

# PROGRAMME APPLICATION FORM



## PART A: PERSONAL DETAILS

Mr / Mrs / Mdm / Ms / Dr	Full Name: <small>(As it appears in your NRIC/Passport. Please underline surname.)</small>	
Date of Birth: <small>(dd/mm/yyyy)</small>	NRIC/FIN/Passport No.:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address:	Tel:	
Postal Code:	Mobile:	
Email Address:		
Nationality:	Country of Birth:	

## PART B: MEDICAL INSURANCE (Only applicable to full-time students)

- I do not have medical insurance and will like ERCi to purchase medical insurance on my behalf.
- I have medical insurance coverage and will like to opt out of the scheme provided by ERCi.  
(only applicable to corporate sponsorship recipients and students not on the Student Pass)

## PART C: COURSE PREFERENCE

I'm applying for admission in	(month)	(year)	Part – Time / Full – Time
<b>Language Programmes:</b>			
<input type="checkbox"/> PREPARATORY COURSE IN ENGLISH LANGUAGE FOR FOREIGNERS			
<b>Foundation Programmes:</b>			
<input type="checkbox"/> FOUNDATION CERTIFICATE IN BUSINESS MANAGEMENT			
<b>Advanced Diploma Programmes:</b>			
<input type="checkbox"/> ADVANCED DIPLOMA IN BUSINESS MANAGEMENT			
<input type="checkbox"/> BANKING & FINANCE	<input type="checkbox"/> MARKETING & SALES MANAGEMENT		
<input type="checkbox"/> TOURISM & HOSPITALITY MANAGEMENT	<input type="checkbox"/> ENTREPRENEURSHIP		
<b>Specialist Diploma Programmes:</b>			
<input type="checkbox"/> SPECIALIST DIPLOMA IN ENTREPRENEURSHIP DESIGN THINKING			
<b>University of Greenwich Bachelor Degree Programmes:</b>			
<input type="checkbox"/> BACHELOR OF ARTS (HONOURS) BUSINESS MANAGEMENT (TOP UP)			
<input type="checkbox"/> TOURISM & HOSPITALITY MANAGEMENT	<input type="checkbox"/> MARKETING & SALES		
<input type="checkbox"/> FINANCE	<input type="checkbox"/> LOGISTICS & OPERATIONS		
<input type="checkbox"/> FINANCIAL ECONOMICS	<input type="checkbox"/> WEALTH MANAGEMENT		
<input type="checkbox"/> BANKING & FINANCE	<input type="checkbox"/> ENTREPRENEURSHIP		
<input type="checkbox"/> BACHELOR OF ARTS (HONOURS) IN ACCOUNTING & FINANCE			
<b>University of Wolverhampton Bachelor Degree Programmes:</b>			
<input type="checkbox"/> BACHELOR OF SCIENCE (HONOURS) IN INTERNATIONAL BUSINESS MANAGEMENT (TOP UP)			

**University of Greenwich Master Degree Programmes:**

<input type="checkbox"/> MASTER OF BUSINESS ADMINISTRATION INTERNATIONAL BUSINESS	
<input type="checkbox"/> TOURISM & HOSPITALITY MANAGEMENT	<input type="checkbox"/> OPERATIONS & LOGISTICS
<input type="checkbox"/> BANKING & FINANCE	<input type="checkbox"/> MARKETING
<input type="checkbox"/> MASTER OF ARTS INTERNATIONAL BUSINESS	
<input type="checkbox"/> TOURISM & HOSPITALITY MANAGEMENT	<input type="checkbox"/> OPERATIONS & LOGISTICS
<input type="checkbox"/> BANKING & FINANCE	<input type="checkbox"/> MARKETING

**University of Wolverhampton Master Degree Programmes:**

<input type="checkbox"/> MASTER OF BUSINESS ADMINISTRATION
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**PART D: EDUCATION DETAILS** *(Certified copies of proof must be attached)*

Institution	Country of Award	Title of Award	Period of Study		Date of Award		Language of Instruction
			From (mm/yy)	To (mm/yy)	mm	yy	

**PART E: MODULE EXEMPTIONS**

Are you seeking exemptions with your highest education qualifications?  Yes  No

*If you wish to apply for exemptions, you must also attach the detailed syllabi of subjects you have successfully completed. Applications for exemptions will not be assessed without this information.*

**PART F: ENGLISH PROFICIENCY** *(Certified copies of proof must be attached)*

<input type="checkbox"/> NONE	<input type="checkbox"/> TOEFL	<input type="checkbox"/> IELTS	<input type="checkbox"/> A/O Level English	<input type="checkbox"/> Others: _____
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**PART G: EMPLOYMENT DETAILS**

