

APPLICATION FORM FOR HIGH SCHOOL

Admission to SISH Institute (termed as School) starts with the submission of the Application Form and Fee.

1. APPLICATION FEE

- A one-time non-refundable and non-transferable fee of **S\$545 (inclusive of GST)** to be paid when the Application Form is submitted for the application process to be activated. Bank Charges will be payable by the student. The Bank Transfer slip must be emailed to the school as proof of payment.
- No invoice will be issued.
- Complete Application Form and send all documents as listed in the document checklist to the School Office.
- The school reserves the right to reject an application.

2. LETTER OF OFFER

- Approved applicants will be given a Letter of Offer which must be signed by students or parents / guardians (if applicant is below 18 years old).
- If the Letter of Offer is not received by the due date, the offer will be considered as lapsed.
- A new Application Form and Application Fee of **S\$545 (inclusive of GST)** must be submitted for re-application.

3. STUDENT CONTRACT, TERMS AND CONDITIONS, CONFIRMATION FEE AND COURSE FEES

- After the signed Letter of Offer has been received, the Student Contract and Terms and Conditions and an invoice for payment of a one-time non-refundable and non-transferable Confirmation Fee of **S\$763 (inclusive of GST)**, Course Fees and all other related fees will be issued.
- The Student Contract and Terms and Conditions must be signed by students or parents / guardians (if applicant is below 18 years old) and returned to the School Office within seven (7) calendar days from the date of issue.
- Payment for Confirmation Fee, Course Fees and all other related fees should be made after the Student Contract and Terms and Conditions have been returned to the School Office and by the due date stated in the invoice. Late payment will be subjected to a Late Payment Penalty.
- The Confirmation Fee includes a one-time processing fee for a Student's Pass from the Immigration & Checkpoints Authority (ICA).

4. STUDENT'S PASS

- The school will assist students for a Student's Pass (non-transferable) only after the Confirmation Fee has been received.
- After the Student's Pass is approved, ICA will issue an In-Principal Approval (IPA) letter.
- Students or parents / guardians will be required to pay a Student's Pass Issuance Fee to ICA via the school.
- Students or parents / guardians will be informed of ICA appointment details for collection.
- If the Student's Pass application is unsuccessful, parents / guardians can appeal via email to the school which will assist in the appeal process. Oral notice will not be accepted.
- If appeal is rejected, the enrolment process will be terminated.
- Student's Pass is renewable. Fees for subsequent renewals are payable by the student.
- Students or parents / guardians are responsible to inform the school of any change in the student's address in Singapore and report to ICA within fourteen (14) calendar days of the change.
- Students must comply with the Terms and Conditions of the Student's Pass. Violations may lead to cancellation.
- Student's Pass will also be cancelled upon termination of enrolment. Students or parents / guardians and students are responsible to surrender the Student's Pass to ICA.

4. BANK DETAILS AND METHODS OF PAYMENT

- Bank charges will be payable by the student.
- Fees are payable in Singapore Dollars only.
- Official receipt will be issued upon verification with the bank.
- A copy of payment (eg. bank-in slip, transfer receipts, remittance advice) must be submitted to the School / Agents / with student's name as stated in the Letter of Offer and contact number.
- Accepted methods for payment are as follows:

LOCAL PAYMENT

Option 1: PAYNOW: UEN 200714877H

SISH INSTITUTE PTE LTD



SCAN TO PAY

Option 2: BANK TRANSFER

Account Name: SISH Institute Pte Ltd

Account No.: 379-301-060-3

Bank's Name: United Overseas Bank Limited

Bank's Address: Block 25, Bendemeer Road, #01-561/563, Singapore 330025

Bank Code: 7375

Branch Code: 067

Swift Address: UOVBSGSG

INTERNATIONAL PAYMENT

Option 1: FLYWIRE

Allows payment in home currency:

- Domestic Bank Transfer
- UnionPay
- Alipay
- Visa
- MasterCard
- American Express
- PayPal

Option 2: TELEGRAPHIC TRANSFER

Account Name: SISH Institute Pte Ltd

Account No.: 379-301-060-3

Bank's Name: United Overseas Bank Limited

Bank's Address: Block 25, Bendemeer Road, #01-561/563, Singapore 330025

Bank Code: 7375

Branch Code: 067

Swift Address: UOVBSGSG

Complete in BLOCK letters

 Tick ☐ where necessary.

