal data about me set out in this application form and/or otherwise provided by me or my parent/guardian or possessed by Informatics and that I may in future provide for the purposes as stated in Informatics' Personal Data Protection Policy which in summary includes but not limited to the following purposes:
 - to respond to my enquiries and provide me with marketing and promotional information relating to programmes, products and/or services that Informatics may be marketing or offering, whether now or in the future; and
 - to provide me with Informatics' programmes, services and products and administering and/or managing my relationship with Informatics;
 - b) send me marketing and promotional information through the following modes of communication:
 - Postal mail to : _____
 - Electronic transmission to my email address : _____
 - To my telephone number : _____
 - *** Voice call / Phone call
 - *** SMS / MMS
 - *** Other data applications (e.g. WhatsApp)
 - c) disclose personal data about me to Informatics Group for the purposes stated above.
- 2) I hereby represent and warrant that I am the user and/or subscriber of the telephone number provided by me and that I have read and understood the above provisions.

Signature of Applicant_____
Signature of Parent/Guardian (if Applicant is
below 18 years old)_____
Date

*** Please indicate that you agree to Informatics Group using that mode of communication by inserting a in the box.

Note: Even if you do not sign or complete this form, please note that Informatics Group reserves its right to send a specified text message to your Singapore telephone number, if there is an ongoing relationship between Informatics Group and you and the purpose of the message is related to the subject of the ongoing relationship.