



## APPLICATION FOR CONTINUING ADMISSION

OFFICIAL USE ONLY  DAY COLLEGE (Full-time)   EVENING COLLEGE (Part-time)   FPS number (Insurance/ESCROW)								
DAY COLLEGE (Full-time)								
DAY COLLEGE (Full-time)								
Access Entry Diploma Entry Sear 1 / Diploma Hedical Insurance Number Sec Signed & Returned on D D M M 2 0  Please complete the application form throughout in full. Please state N.A if not applicable.  Authorised Representative Code All applications must be accompanied by copies of supporting documents.  Please indicate the subjects you wish to take for this year:  1.								
Diploma Entry Degree Entry Graduate Entry Intake Date DDM 2 0  Medical Insurance Number DDM 2 0  Authorised Representative Code DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM 2 0  DDM 2 0  DDM 2 0  Medical Insurance Number DDM 2 0  DDM								
Degree Entry Graduate Entry Intake Date DDMM 2 0    MPORTANT INSTRUCTIONS   Please complete the application form throughout in full.   Tick   boxes where appropriate.								
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Intake Date D D M 2 0 D D								
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1.       4.         2.       5.         3.       6.								
1.       4.         2.       5.         3.       6.								
2.       5.         3.       6.								
3. 6.								
Programme Leading to the Award of :								
School of Business School of Law School of Humanities								
■ B.Sc (Hons) Accounting & Finance ■ B.Sc (Hons) Economics & Finance + ■ Diploma in Law ■ Diploma in English								
■ B.Sc (Hons) Accounting with Law ■ B.Sc (Hons) Management ■ Bachelor of Laws (LL.B) ■ B.A. (Hons) Englis								
B.Sc (Hons) Business B.Sc (Hons) Management with Law								
B.Sc (Hons) Banking & Finance B.Sc (Hons) Mathematics & Economics * +								
B.Sc (Hons) Economics  BSc (Hons) Sociology +								
B.Sc (Hons) Economics & Management Diploma in Economics * not applicable for graduate en								
+ classes are subject to demand								
PERSONAL DETAILS								
Title: Mr / Mrs / Ms (full name as in passport)								
Family Name (BLOCK LETTERS)								
First Name								
NRIC / Passport : Date of Birth : DDMM 1 9 YY Age :								
NRIC / Passport : Date of Birth : D D M M 1 9 Y Y Age : Home Address :								
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NRIC / Passport : Date of Birth : D D M M 1 9 Y Y Age : Home Address :								
NRIC / Passport : Date of Birth : D D M M 1 9 Y Y Age :  Home Address :  Singapore								

Please indicate the <b>UOL</b> subjects you have attempted for examinations previously		Results	Year Taken				
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
PLEASE ATTACH TRANSCRIPTS WHERE AVAILABLE  Did you seek any exemptions for any subjects from University of London? If so, please indicate subjects where you were granted exemptions from :							
1.	3.						
2.	4.						
INTERNATIONAL STUDENTS (for students who require student visa)  FIN No.: Expiry date of current visa:  Hometown Address:  Tel No.: NATIONALITY:  Issue Date: Expiry Date: Place of issue:							
CONTINUING ENROLMENT SELF-CHECKLIST							
APPLICATION FORM CHECKLIST  2 recent passport size photographs of applicant  Applicant's NRIC / Passport Copy  Standard Student Contract  Applicant's UOL transcripts (if applicable)							

## **REFUND POLICY** Refund under "Cooling Off" Period All students are entitled to a full refund of course fees during the 7 day "cooling off" period. The registration fee however is not refundable. **Other Refund** The college refund policy is as follows: Amount refundable Event 1. If course cancelled by the College prior to commencement of class 100% of course fee 2. If course cancelled by the College after commencement of class 100% of course fee 3. If withdrawal notification is received after the 7- day "cooling off" period No refund 4. If written withdrawal notification is received more than 30 days before course commencement 50% of course fee 5. If written withdrawal notification is received more than 14 days before course commencement 20% of course fee If written withdrawal notification is received less than 14 days before course commencement 6. No refund 7. If written withdrawal notification is received after course commencement No refund 8. If a student is suspended or expelled due to misconduct No refund Notice of withdrawal must be given in writing and will be based on the date the written notice is received by the College. Verbal and e-mail requests will not be considered. Electronic mail shall not be considered as valid notice. PRESENT EMPLOYMENT DETAILS self-employed not applicable Name of Company: Designation: \_\_ Address of Company: Tel No: Extension: Postal Code: Fax: **Company Type Public Listed** Statutory Board **Government Ministry Professional Bodies Private** Embassy Others Industry: **PAYMENT OF FEES** Please indicate who is paying your fees. Complete the following if it is your parent / guardian or company. Parent / Guardian **Employer** Myself Do you wish for your progress report to be sent to them: Yes / No. Name of Company / Parent of Guardian : Address: Postal Code: Name of Person to Contact:

Designation :

Fax No:

Tel No:

