

## Student Application Form

### FOR OFFICIAL USE ONLY

Course Applied For	
Period / Intake Applied For	
Staff / Agent Name	

### IMPORTANT

- 1) Please complete the form in full.
- 2) Applications with incomplete information and/or not accompanied with supporting documents will not be considered.
- 3) Application Fee paid is non-refundable.
- 4) **International Students are to fill in the ICA Form v36 and Form 16 separately.**

### SECTION 1: PERSONAL PARTICULARS

FULL NAME (PER NRIC / PASSPORT)	:	
NRIC / PASSPORT NUMBER	:	
DATE OF BIRTH	:	
GENDER	:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
MARITAL STATUS	:	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> OTHERS:
NATIONALITY	:	
RACE	:	

### SECTION 2: CONTACT DETAILS

CONTACT NUMBER	:	
EMAIL ADDRESS	:	
RESIDENTIAL ADDRESS (IN SINGAPORE)	:	
RESIDENTIAL ADDRESS (IN HOME COUNTRY)	:	

### SECTION 3: PARENTS AND/OR STEP PARENTS DETAILS \* students below 18

NAME	:		NAME	:	
RELATIONSHIP	:		RELATIONSHIP	:	
CONTACT NUMBER	:		CONTACT NUMBER	:	

<b>SECTION 4: ACADEMIC QUALIFICATIONS (PLEASE PROVIDE CERTIFICATE AND TRANSCRIPTS)</b>			
NAME OF SCHOOL	QUALIFICATION OBTAINED	FROM (MM/YY)	TO (MM/YY)

<b>SECTION 5: LANGUAGE PROFICIENCY (PLEASE PROVIDE PROOF OF PROFICIENCY)</b>	
HIGHEST LANGUAGE PROFICIENCY	:
GRADE ATTAINED (IF APPLICABLE)	:

<b>SECTION 6: EMPLOYMENT HISTORY (PLEASE ATTACH CV)</b>			
NAME OF COMPANY	POSITION HELD	FROM (MM/YY)	TO (MM/YY)

<b>SECTION 7: EMERGENCY CONTACT</b>	
NAME	:
RELATIONSHIP TO APPLICANT	:
CONTACT NUMBER	:

<b>SECTION 8: HOW DID YOU GET TO KNOW US</b>	
<input type="checkbox"/>	PRESS ADVERTISEMENT
<input type="checkbox"/>	WEB / MAGAZINE
<input type="checkbox"/>	ROAD SHOW
<input type="checkbox"/>	OTHERS :
<input type="checkbox"/>	REFERRED BY A FRIEND :
<input type="checkbox"/>	CONTACT NO. :

<b>SECTION 9: AGENT DETAILS</b> <i>(Complete this section only if you are an international student applying through an agent)</i>	
NAME OF AGENCY	:
CONTACT PERSON	:

<b>SECTION 10: PERSONAL DATA PROTECTION ACT (PDPA) CONSENT FORM</b>
<p>By signing this application form, you agree that the college may collect, use and disclose your personal data, as provided in this application form, including any supporting documents, for the following purposes in accordance with the Personal Data Protection Act 2012 and our data protection policy.</p> <p>(a) The processing of this application (b) The administration of your enrolment with our college</p> <p>I hereby give consent for the college to use the following for the purposes of marketing and publicity. In addition, I understand that it is my responsibility to remove myself from group and candid shots/recordings that the college intends to capture, if you do not wish to have your photos/audio-visual recordings taken.</p> <p><input type="checkbox"/> PHOTOS <input type="checkbox"/> AUDIO-VISUAL RECORDING <input type="checkbox"/> TESTIMONIALS</p>

<b>SECTION 11: PRE-COURSE COUNSELLING</b>	<b>Tick</b>
School location (s), facilities and infrastructure	<input type="checkbox"/>
Total payable fee throughout the course duration, payment methods and schedule (Payment can only be made after Student Contract has been signed)	<input type="checkbox"/>
FPS insurance scheme	<input type="checkbox"/>
Clauses in the Student Contract	<input type="checkbox"/>
CPE Student Advisory Note (Form 12)	<input type="checkbox"/>
Transfer, Withdrawal, Deferment and Refund Policy	<input type="checkbox"/>
Students' Support Services	<input type="checkbox"/>
Course entry requirements (including exemptions) and application process	<input type="checkbox"/>
Course module and outlines	<input type="checkbox"/>
Matching of aspirations to course learning outcomes	<input type="checkbox"/>
Course duration and assessment schedules	<input type="checkbox"/>
Attendance policy	<input type="checkbox"/>
Promotion and award criteria, including any special conditions	<input type="checkbox"/>
Type of certification awarded at the end of the course	<input type="checkbox"/>
Opportunities for further education or job prospect after graduation	<input type="checkbox"/>
Late Payment Policy	<input type="checkbox"/>

Student grievance procedure / Dispute resolution system	<input type="checkbox"/>
Feedback Mechanism	<input type="checkbox"/>
Student Handbook	<input type="checkbox"/>
Reference to CPE official website (www.ssg.gov.sg)	<input type="checkbox"/>
Capital College of the Arts Management and Technology website (http://ccmt.edu.sg)	<input type="checkbox"/>
<b>For International Students</b>	
Student pass application requirements and procedures	<input type="checkbox"/>
Student pass holders are not permitted to engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower	<input type="checkbox"/>
Other relevant Singapore Laws (immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering, etc)	<input type="checkbox"/>
Living in Singapore (Accommodation, Cost of Living, etc)	<input type="checkbox"/>

**SECTION 12: DECLARATION BY RECRUITMENT AGENT / STAFF CARRYING OUT PRE-COURSE COUNSELLING**

**I hereby confirm and certify that the above information has been clearly communicated to the student.**

**Name** : \_\_\_\_\_ **Signature** : \_\_\_\_\_

**SECTION 13: DECLARATION BY APPLICANT**

I declare that all information provided in this application form is complete and correct. I understand that any misrepresentation or omission of information will result in my disqualification from consideration for admission made on the basis of incorrect, incomplete or fraudulent information.

I declare that the supporting documents which accompany this application are true copies of the original documents which are authentic.

I hereby declare that I fully understand the pre-course counselling information communicated to me.

**SIGNATURE OF APPLICANT** : \_\_\_\_\_ **DATE** : \_\_\_\_\_