

APPLICATION FORM

PROGRAMME _____
(Example: Bachelor of Arts in Business Management)

STUDENT NUMBER : _____ INTAKE TERM : TERM: _____ YEAR: _____
(Please Circle One) PART-TIME / FULL TIME MODE OF STUDY : 2 Modules Per Term / 3 Modules Per Term

1. PERSONAL DETAILS

NRIC/FIN No:

Title: Mr / Mrs / Ms / Dr Full Name: _____
(As it appears in your NRIC / Passport. Please underline surname / family name)

Singapore Address: _____ Postal Code: _____

Home Country Address: _____
(for International student)

Home contact no: _____ Mobile phone no: _____ E-mail: _____

Province/State: _____ Country of Birth: _____

Date of Birth: Marital Status: Single Married Gender: Male Female
(dd/mm/yy)

Type of Document Held: _____ (eg: Passport) Issue Date: _____

Serial No. of Document: _____ (eg: Passport No.) Expiry Date: _____
(dd/mm/yyyy)

Country of Issue: _____ Place of Issue : _____

Nationality: Singaporean Others (specify): _____

Race: Chinese Malay Indian Others (specify): _____

Religion: _____

For non-Singaporean Citizen only: Permanent Resident Employment Pass / Work Permit / QP
 Student Pass Dependant Pass (Issued by: _____)

State the expiry date of your pass: National Service Status: Pre-Enlistee Not Applicable
(dd/mm/yy) NSF / NSmen / Completed

2. STUDENT'S EDUCATIONAL BACKGROUND

NAME OF SCHOOL	COUNTRY/ PROVINCE	EDUCATIONAL CERTIFICATE NO	LANGUAGE	PERIOD OF STUDY		HIGHEST EDUCATIONAL QUALIFICATION
				FROM <small>(dd/mm/yy)</small>	TO <small>(dd/mm/yy)</small>	

3. STUDENT'S RECENT EMPLOYMENT HISTORY

NAME OF COMPANIES	COUNTRY	PERIOD OF WORK		POSITION HELD
		FROM (dd/mm/yy)	TO (dd/mm/yy)	

4. STUDENT'S INFORMATION

<ul style="list-style-type: none"> ● Auston Location and Facilities, ● Auston Application and Course Requirements and Criteria; ● The course I am applying for; The award I am applying for (degree / diploma); ● The Fees of the course; How my fees will be protected; ● The student contract; ● The Refund policy and The Transfer and Withdrawal policy; ● The Student Support services; ● The Modules in my Course; The module outlines; ● I may approach the Council for Private Education for further queries at www.cpe.gov.sg 	<ul style="list-style-type: none"> ● The course duration and assessment schedules; ● The promotion criteria; ● The General Laws of Singapore and Employment Rules; ● Visa and student's pass application requirements and procedures; ● Personal and Medical Insurance; ● Advice on accommodation and the cost of living; ● General healthcare services in Singapore ● Form 12 of Private Education Act
---	---

I have been informed of all the above details:

Signature of Student / Date

I am a **Direct Applicant** (Name of Course Consultant: _____)

Referral by an Authorised Overseas Representative
(Name of Representative Company: _____)

5. STUDENT'S DECLARATION

I certify that all information given by me in this application form is true and correct. I understand that any misrepresentation or omission of information may make me ineligible for admission or subject to dismissal. I understand that if I am unable to provide the documents to support the information provided, Auston Institute of Management has the right to withdraw the offer without any refund of application or course fees paid. I also authorise any investigation conducted upon the information provided for the purposes of verification.

I have read and understood all the information in the brochure / prospectus / Auston student guide.

.....
Signature of Student

.....
Date

ITEM 6, 7 AND 8 - FOR INTERNATIONAL APPLICANTS ONLY

6. STUDENT'S NATURAL PARENTS/STEP PARENTS/SPOUSE/SIBLINGS

FULL NAME	RELATIONSHIP	DATE OF BIRTH (dd/mm/yy)	NATIONALITY	OCCUPATION	RESIDENTIAL STATUS IN SINGAPORE (PR/WP/DP/CITIZEN)*

7. STUDENT'S FINANCIAL SUPPORT DETAILS (Only for VISA-Required Country)

	AVERAGE MONTHLY INCOME FOR THE PAST 6 MONTHS <i>(Please write in Singapore Dollars)</i>	CURRENT SAVINGS <i>(Please write in Singapore Dollars)</i>
STUDENT		
SPOUSE		
FATHER		
MOTHER		

OTHER FINANCIAL SUPPORT FROM IMMEDIATE FAMILY MEMBERS:

8. INTERNATIONAL STUDENTS DECLARATION

HAVE YOU EVER:

