

Diploma Application

Course applied for

- Diploma in Design Communication
- Diploma in Music Production & Audio Engineering
- Other (Please specify)

*Affix
Photo
Here*

Mode of Study

- Full-time
- Part-time

Intake

- Jan
- Apr
- Jul
- Oct

Year

Date of Application

Full name as it appears in my passport

Date Of Birth

Age

Gender

Marital Status

Ethnic Group

Religion

NRIC / Passport / FIN#

Nationality

Country of Birth

Telephone

Email address

Current Mailing Address

Postal Code

- My permanent address is the same as my current mailing address

Permanent Address

Postal Code

Academic History (From secondary level to current)

Name of Institution

Dates from/to

Award

Work History (If you have worked previously, please provide the details)

Name of Organization

Dates from/to

Designation

Family Background

Name

Relationship

Age

Occupation

How did you hear about Orita Sinclair?

Advertisement

Internet

Exhibition

Lecturer Name

Friend Name

Intake

Telephone

Other (Please specify)

Emergency Contacts

Name

Relationship

Telephone

Others

Have you ever been convicted of a crime?

Yes (please provide details)

No

Have you ever suffered, or are suffering from any medical condition, illness, disease, mental illness or physical impairment?

Yes (please provide details)

No

Important Please Note

* All courses are conducted in English.

* Upon submission of application, a Non-Refundable Application Fee of S\$650 (local students) and S\$1200 (international students) is payable. The application will be further processed only upon receipt of the Application Fee.

* Orita Sinclair School of Design, New Media & the Arts Pte. Ltd. shall be under no liability to visitors, students or any other persons who enter or use the premises or any part thereof for accidents, happenings or injuries sustained or for loss of or damage to their property or chattels in the premises.

* Please complete and sign this form, and submit/mail with the following:

- (i) two passport-size photographs
- (ii) copy of NRIC / Passport / FIN card
- (iii) copy of academic transcripts / certificates
- (iv) copy of letters of reference (if any)
- (v) non-refundable application fee (S\$650) for local or PR, and (S\$1,200) for International applicants.

Mail To: **Orita Sinclair School of Design, New Media & the Arts 7 Pahang Street Singapore 198608**

Refund Policies

The School's refund policy is as follows:

A. Refund for Withdrawal with Cause

1. PEI fails, for any reason, to commence the Course on the Course Commencement Date;*
2. PEI terminates the Course, for any reason, prior to the Course Commencement Date;
3. PEI fails, for any reason, to complete the Course by the Course Completion Date;
4. PEI terminates the Course, for any reason, prior to Course Completion Date; or
5. The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).
6. PEI has not ensured that the student meets the course entry or matriculation requirement as set by the organization stated in Schedule A within any stipulated timeline by CPE.

* School's non-performance (ie. Cancellation of a class before it begins) arises due to insufficient number of students to make up a class.

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

Time Frame for Refund: Within 7 working days with necessary documentation

B. Refund for Withdrawal without Cause

Where the student withdraws from the Course for any reason other than those set out in 'Withdrawal for Cause' above:

Amount: The amount refunded is based on when the student's written notice of withdrawal is received, as indicated below, application fees (non-refundable) and less any 3rd party charges.

% of the aggregate amount of the Course Fees and Miscellaneous Fees paid	If Student's written notice of withdrawal is received
100%	("Maximum Refund") More than 30 calendar days before the Course Commencement Date
80%	Before 29 and 15 calendar days before the Course Commencement Date
50%	Not more than 14 calendar days before the Course Commencement Date
0%	On or after the Course Commencement Date

Time Frame For Refund

Refund made within 7 working days from effective date of withdrawal (if this is different from date of receipt of notice).

Students have a 7-working days cooling off period after signing the contract, during which they are entitled to get the Highest Percentage according to Schedule D in the Student Contract of the fees already paid if the student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not. The 7-working days will start from the date the student receives the signed Contract by both the student and OS.

Acknowledgement

I have read and understood the information in this application form and that all personal information provided here is accurate and true to the best of my knowledge.

Confidentiality

All confidential information supplied by the student in this application form is a protected personal data that will not be disclosed to any third party organisation without the written and signed permission by the student, unless required to do so by law.

Applicant's Signature

Date

For Official Use only

Received By

Date

Signature

Commencement of Course

- Diploma in Design Communication
- Diploma in Music Production & Audio Engineering
- Other (Please specify)

Mode of Payment

- Cash
- Cheque
- Bank Transfer

Accepted

- Yes
- No

Payment Date

Cheque No.

Name of Bank

Remarks