

ENROLMENT FORM

ICAEW CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS

PHOTO

Important Notes:

1. Please ensure that you have filled-up the student registration form for ICAEW Certificate in Finance, Accounting and Business.
2. Please note that it is the responsibility of candidates to maintain up-to-date and accurate particulars especially the contact details.
3. Under the Private Education Act, the Committee for Private Education (CPE) was set up to regulate the private education industry in Singapore. All private education institutions (PEIs) are required to comply with the regulations under the Act. Candidates enrolling for the course are required to read the Enrolment Procedures in SAA-GE website before proceeding with enrolment.
4. Data Protection Scheme: SAA-GE undertakes the responsibility to maintain the confidentiality of student's particulars and not to divulge the information to any third party unless required by law or other statutory regulations. Students can choose to opt-out of any mode of contact from SAA-GE by informing the school of their decision.

Please tick (✓) one:

Enrolment Type: <input type="checkbox"/> New <input type="checkbox"/> Continuing Students	Financial Support: <input type="checkbox"/> Bank Loan <input type="checkbox"/> Company-Sponsored	Enr No. _____
Intake: _____		For Office Use: <input type="checkbox"/> FPS

Please tick (✓) the module/s you would like to enrol

TUITION FOR ICAEW CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS	Tuition
Accounting	<input type="checkbox"/>
Assurance	<input type="checkbox"/>
Business and Finance	<input type="checkbox"/>
Law	<input type="checkbox"/>
Management Information	<input type="checkbox"/>
Principles of Taxation	<input type="checkbox"/>

NEW Students - fill in all fields from Section A – J.

Continuing Students - fill in Section A denoted by *. Any updates, fill in as necessary.

(A) PERSONAL DETAILS

*Name (as it appears in NRIC/FIN/Passport):			* NRIC / FIN No. :	
S'pore Home Address :			Postal Code	
*Date of Birth :	Nationality :	Race :	Gender : * Male / Female	
Contact Nos : (H)	(O)	*(HP)	*Email :	

(B) CURRENT STATUS OF FOREIGNERS IN S'PORE

		*FIN :	
Type of Pass Held : <input type="checkbox"/> EP <input type="checkbox"/> WP <input type="checkbox"/> S Pass <input type="checkbox"/> DP <input type="checkbox"/> LTSVP <input type="checkbox"/> STP (Another School)		*Expiry Date :	
Name of Employer/Current School :		Start Date	End Date
Current Designation/Course :			
Home Address in Country of Origin:		Contact No.	

*** (C) EMERGENCY CONTACT**

Name :	Relationship :	Tel :
Home Address :		Postal Code

(D) PARENT'S / GUARDIAN'S DETAILS (if applicable)

Name of Parent / Guardian :		NRIC / FIN No :	
Home Address :		Postal Code	
Contact Nos : (H)	(O)	(HP)	Email :

(E) ENGLISH LANGUAGE PROFICIENCY

Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If 'NO', please indicate below any English proficiency test taken in the last 2 years :		Score / Grade Attained :
<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> GCE 'O' / 'A' Levels <input type="checkbox"/> Others : _____		Test Date : _____

(F) EDUCATIONAL QUALIFICATIONS (chronological order)

Please list your qualifications in reverse chronological order and attach certified true copies of Academic Certificate(s) and Academic Transcript(s) (Postgraduate / University Degree / Diploma Certificate / Professional Qualification Certificate).

Name of Institution	Country	From (mm/yyyy)	To (mm/yyyy)	Qualification / Award

*** (G) EMPLOYMENT DETAILS (chronological order)**

Name of Company	Designation	From (mm/yyyy)	To (mm/yyyy)	Nature of Duties

(H) COMPANY INFORMATION *(if sponsored by company)*

*Company Name:	*UEN No.	
*Company Address:		
*Contact Person:	*Contact No.	*Email:

(I) DISABILITY /SPECIAL NEEDS

Do you have a disability or long term medical condition which may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'YES', please indicate type of disability or medical condition : _____

(J) HOW DID YOU GET TO KNOW SAA GLOBAL EDUCATION?

<input type="checkbox"/> Media _____ <i>(please state)</i>	<input type="checkbox"/> Referral from friend	<input type="checkbox"/> Internet
<input type="checkbox"/> Recruitment Agent : _____ <i>(please state)</i>	<input type="checkbox"/> Others : _____ <i>(please state)</i>	

PRE-COURSE COUNSELLING

Pre-Course counselling is a process whereby SAA-GE matches the aspirations of prospective students with the course learning outcomes by :

- i Assessing prospective students' educational needs based on their proficiencies;
- ii Providing appropriate guidance and advice on the suitability of the courses available; and
- iii Providing career guidance relating to the courses available.

