

APPLICATION FORM FOR HIGHER EDUCATION

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\$370** to be paid when the Application Form is submitted. 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.
- Application Fee includes a one-time processing fee for a Student's Pass from the Immigration & Checkpoints Authority (ICA).
- The school reserves the right to reject an application.

2. LETTER OF OFFER, STUDENT CONTRACT AND TERMS AND CONDITIONS

- A Letter of Offer, Student Contract and Terms and Conditions will be sent to applicants.
- Student Contract and Terms and Conditions must be signed by students or parents / guardians (if applicant is below 18 years old) and emailed to the School by the due date stated in the Letter of Offer.
- If the Student Contract and Terms and Conditions is not received by the due date, the offer will be considered as lapsed.
- A new Application Form with the Application Fee of **S\$370** must be submitted for re-application.

3. STUDENT'S PASS

- The school will assist students for a Student's Pass (non-transferable) only after the Application 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 are responsible to surrender the Student's Pass to ICA.

4. COURSE FEES

- An invoice will be issued to students or parents / guardians for payment of Course Fees and all other related fees.
- Payment must be made by the due date stated in the invoice. Late payment will be subjected to a Late Payment Penalty.
- If Course Fees are not received by the due date, the Student's Pass application will be cancelled.

5. 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

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)

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					

PART E: STUDENT'S EMPLOYMENT HISTORY

No.	Name of Companies / Country	From - To (dd/mm/yy)	Position Held	Nature of Duties	Salary / Month
1					
2					
3					
4					

PART F: HEALTH DECLARATION

1. Do you have any medical condition? ☐ Yes ☐ No

(If yes, please give details): _____

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

PART G: 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 H: COUNTRIES RESIDED IN

State countries in which student has resided for one year or more during the last five (5) years (starting from latest residential address).

Country	Address	Period of Stay	
		From	To
		From	To
		From	To
		From	To
		From	To
		From	To

	Please tick	Yes	No
Have you ever been refused entry into or deported from any country, including Singapore?			
Have you ever been convicted in a court of law in any country, including Singapore?			
Have you ever been prohibited from entering Singapore?			
Have you ever entered Singapore using a different Passport or Name?			
Have you ever applied for a Student's Pass in Singapore?			
If any of the answers is 'Yes', give details below.			

PART I: DECLARATION BY LOCAL SPONSOR

Tick one:

☐ Local School Sponsor	☐ Local Individual Sponsor	☐ Self-Sponsor
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FOR APPLICATION SPONSORED BY AN INDIVIDUAL ONLY

If sponsored by an individual (Singapore Citizen / PR), complete the following details and include a photocopy of the Local Sponsor's NRIC.

Singapore NRIC No.	☐ Pink ☐ Blue	Full Name in BLOCK LETTERS	
Relationship to Student	Contact Number	☐ Male ☐ Female	Date of Birth

PART J: DECLARATION AND AGREEMENT

I understand:

- that my application will only be processed when all documents and fees required are fully submitted and declare that the information given is true and accurate.
- that the school reserves the right to withdraw any enrolment decision based on inaccurate information and that placement is subject to availability.
- that 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.
- that 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 Course.

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

Signature of Parent / Guardian / Student

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Name of Parent / Guardian / Student

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Date

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PART K: 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	
Updated Resume, if applicant has worked more than one (1) year	
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 Associate Dean	
Signature - Associate Dean	
Date	