All information will be held confidential.

For Official Use

Date of Registration : _____

Application Number : _____

Registered by : _____

Course Title
PART A: STUDENT INFORMATION

 Name of Student : _____
as stated in NRIC /
Passport

 2 Passport Photos
of Student
Required

Type of Pass (if applicable) : _____

Expiry Date of the Pass (DD/MM/YY) : _____

NRIC / Passport No : _____

 Address in Singapore : _____

Home Phone No : _____ Mobile No : _____

Religion : _____ Date of Birth : _____

Passport No : _____ Passport Expiry Date : _____

 Country of Birth : _____ Sex ☐ Male ☐ Female

 Birth Order : ☐ 1st ☐ 2nd ☐ 3rd ☐ Others (please specify) _____

Nationality : _____ Race : _____

Email Address : _____

First Language : _____ Second Language : _____

Language Spoken at Home : _____

 English Language Proficiency : ☐ Beginner ☐ Intermediate ☐ Fluent

Any siblings studying in SISH International High School?

If yes, state name : _____

Enrolment into Class : _____ First Day of Enrolment : _____

PART B: PARENT / GUARDIAN INFORMATION

Father

Personal Particulars

Name : _____
(as stated in NRIC / Passport)

Home Address : _____
(if different from child's address)

NRIC / Passport No : _____ Nationality: _____

Date of Birth : _____ Race: _____ Religion: _____

Home Phone No: _____ Mobile No: _____

Email Address : _____

Father's First Language: _____ Other Language(s) spoken: _____

Company's Particulars

Company Name : _____

Company Address : _____

Business Phone No : _____ Country: _____

Position / Title : _____

Mother

Personal Particulars

Name : _____
(as stated in NRIC / Passport)

Home Address : _____
(if different from child's address)

NRIC / Passport No : _____ Nationality: _____

Date of Birth : _____ Race: _____ Religion: _____

Home Phone No : _____ Mobile No: _____

Email Address : _____

Mother's First Language: _____ Other Language(s) spoken: _____

Company's Particulars

Company Name : _____

Company Address : _____

Business Phone No : _____ Country: _____

Position / Title : _____

Guardian

Personal Particulars

Name : _____
(as stated in NRIC / Passport)

Home Address : _____
(if different from child's address)

NRIC / Passport No : _____ Nationality: _____

Date of Birth : _____ Race: _____ Religion: _____

Home Phone No : _____ Mobile No: _____

Email Address : _____

PART C: PAYMENT PLAN

Course Fees : ☐ Yearly ☐ Instalment Schedule (By Term)

English Support Fee : ☐ Yearly

Party Responsible for Course Fees and Other Fees Payment

☐ Father ☐ Mother ☐ Guardian ☐ Company of (Father / Mother)

(If paid by Company, complete the "Company Agreement for Course Fees and Other Fees Payment Form")

PART D: EDUCATION HISTORY

1. Complete the section below with most recently attended school first. Copies of the most recent School Records must be provided.

No.	Name of Schools	City / Country	From - To (dd/mm/yy)	Grade (From - To)	Qualification Awarded
1					
2					
3					
4					

2. Does your child / ward have any learning difficulties or other disabilities?

☐ Yes ☐ No

(If yes, please give details): _____

3. Are you aware of any specific learning support that your child / ward will need during the school year?

☐ Yes ☐ No

(If yes, please give details): _____

4. Does your child / ward have behaviour that may impact upon his / her learning or the learning of others?

☐ Yes ☐ No

(If yes, please give details): _____

PART E: HEALTH DECLARATION

I. General Information

1. Does your child / ward have any medical condition? ☐ Yes ☐ No

(If yes, please give details): _____

2. Is your child / ward allergic to any substance? ☐ Yes ☐ No

(If yes, please give details): _____

3. Does your child / ward have asthma? ☐ Yes ☐ No

Asthma medication(s) _____

4. Medical History (If yes, please give details): _____

II. Immunization Status

Diphtheria and measles vaccinations are mandatory for foreign-born children aged twelve (12) years old and below by Singapore's law under the Infectious Diseases Act. To meet the mandatory requirements, go to website of Singapore's Health Promotion Board (HPB) at <https://www.nir.hpb.gov.sg/fcine/> for full information.