In addition, SAA-GE will also provide the following up-to-date information to facilitate an informed decision by its prospective students.

Note : Student Handbook which is available on the website

No.	ITEMS	REFERENCE
1	About SAA-GE	Student Handbook
2	Quality Assurance @ SAA-GE	Student Handbook
3	School Location, Facilities and Infrastructures	Student Handbook
4	Application Requirements and Procedures	Student Handbook
5	Standard Student Contract	Student Handbook
6	Student Conduct & Discipline	Student Handbook
7	Attendance Requirement <input type="checkbox"/> 75% Certificate of Attendance/Exam Requirement	Student Handbook
8	Admission Requirements and Exemptions	Course Brochure
9	Course Modules and Outlines	Course Brochure
10	Course Duration and Assessment Schedules	Course Schedule
11	Type of Certification Awarded	Course Brochure
12	Promotion and Award Criteria	Student Handbook
13	Fee Payable, Fee Schedule and Payment Methods	Student Handbook
14	Refund Policy and Procedures	Student Handbook
15	Course/Class Transfer, Deferment and Withdrawal Policy and Procedure	Student Handbook
16	Fee Protection Scheme and Medical Insurance	Student Handbook
17	Student Support Services	Student Handbook
18	Student Feedback and Grievances Policy	Student Handbook
19	Relevant Singapore Laws	Student Handbook
20	Reference to Committee Private Education (www.cpe.gov.sg)	

DECLARATION

- 1 I hereby apply for admission in accordance with the Act, by-law and rules of the Awarding Body and SAA-GE and declare that I have read all the brochures provided.
- 2 I certify that to the best of my knowledge all documentation and information submitted or made available by me to the Awarding Body and SAA-GE, whether in relation to any programme of study or otherwise (the 'information'), is true, accurate and complete.
- 3 I authorise the Awarding Body and SAA-GE to collect and release information regarding my Enrolment to Government agencies in accordance with legal requirements; and for the purpose of Enrolment, communication (eg. SMS/email), publications, course info, etc. and to obtain official student records from any educational institution necessary to make any informed decision about the application or matters that concern my Enrolment.
- 4 I agree to receive general updates and notifications relating to my enrolment from SAA-GE either in person, through email, SMS or phone call.
- 5 I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.
- 6 I confirm that I have gone through the Pre-Course Counselling exercise and understand SAA-GE's policies and regulations (eg. refund, withdrawal, FPS, student contract, etc.). I shall be bound by all policies, regulations and terms & conditions, which may thereafter be amended from time to time at the discretion of SAA-GE.
- 7 I understand that it is my responsibility to find out about the course membership (where applicable) with the Awarding Body, eg. exemption, examination, membership, etc.

Applicant and/or Guardian's Signature

Consultant's Name & Signature

Date (dd/mm/yyyy)

FOR OFFICIAL USE ONLY

DOCUMENT CHECKLIST

No.	ITEMS	CHECK
1	Duly completed and signed enrolment form	
2	Certified true copy of NRIC / Passport / Others	
3	Certified true copy of EP / S-Pass / WP / DP / LTSVP / STP with another School	
4	Certified true copy of Academic Certificate(s) (University Degree / Diploma Certificate / Professional Qualification Certificate)	
5	Certified true copy of Academic Transcript(s)	
6	Degree programme course outlines	
7	Original SAA-GE Vouchers (if any)	
8	1 Passport-sized photograph	
9	Certified true copy of IELTS / TOEFL / other English Proficiency Test Certificate (if any)	
10	Copy of Personal Medical Insurance Policy (where applicable)	
11	Letter of Approval from other PEI (if student is holding a STP from another school)	
12	Letter of Approval from ICA for those holding a LTSVP	

Application Fee (incl. GST)	\$	MODE OF PAYMENT <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> NETS <input type="checkbox"/> Cheque No : _____ Bank : _____ <input type="checkbox"/> Telegraphic Transfer Details : _____	REMARKS
Tuition Fee (incl. GST)	\$		
Other Fees (incl. GST)	\$		
Bal. Fee (incl. GST) \$	Due Date		