VISITED SINGAPORE?	YES	/	NO
BEEN REFUSED ENTRY INTO OR DEPORTED FROM ANY COUNTRY?	YES	/	NO
BEEN CONVICTED IN A COURT OF LAW IN ANY COUNTRY?	YES	/	NO
BEEN PROHIBITED FROM ENTERING SINGAPORE?	YES	/	NO
ENTERED SINGAPORE USING A DIFFERENT PASSPORT OR NAME?	YES	/	NO
HELD A SINGAPORE STUDENT PASS BEFORE?	YES	/	NO

*If any of the answer is "YES", please furnish details on a separate sheet of paper

- i. I hereby declare that all particular and information furnished above are true and correct.
- ii. I undertake not to study in Singapore without a Student's Pass.
- iii. I undertake not to misuse controlled drugs or take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under Immigration Act.
- iv. I undertake to comply with provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.
- v. I undertake not to involve in any criminal offences in Singapore.
- vi. I undertake not to indulge in any activities which are inconsistent with purpose for which the immigration passes have been issued.
- vii. I undertake not to miss any lesson and always maintain a minimum of 90% of attendance.
- viii. I further undertake not to be engaged in any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid, without the consent in writing of Controller of Immigration.
- ix. I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment or caning.
- x. I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.
- xi. I give my consent for your department to obtain and verify information or with any source, as you deem appropriate for the assessment of my application for immigration facilities.

.....
Signature of Student

.....
Date

**FORM 12
PRIVATE EDUCATION
ACT (No. 21 of 2009)
PRIVATE EDUCATION REGULATIONS
ADVISORY NOTE TO STUDENTS**

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, _____, NRIC/Passport number
_____, (name of student/parent/guardian) (NRIC/passport no.)

have read and understood this advisory note before signing the Student Contract for

myself/my ward** (_____(NRIC/passport) _____) (name of ward)

with **Auston Institute of Management Pte Ltd**

(name of PEI)

(Signature of student or parent / guardian)

Date : _____

*Please delete whichever is inapplicable.

INSTRUCTIONS TO ALL APPLICANTS

PLEASE READ ALL INSTRUCTIONS ON THIS PAGE.

<p>STEP 1: Fill Application Form</p> <p>Complete this application form and email it to ask@auston.edu.sg or mail the physical copy to 50 Ophir Road, #02-00 Church of Our Lady of Lourdes Singapore 188690</p> <p>Processing will commence after step 2.</p>	<p>STEP 2 : Make Payment</p> <p>Send payment of \$107.00 for SC/ PR and WP holders; or \$481.75 for International Students</p> <p>Auston Institute of Management Pte Ltd 50 Ophir Road, #02-00 Church of Our Lady of Lourdes Singapore 188690</p>	<p>STEP 3 : Evaluation</p> <p>Auston will now evaluate your application form. Processing time should normally take 3 working days. Once completed, a member of our staff will contact you.</p> <p>Thank you for applying to Auston.</p>
---	--	--

CONFIDENTIALITY POLICY Auston Institute of Management Pte Ltd offers confidentiality. Any sensitive information given will not be passed on except in very rare circumstances where this is necessary to protect a vulnerable person from harm, or to comply with the law. In such circumstances, the information will only be passed on as permitted in this policy. Where ever possible and appropriate the person will be informed that this action has been taken.

PERSONAL DATA PROTECTION ACT (PDPA) I hereby agree and consent that Auston Institute of Management Pte Ltd may collect, use, disclose and process my personal information provided by me or possessed by Auston Institute of Management Pte Ltd, for one or more of the purposes as stated in confidentiality policy, which includes but is not limited to the following:

- (a) **Processing my application through university partner;**
- (b) **Sending me marketing, advertising and promotional information about other products/ services that Auston Institute of Management Pte Ltd may be offering, and which Auston Institute of Management Pte Ltd believes may be of interest or benefit to me, by way of e-mail or telephone number(s) in the form of voice call or SMS (text message).**

Opt Out for subclause (b)
Please be informed that you have the right to opt out of receiving marketing messages. Kindly send an e-mail to marketing@auston.edu.sg with your full name, NRIC number, telephone number(s) and e-mail to opt out from subclause (b).

PAYMENT METHODS

All fee payment can be made via the following modes:

- NETS
- Cheque (Crossed and made payable to Auston Institute of Management Pte Ltd)
- Bank draft
- Internet Banking Transfer

Note:

Any cheques that are presented for payment of fees and dishonoured by the Bank will incur an administrative fee of S\$20.00. International Students are recommended to pay using telegraph transfer. All course tuition fees for the school "Auston Institute of Management Pte Ltd" should be remitted by telegraphic transfer to the following bank account in Singapore Dollars:

Account Name	Auston Institute of Management Pte Ltd
Account Number	372-300-460-6
Bank Name	United Overseas Bank Limited,
Bank Address	1 Coleman Street #01-14 & B1-19, The Adelphi, Singapore 179803
Bank Swift Code	UOVBSGSG

All banking charges, if any, are to be borne by the sender. Students are required to **quote the student's name and course details in the remittance document** as the remittance message for verification.