## **TERMS** & CONDITIONS

- 01. Application for continuing enrolment ensures that students have continuity on their chosen course of study.
- 02. In the event where a student enrols for a course and is required to resit any subject(s), the student's enrolment will be automatically transferred to the appropriate level and the fees paid will be treated as repeat fees for the academic year 2011-2012. The courses fee indicated in this form is for 1 to 4 subjects only for both new and repeat subjects and students taking more than 4 subjects would be required to make an additional fee payment of \$1,000 (exc GST) for each additional subject taken.
- Claims for refunds is strictly subject to the refund policy and other claims will not be entertained. Refunds will usually take 7 working days for processing and the refund payment (if any) by cheque will be issued only to the student. Transfer of course fees and deferment of studies will not be permitted.
- All students shall ensure that they make the required payments directly to the University of London or to the local authority, RELC for application, registration and examination fees. As Stansfield College is only providing tuition for the University examinations, the student shall be deemed to be enrolled for tuition only and they may or may not be sitting for the University of London examinations.
- The college offers tuition on a 'per course' basis and not based on number of subjects or hours of instruction which may vary. No classes will be scheduled on public holidays.
- The student shall indemnify the college for any loss or damages incurred as a result of his/her negligence or wilful conduct. The College reserves the right to expel any student in serious breach of the College regulations and/or those who break any laws in Singapore. In such an event, the student will not be entitled to any refund of fees whatsoever and the College will further cancel the student visa for international students (where applicable).
- 07• If the student changes his/her course of study during the term, no refund will be given for the revised course if the number of subjects involves less than that for which original enrolment was accepted. Additional fees will be charged if the change involves an increase in the number of subjects over that of the original enrolment. The college reserves the right to charge such administrative fees as is required.
- 08• It is the responsibility of the student to ensure that they fully comply with the entrance requirements and registration with the University of London. in this respect, the college will endeavour to assist the student in whatever way necessary, and for the student to pay the necessary fees for such services. The college will not be liable for the student's failure to submit the required University application and registration forms and payments as required within the stipulated deadlines. The college will not entertain any requests for refunds in the event of a rejection by the University and the student agrees to be transferred to the next suitable level of the course by the college.
- 09• All representations made by the college regarding the University of London is based on information made available by the University's regulations and prospectus and are comprehensively contained in the college's printed information or website. As the University of London reserves the right to change programme details without any notice to the student, the college shall not be liable for any representations made about the University of London which will therefore not be deemed as a term of enrolment.
- The college reserves the right to cancel a course with two weeks' notice prior to the commencement date of the course whereupon any fees paid will be refunded in full.
- The college reserves the right to withdraw a subject up to four weeks after commencement date if it considers that the subject is not viable whereupon an alternative subject will be offered or a pro-rated refund of the course fees given. The minimum number of enrolled students to commence a class is 12 and the college reserves the right to withdraw the class at short notice should the number fall below this.
- The college also reserves the right to vary the subjects offered, the time-table, programmes and teaching staff to better serve the students or as may be required by the University of London, Council for Private Education (Singapore) or by the Ministry of Education (Singapore). Specialised subjects with low demand may only be offered as evening options and all students opting for these subjects will have to attend the classes as scheduled.
- All notes/handouts and other course materials given to students are the intellectual property right of the college and are given to registered students of the class as consideration for enrolled students who agree to respect the intellectual property rights of the College.
- Should you become a student of the College, this notice shall constitute a term of any contract between you and the College. Any offer of a place made to you by the College is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.
- Anyone attending classes without registering with the college or making relevant fees for the subject would be deemed as trespassers. ALL TRESPASSERS WILL BE PROSECUTED.
- All terms between the college and the student shall be in writing and oral terms and informal communications such as e-mail communications shall

be	e excluded.						
I ded	DECLARATION clare that the information furnished ditions and that oral terms are not be	inding. I further confirm that any		in accordance with the college's			
Applicant's Signature				Date			
			$\neg$				
OFFICIAL USE ONLY / FEE STRUCTURE  First Payment Application Fees \$ Tuition Fees \$				Enrollment Status  GST \$  tal First Payment \$  Receipt No :			
	FEE DETAILS	DAY COLLEGE		EVENING COLLEGE			
		INTERNATIONAL STUDENTS	LOCAL STUDENTS				
		DIPLOMAS / BSC /LL.B / BA					
	Application Fee	\$300	\$300	\$300			
	FOREIGN STUDENT FEE	\$500	NA	NA			
	MEDICAL INSURANCE	\$100	\$100	\$100			
	FPS ADMIN FEE	\$82	\$82	\$67			

Fees are subject to prevailing GST rates

TOTAL FEE (without GST)

TOTAL FEE (with GST)

Course Fee

The above fees do not include the University of London registration and exam fees or any other fees which are to be borne by the student separately.

\$5,500

\$6.482

\$6.935

**CONSULTANT REGISTRAR'S OFFICE MANAGER** 

\$5,500

\$5,982

\$6,400

\$4,500

\$4.967

\$5,314