If your child / ward is medically unfit for vaccination, you will need to submit a document certified by a registered doctor to HPB through the Verification of Vaccination Requirements eService: <https://www.nir.hpb.gov.sg/fcine/#/login-register/register> to apply for "Verification of Vaccination Requirements (for Entry to Singapore)" from HPB.

Mandatory Vaccine	Date Completed	Suggested Vaccine	Date Completed
Diphtheria		Tuberculosis	
Measles		Hepatitis B	
		Polio	
		Haemophilus Influenza Type B	
		Pneumococcal	
		Human Papillomavirus	
		Varicella (Chicken Pox)	
		Influenza	
		Tetanus	
		Pertusis	

PART F: EMERGENCY CONTACTS DETAILS

Provide names and contact numbers of two persons in case of an emergency if parents / guardian are unavailable.

1. Name : _____

NRIC / Passport No: _____ Relationship: _____

Home Phone No: _____ Mobile No : _____

2. Name : _____

NRIC / Passport No: _____ Relationship: _____

Home Phone No: _____ Mobile No : _____

PART G: DECLARATION AND AGREEMENT

I understand that:

- my child's application will only be processed when all documents and fees required are fully submitted and declare that the information given is true and accurate.
- the school reserves the right to withdraw any enrolment decision based on inaccurate information and that placement is subject to availability.
- the school may revise Course and Miscellaneous Fees from time to time, with prior notice and any fee increase will be effective from the date stated in the notice.
- the Student Contract and Terms and Conditions must be signed and submitted to the school not less than thirty (30) calendar days before the commencement of the new school year.

I also confirm that my child will comply with all school rules, regulations and applicable requirements of relevant authorities during their enrolment.

Signature of Parent / Guardian

Name of Parent / Guardian

Date

PART H: DOCUMENT CHECKLIST

Documents	Tick
Singaporean and Permanent Resident Students	
Signed Application Form and Pre-Course Counselling Form	
Student's NRIC	
Recent passport-sized photo (must be taken with a white background)	
Educational Certificates and Result Transcripts	
International Students	
Signed Application Form and Pre-Course Counselling Form	
Student's Birth Certificate - notarised true copies for both original version and English translated version (if applicable)	
Student's Passport	
Educational Certificates and Transcripts - notarised true copies for both original version and English translated version (if applicable)	
Front and back copies of student's Dependant's Pass / Student's Pass (if applicable)	
Proof of English Proficiency	
Copy of Mother's and Father's Passport	
Copy of front and back of Parent's Dependent Pass / Employment Pass / Long-Term Visit Pass / Permanent Residence / Immigration Exemption Order (if applicable)	
Documentary proof of financial ability - bank statements / fixed deposit accounts / saving accounts of minimum S\$30,000 for visa-required countries	
Parent's Letter of Employment with notarised English translation (for visa-required countries). The Letter of Employment must not be issued more than thirty (30) calendar days before the date of application. a. Company Name b. Date of Commencement of Work c. Designation d. Salary per month	
Evidence that student meets a. age requirement b. academic requirements c. language proficiency requirement	☐ ☐ ☐

FOR OFFICIAL USE ONLY (To be completed by Authorised Personnel)

No Agent	With Agent	Name of Staff / Agent	Agent's Code

Remarks	Date	Amount	Receipt Number
Application Fee			

Date of Enrolment	
Student Number (NRIC / FIN)	
Checked By - Name of Student Services Personnel	
Signature - Student Services Personnel	
Date	
Approved By - Name of Principal	
Signature - Principal	
Date	