

STUDENT'S RECENT EMPLOYMENT DETAILS

Please provide details of all former studies that you have completed and those that you are currently pursuing.

Name of Companies	Location / Country	From (MM/YY)				To (MM/YY)				Position Held
		M	M	Y	Y	M	M	Y	Y	
		M	M	Y	Y	M	M	Y	Y	
		M	M	Y	Y	M	M	Y	Y	

TERMS AND CONDITIONS

Course Fees

- ▮ All fees quoted are subject to other costs arising from government directives.
- ▮ Non-tuition fees are not included. For more details, please contact our Auston Institute of Management Representative Office or our authorized agents in your country or our official website; www.auston.edu.sg

Fee Payment Policy

Auston Institute of Management Pte Ltd collects course fees in accordance to the fees structure stipulated in the Standard PEI- Student Contract. An Administrative charge of SGD53.50 (inclusive of GST) per week will be levied on each late installment payment of the course fees. Fees are payable upon confirmation and acceptance of a place on the programme before the course commences.

Payments can be made by NETS, VISA, MasterCard, Telegraphic Transfer, Flywire or Cheque. For cheque payment, please indicate the details of the programme applied for and your personal particulars on the back of the cheque.

Refund Policy

Refunds for Withdrawal due to Other reasons

Any request for a refund of course fees paid before/after commencement of the course shall be made as per the following refund policy: Percentage of refund before/after the course commencement date

% of aggregate amount of the fees paid as per Auston Institute of Management Student Contract	If a Student's written notice of withdrawal is received
90%	("Maximum refund") More than 14 days before the Course Commencement Date
60%	Before, but not more than 14 days before the Course Commencement Date
0%	After the Course Commencement Date

A cooling-off period of seven (7) working days is applicable for a maximum refund from the date when the contract was signed.

The above refund policy is also applicable to company-sponsored students.

Auston Institute of Management will assess and reply to any request for withdrawal within a time frame of not more than seven (7) working days.

Refunds for Withdrawal With Cause

Auston Institute of Management shall inform the student immediately within three (3) working days if:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the student meets the course entry or matriculation requirement as set by the organization stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The student's pass application is rejected by Immigration and Checkpoints Authority (ICA)

Auston Institute of Management Pte Ltd shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (vi), provide the Student information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement. The student shall be entitled to immediately withdraw from the Course by giving written notice to Auston Institute of Management Pte Ltd of his/her intention to do so.

For circumstances under the Clause, Auston Institute of Management Pte Ltd shall, within seven (7) working days after notifying the Student, refund the student:

- (i) The entire amount of the Course Fees; and
- (ii) The Miscellaneous Fees

Auston Institute of Management Pte Ltd shall also, as soon as practicable after receiving the Student's notice of withdrawal (and in any event no later than seven (7) working days after receiving such notice) refund to the Student the entire amount of the Course Fees and the Miscellaneous Fees.

Withdrawal Policy

- ▮ To confirm withdrawal from the programme, student to submit Withdrawal forms and submit to Student Services Department at Auston Institute of Management Campus.
- ▮ Student with genuine financial difficulties who wish to withdraw from the course should submit withdrawal forms to Auston Institute of Management Pte Ltd for consideration. All request must be supported with documentary and evidence.
- ▮ The student should be informed in writing of alternatives study arrangement (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the student decide to withdraw, within seven (7) working.
- ▮ Auston Institute of Management Pte Ltd will assess and reply to any request for withdrawal within a time frame of within 7 working days.

Transfer Policy

If a student who has been accepted by Auston Institute of Management Pte Ltd decides to transfer to another school/ Institute/University before or after commencement, student must submit all the relevant forms to student services at Auston Institute of Management. This request shall be subject to the Auston Institute of Management Refund Policy.

a) Transfer out of Auston Institute of Management Pte Ltd to another school/institute/university

- ▮ Student who wishes to transfer to another school shall be deemed as withdrawing from his / her course of study at Auston Institute of Management. The student shall be required to complete the withdrawal forms and follow the withdrawal process.
- ▮ Student Service department shall ensure that the student has no outstanding fees payable to the institute before accepting such transfer request. Student shall be advised to make payment of any outstanding fees before the institute will process his / her transfer and withdrawal request.

b) Transfer within Auston Institute of Management Pte Ltd but to a different course/downgrading of academic course(s)

- ▮ Application for change of course and mode of study form should be submitted 1 month before the course commencement date for all students.
- ▮ Student Service department shall ensure that the student has no outstanding fees payable to the institute before accepting such transfer request. Student shall be advised to make payment of any outstanding fees before the institute will process his/ her transfer request.
- ▮ Auston Institute of Management will not accept any transfer request after the submission due date. Student who insist on transferring will be processed as withdrawal and new enrollment respectively. The respective terms and condition of the withdrawal policy shall then be applied.
- ▮ Approval will be sought from academics and a response will be given to the student within 7 working days. Upon approval, an administrative charge of S\$107 (inclusive GST) shall apply.

