

**COURSE APPLIED FOR**

<input type="checkbox"/>	Diploma in Design Communication
<input type="checkbox"/>	Diploma in Interaction Design
<input type="checkbox"/>	Diploma in Music Production & Audio Engineering
<input type="checkbox"/>	Advanced Diploma in Music Production
<input type="checkbox"/>	Others (Please specify):
	<input style="width: 300px; height: 20px;" type="text"/>

Affix Photo Here

**Mode of Study**

<input type="checkbox"/>	Full-Time
<input type="checkbox"/>	Part-Time

**Intake**

<input type="checkbox"/>	Jan
<input type="checkbox"/>	Apr
<input type="checkbox"/>	Jul
<input type="checkbox"/>	Oct

**Year**

**Date of Application**

**PERSONAL PARTICULARS**

Full Name (as in NRIC/Passport)	<input style="width: 100%; height: 80px;" type="text"/>	Gender	<input style="width: 100%; height: 20px;" type="text" value="Male / Female"/>
		Date of Birth (dd/mm/yy)	<input style="width: 100%; height: 20px;" type="text"/>
		Age	<input style="width: 100%; height: 20px;" type="text"/>
NRIC/Passport/ FIN	<input style="width: 100%; height: 20px;" type="text"/>	Marital Status	<input style="width: 100%; height: 20px;" type="text"/>
Nationality	<input style="width: 100%; height: 20px;" type="text"/>	Religion	<input style="width: 100%; height: 20px;" type="text"/>
Race/Ethnicity	<input style="width: 100%; height: 20px;" type="text"/>	Country of Birth	<input style="width: 100%; height: 20px;" type="text"/>
Current Mailing Address	<input style="width: 100%; height: 60px;" type="text"/>		Postal Code
			<input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/>	<i>My permanent address is the same as my current mailing address</i>		
Permanent Address	<input style="width: 100%; height: 60px;" type="text"/>		Postal Code
			<input style="width: 100%; height: 20px;" type="text"/>
Contact No (M)	<input style="width: 100%; height: 20px;" type="text"/>	Contact No (H)	<input style="width: 100%; height: 20px;" type="text"/>
E-Mail	<input style="width: 100%; height: 20px;" type="text"/>		

**ACADEMIC HISTORY**

Name of Institution	Dates from/to	Award

**EMPLOYMENT HISTORY (if applicable)**

Name of Organisation	Dates from/to	Designation

**FAMILY BACKGROUND**

Name	Age	Relationship	Occupation

**HOW DID YOU HEAR ABOUT ORITA SINCLAIR?**

<input type="checkbox"/>	School Website	<input type="checkbox"/>	Exhibition/Education Fair	<input type="checkbox"/>	Social Media
<input type="checkbox"/>	Lecturer	Name:	_____		
<input type="checkbox"/>	Friend	Name:	_____	Contact No:	_____

**EMERGENCY CONTACTS**

Name	Relationship	Contact

**OTHERS**

a) Have you ever been convicted of any offence by a court of law in any country OR is there a court proceeding pending against you anywhere in respect of any offence?

Yes       No

If 'yes', please provide details:

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

Yes       No

If 'yes', please provide details:

**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 and Music 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:
  - a. ONE passport-size photograph
  - b. copy of NRIC / Passport / FIN card
  - c. copy of academic transcripts / certificates
  - d. copy of letters of reference (if any)
  - e. non-refundable application fee (S\$650) for local or PR, and (S\$1,200) for International applicants.

Mail To: **Orita Sinclair School of Design and Music Pte Ltd**  
**7 Pahang Street Singapore 198608**

**Refund Policies**

The School's refund policy is as follows:

**A. Refund for Withdrawal Due to Non-Delivery of Course**

The school will notify the student within three (3) working days upon knowledge of any of the following:

- i. PEI fails, for any reason, to commence the Course on the Course Commencement Date;\*
- ii. PEI terminates the Course, for any reason, prior to the Course Commencement Date;
- iii. PEI fails, for any reason, to complete the Course by the Course Completion Date;
- iv. PEI terminates the Course, for any reason, prior to Course Completion Date; or
- v. The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).
- vi. 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. ICA charges are not considered Miscellaneous Fees.

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

**B. Refund for Withdrawal Due to Other Reasons**

Where the student withdraws from the Course for any reason other than those set out in 'Withdrawal Due to Non-Delivery of Course' 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). ICA charges are not considered Miscellaneous Fees.

<b>% of the aggregate amount of the Course Fees and Miscellaneous Fees paid</b>	<b>If Student's written notice of withdrawal is received</b>
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).

**Cooling Off Period**

Students have a 7-working day 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 contract is signed by both parties (ie. the school and student).

**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**

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**FOR OFFICIAL USE ONLY**

**Received By**

**Date**

**Signature**

**Payment Date**

**Mode of Payment**

Cash

Cheque

Bank Transfer

**Remarks**

Course Fee:  
Admin Fee:  
Deductions (if any):  
No. of Instalments:  
Amount per Instalment: