



Student ID No:

APPLICATION FOR ADMISSION EVENING COLLEGE

				2	0	
OFFICIAL USE ONLY NEW Access Entry Diploma Entry Craduate Entry Graduate Entry Intake Date D D M M 2 0	CONTINU Year 1 / Year 2 Year 3 SSC Signed 8	[/] Diploma	Medic	cal Insurance Nu	mber	Attach two (2) photos
		IMPORTANT INST	DUCTIONS			
Please complete the applicationPlease state N.A if not application	on form througho	ut in full. • Tick	boxes whe	re appropriate. st be accompan	ied by copies of su	pporting documents.
PROGRAMME LEADING TO THE A	WARD OF:					
School of Business				School of Law		School of Humanities
B.Sc (Hons) Accounting & Finance B.Sc (Hons) Accounting with Law B.Sc (Hons) Business B.Sc (Hons) Banking & Finance B.Sc (Hons) Economics	B.Sc (Hons B.Sc (Hons B.Sc (Hons	Economics & Mana Economics & Finan Management Management with Mathematics & Economics	nce	Diploma in t Diploma in I Bachelor of	Laws (LL.B)	Diploma in English B.A. (Hons) English at applicable for graduate entry
PERSONAL DETAILS					, no	reapplicable for graduate entry
Title: Mr / Mrs / Ms						
Fir NRIC / Passport :	mily Name (BLO		Date of Bi	rth : D D M	M 1 9 Y Y	Age :
Home Address : Singapore						
Tel : Email :						
Nationality :	R	Race / Religion :		Occupa	tion :	
FAMILY DETAILS						
	ELATIONSHIP		EMAIL		TELEPHONE	OCCUPATION

	EDUCATION AWARDING INSTITUTION	N	TYPE OF AWARD	Country	PERIOD C	TO (month / year)	YEAR AWARDED	No of Passes
1								
2								
3								

GCE'O' LEVELS SCORES :					
Please indicate scores for English 8	& Maths				
TOEFL/IELTS SCORES: Please indicate scores for TOEFL or IELTS if you	u have taken them.				
☐ TOEFL ☐ IELTS Total Score	Date Awarded	Testing Centre (Country)			
PROFESSIONAL / OTHER QUALIFICATIONS					
Give full details of any final examination/s which you have passed, indicating membership (including level/status), if appropriate.					

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:

	Event	Amount refundable
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
6.	If written withdrawal notification is received less than 14 days before course commencement	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.

Are you pursuing any other course at this moment?					
Course : Fr :/ To :/					
Institution : Full Time : Part Time :					
Date of Final Examination :					
EXEMPTIONS Will you be seeking exemptions from University of London? If so, please indicate subjects.					
1 3					
24					
(Please note clause 8 - of our Terms and Conditions on Pg 4)					
ENROLMENT SELF-CHECKLIST					
COURSE ENTRY CHECKING					
2 recent passport size photographs of applicant Normal Entry (BSc & Law)					
Applicant's NRIC / Passport Copy Applicant's NRIC / Passport Copy Applicant's educational transcripts 17 years of age as at 1st September 2010 2 'A' Level passes and 3 'O' Level passes with minimum grade in English & Maths (Maths not required for Law)					
grade in English a madio (madio not required for Edw)					
VIA DIPLOMA ENTRY (Law) GRADUATE ENTRY (BSc & Law) 18 years of age as at 1st October 2010 17 years of age as at 1st September 2010					
3 'O' Level passes with minimum grade in English Applicants must hold a full first degree completed in a minimum of 3 years					
Note: Applicants holding professional and/or postgraduate qualifications without a full first degree cannot be considered for admission to this route.					
PRESENT EMPLOYMENT DETAILS					
not applicable self-employed					
Name of Company : Designation :					
Address of Company :					
Tel No: Postal Code:					
Fax:					
Company Type					
Government Ministry Statutory Board Public Listed					
Embassy Professional Bodies Private					
Industry: Others					
PAYMENT OF FEES					
Please indicate who is paying your fees. Complete the following if it is your parent / guardian or company.					
Employer Parent / Guardian 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 :					

TERMS & CONDITIONS

CONSULTANT

- Enrolment for the course, together with first instalment or full payment of fees creates a binding agreement to follow the course and pay the full course fees, even if a student withdraws or subsequently decides not to complete the course. Transfer of course fees and deferment of studies will not be
- 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
- All day college students shall ensure that they meet the requirements set by the University of London and to further make fee payment directly to the University of London or to the local authority, RELC for application, registration and examination payment. 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 cheduled on public holidays
- The college further requires all students to attend lectures, classes, tests, examinations and to submit written work as assigned by lecturers and tutors regularly. Students may not be certified to enter the University examinations if the above is not fulfilled and in such event, may be required to resit the academic year and incur additional course fees as applicable.
- The student shall be liable for all legal work incurred in recovering late or non-payment of course fees on an indemnity basis. In the event of such legal action taken against the student, the college reserves the right to claim the full amount due from the student in one payment immediately.
- 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).
- 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.
- 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.
- 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
- 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

DECLARATION I declare that the information furnished by me is accurate to the best of my knowledge. I have read and fully understood the above terms and conditions and that oral terms are not binding. I further confirm that any refunds will be strictly in accordance with the college's refund policy.					
Applicant's Signature		Dat	te		
OFFICIAL USE ONLY / FEE S First Payment Registration Fees \$ Method of Payment Full Payment - Total Fees \$ Installment - Total Fees \$	Tuition Fees \$	Total First Payment \$	\$ \$:		
	BSc	LLB / BA English			
REGISTRATION FEES	S\$ 300	S\$ 300	-		
MEDICAL INSURANCE	S\$ 100	S\$ 100	-		
FPS	S\$ 67	S\$ 82	Fees are subject to		
Course Fees	S\$ 4,500	S\$ 5,500	prevailing GST rates.		
TOTAL FEES (without GST)	S\$ 4,967	S\$ 5,982	_		
TOTAL FEES (with 7% GST)	S\$ 5,314	S\$ 6,400	-		
Graduating this academic year	ar Scholars	ship (amount)			

MANAGER

REGISTRAR'S OFFICE