Interruption of Studies

- ▮ All request for interruption of studies must submit Interruption Studies Forms together with supporting documents and a non-refundable processing fees \$321 (inclusive GST) to Student Services Department, a month before current trimester end
- ▮ Request to interrupt course or defer single/ multiple modules are subject to Academic Board approval on Case-by-case basis and conditional on the respective University's rules and regulations.
- ▮ Deferred term shall be scheduled by the school and subject to availability classes. Return to continue study as per agreed. Failure to do so shall result in forfeit of any fees of any fees and withdrawal from the course.
- ▮ International students who are approved for deferment will be required to cancel their student passes as required by ICA.
- ▮ Approval for deferment is at the sole discretion of Auston Institute of Management. Once approved, student is required to sign and addendum to the student contract; or new student contract (if Applicable)

Private Education Act**Fee Protection Scheme**

Fee Protection Scheme (FPS) is under the EduTrust certification scheme. The purpose of these scheme is to protect the unconsumed course fees paid by students in the event that a Private Education Institution (PEI) is unable to continue operating.

Auston Institute of Management Pte Ltd has appointed LONPAC Insurance Bhd and Great Eastern General Insurance Limited to be the FPS providers for our students. The insurance coverage will be for the entire tuition fee and any tuition fees arising from an extension of the study period longer than the initially planned study period (if applicable).

Medical Insurance

Auston Institute of Management Pte Ltd has in place a medical insurance scheme by AXA Insurance Pte Ltd for Full time students. It is subjected purchase for Part time students, if he/she is not able to provide a local medical insurance coverage statement.

IMPORTANT CHECKLIST

Use this checklist to ensure that you have included all relevant documents before submitting your application.

Please tick boxes as appropriate.

1) Complete the application form.

2) An application fee of S\$387.50 (non-refundable) for International Students or S\$107.00 (non-refundable) for local Singapore Residence students made payable to "Auston Institute of Management Pte Ltd". The payment of the registration / application fee can be paid via the following options:

- i) Demand draft (DD) made to 'Auston Institute of Management Pte Ltd'
- ii) Telegraphic Transfer (TT) made to the following account:
 - Name : Auston Institute of Management Pte Ltd
 - Bank : United Overseas Bank Limited
 - Branch : 1 Coleman Street,
#01-14 & B1-19, The Adelphi,
Singapore 179803
 - Account Number : 372-300-460-6
 - Bank code : 7375
 - Swift code : UOVBSGSG

3) The Application form must enclose the following documents which are required for processing the student's pass application.

- 1 recent passport-sized photographs of the applicant (against white background)
- 1 copy of Immigration & Checkpoints Authority of Singapore (ICA) e-Form 16
- Photocopy of applicant's passport pages showing his/her particulars and travel document's date of validity (At least 1 year)
- Photocopy of applicant's Birth Certificate/Affidavit
- Photocopy of applicant's Certified/Notarised copy of Education Results / Certificates and Transcripts (with detailed results)
- Photocopy of the Student's Pass (For applicants transferred from other schools in Singapore) or notification for cancellation of Student Pass, Visit Pass and Embarkation Form.
- Must show proof of English Medium Study/First Placement Test Attempted/IELTS/TOEFL
- Photocopy of financial statement (E.g. bank statement, fixed deposit / saving account)
Note: For Visa Required Country only (E.g. minimum amount of RMB150,000 for PRC only)
- Proof of parent's occupation (PRC only)
- University Application Form (if applicable)
- Parents Income Statement
- Household Certificate (Korea / Myanmar / Cambodia / Taiwanese students)
- Employment History records. I.e.: Resume or CV (If applicable)

4) The following additional documents are required to be submitted if one of the applicant's parents/step-parents is a Singapore Citizen / Singapore Permanent Resident.

- Parent's/Step-parent's Official Marriage Certificate/Divorce Certificate and applicant's Custody Paper (original and photocopy)
- Parent's/Step-parent's Letter of Employment (letter should state date of commencement, designation, and salary per month) or Business Registration Certificate (instant computer printout) if parent/step-parent is self-employed.
- Parent's/Step-parent's NRIC or Passport

5) All completed documents must reach Auston Institute of Management at least 8 weeks (2 months) before course commencement. If there is any late submission, Auston Institute of Management will not submit the application to ICA. For Students' Passes that are rejected by ICA, the general processing time for appeal takes about 4 weeks (1 month).

**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.

PRE-COURSE COUNSELLING

We thank you for your interest in applying to Auston Institute of Management Pte Ltd.

Before starting an application, it is the responsibility of our staff and/or authorised agent to provide the following information:

School details

Auston Institute of Management has a range of services and facilities to enhance student experience; Auston Institute of Management's facilities include the engineering lab, computer lab, student lounge, and resource center. Other student support services include the Career Guidance Unit.

Course details

Course information includes admission requirements, English language proficiency, course modules and outlines, course duration, total payable fee throughout the course duration, types of certification awarded at the end of the course, and job prospects after graduation. The course learning outcomes are set to match the aspirations and interests of a prospective student.

Fee Protection Scheme (FPS)

Information can be found in this application form.

Medical Insurance

Information can be found in this application form.

Refund, Transfer and Withdrawal Policy

Information can be found in this application form.

Student's Pass Application, Student Contract Procedures and Form 12 of Private Education Act.

Relevant Singapore laws such as Immigration & Checkpoints Authority of Singapore (ICA) and Ministry of Manpower (MOM)

International students must attain a minimum of 90% attendance on a monthly basis. Students must not engage in the following activities:

- ▮ Attend classes without a valid Student's Pass.
- ▮ Any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid.
- ▮ Misuse controlled drugs or to take part in any political or other activities during the stay in Singapore.
- ▮ Involve in any criminal offences in Singapore.

Accommodation and cost of living in Singapore

The cost of living in Singapore varies according to a number of factors including the location and one's preferred lifestyle.

General Health Services in Singapore

International students can find a General Practitioner (GP) in practically every neighbourhood and outpatient medical services can be sought at private clinics. Consultation charges of a GP range from S\$18 to S\$55 per visit, excluding medication. In addition, there are seven public hospitals in Singapore: five general hospitals, women's and children's hospital and a psychiatric hospital.

For more information, please visit;

- ▮ Ministry of Health website (www.moh.gov.sg) for General Health related matters.
- ▮ Committee for Private Education (www.ssg.gov.sg/cpe/pei.html) for reference.

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 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.

I hereby acknowledge that I have received a pre-course counselling from Auston Institute of Management staff/authorised agent and I fully understand the terms and conditions and my rights.

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 not limited to the following;

- ▮ Processing my application through university partner;
- ▮ 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 or Passport Number, telephone number(s) and e-mail to opt out from subclause (b).

Signature of Applicant

Date: _____

Name and Signature of AIM Representative and/or Agent

Date: _____

HOW DID YOU FIND OUT ABOUT AUSTON INSTITUTE OF MANAGEMENT?

- | | |
|---|--|
| <input type="checkbox"/> Auston Website | <input type="checkbox"/> Agents/Representatives |
| <input type="checkbox"/> Search Engine (Google/Yahoo/Bing/Others) | <input type="checkbox"/> Friends/Relatives |
| <input type="checkbox"/> Newspaper/Magazine/Journals | <input type="checkbox"/> Exhibition/Seminar/Workshop |
| <input type="checkbox"/> Social Media (Facebook/Twitter/Others) | <input type="checkbox"/> Others _____ |

DECLARATION

I, the undersigned, hereby affirm to the authenticity of the information provided on this application form. I acknowledge that _____ (AIM staff/Agent) has explained the above details to me and I understand that any false or misleading information may result in denial of admissionary expulsion from Auston. I declare that I have read the instructions on this application form and all the information provided is complete and correct.

I declare that I have read the terms & conditions on this application form and I hereby authorise the Institute to conduct authenticity verification from the awarding organisation(s) of my declared academic qualifications. I understand that the final acceptance into the course is subject to the approval of the Student's Pass application from the Immigration & Checkpoints Authority of Singapore (ICA) and meeting the admission requirements of the course.

Signature of Applicant

Date: _____

Name and Signature of Auston Institute
Representative and/or Agent

Date: _____

AUSTON 
INSTITUTE OF MANAGEMENT

Cert No.: 200510122R
ERF Validity: 30/01/2016 to 29/01/2020



Cert No.: EDU-2-2048
Validity: 25/02/2017 to 24/02/2021

AUSTON INSTITUTE OF MANAGEMENT PTE LTD IS A PRIVATE HIGHER EDUCATION PROVIDER IN SINGAPORE FOCUSED ON ENGINEERING, TECHNOLOGY AND PROJECT MANAGEMENT COURSES. OUR DEGREES ARE AWARDED BY UNIVERSITY PARTNERS AND OUR GRADUATES ARE ACCORDED ALL RIGHTS AND RECOGNITION AS STUDENTS STUDYING AND COMPLETING AT THE UK HOME CAMPUS. IF YOU FEEL THAT YOU REQUIRE CLARIFICATION ON ANY COURSE INFORMATION OR TERMS OR CONDITIONS CONTAINED HEREIN, PLEASE CONTACT US AT ANY OF THE TOUCH POINTS BELOW

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REC_5.3.2_01(V2) **RELEASE DATE** APRIL 2019 **AUSTON INSTITUTE OF MANAGEMENT PTE LTD** **CO.REG.NO.:** 200510122R