Employer	Job Title	Brief Job Description	Dates of Employment	
			From (mm/yy)	To (mm/yy)

**PART H: FINANCIAL SUPPORT**

<input type="checkbox"/> Self – Funded	<input type="checkbox"/> Company Sponsorship
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**PART I: AGENT DETAILS** *(Complete this section only if you are an international student applying through an agent)*

Name of Agency:	Contact Person:
Address & Country of Agency:	

## PART J: PERSONAL DATA PROTECTION ACT

To help you with your request to enroll as a student at ERC Institute we may need to record your personal data. As required by the provisions of the Personal Data Protection Act (PDPA) of 2012, we hereby give you notice of the purpose(s) for which your personal data will be collected, used and or disclosed and request your permission to collect, use and or disclose such personal data for the aforesaid reasons more fully described herein. Personal Data is defined as follows:

Personal data refers to data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which the organisation has or is likely to have access. (e.g.: NRIC number, passport number, name, age, address, telephone number, occupation etc. The list is not exhaustive.)

### 1. Permitted use and disclosure:

Your personal data collected will be used and or disclosed inter-alia for the following purposes:

### 2. Usage:

The collected information may be used for the following purpose(s).

- For record keeping purpose of every prospective applicant as required by law and in accordance to the policies of the Company.
- Assess the suitability of your candidature for your desired internal programme and or external programme offered in partnership with our external university partners;
- Verify the authenticity of all documents submitted by you through the use of relevant authorities.
- Register and enroll you for the desired internal and or external programme offered by us.
- As a registered student with us there may be instances whereby your personal data will be used for:
  - Making an application on your behalf to the Immigration and Checkpoint Authority (ICA);
  - Promotional activities carried out by us;
  - Publishing information and details of events and activities conducted by us and or participated in by us.

### 3. Disclosure of Personal Data:

- To the external university partner(s) to facilitate the registration process of your candidature with the aforesaid university partner(s).
- To Governmental authorities such as the ICA for the purpose of obtaining a student pass on your behalf and the Committee for Private Education (CPE) and or relevant authority to fulfill compliance and audit requirements.
- To our external Agents and or Representatives who facilitate and or assist you in the process of registering you as a student with us. We confirm that such Agents and or Representatives are bound to adhere to the provisions of the PDPA 2012.
- To the providers of the Insurance Policy for Student Fee Protection and Student Medical Insurance Cover.
- As required by a Court of Law and or any person acting under the order of a Court of Law.

### Opt Out

I do not wish give my consent for the aforesaid purpose(s) set out in relation to the use and disclosure of my personal data recorded by ERC Institute. I also confirm that I am fully aware of the consequences and the impact of such refusal of consent will have on my registration as a student with ERC Institute.

Signed by Student:

Date:

## PART K: OTHER INFORMATION

Please let us know how you heard about this course:

- Advertisement                       Brochure/Flyer/Direct Mailer                       Overseas Agent  
 ERCi Website                       Staff of ERCi                       Student of ERCi

Please kindly provide us with details of your parents (Note: For students applying for Advanced Diplomas and Bachelor Programme only)

Name of Father:

Name of Mother:

Mobile No.:

Email:

Address (if different from student):

## PART L: PAYMENT METHODS AND PAYABLE ACCOUNT DETAILS

For payments by cheque, please make payable to ERC Institute Pte. Ltd.

For other payment methods, please refer to the following details:

Bank Name: OVERSEA-CHINESE BANKING CORPORATION LIMITED

Branch: Cecil Street Branch

Bank Code: 7339

Branch Code: 651

Account Number: 651-874885-001

Swift Code: OCBCSGSG

Currency accepted: Singapore Dollars (SGD)

Mode of payment accepted: Cash, NETS, Cheque, Cashiers Orders, Telegraphic Transfers, Credit Card, Bank Draft

## PART M: PRE – COURSE COUNSELLING *(Please tick – ✓ – or indicate 'N.A.')*

Student has been briefed on the following:

### INSTITUTE & PROGRAMME INFORMATION

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Information on ERCi – Location, Facilities, Infrastructure, Accreditation, Support Services   |
| <input type="checkbox"/> | Information on ERCi's programmes – Name of Award, Awarding Body, Course Structure, Modules and Outlines, Course Duration and Assessment Schedules, Entry Requirements, Opportunities for further education / graduation opportunity |
| <input type="checkbox"/> | Information on attendance policy (min. 90% attendance for international students, 75% for local students)   |
| <input type="checkbox"/> | Information on student support services available in the Institute  |

### FEES PAYABLE AND INFORMATION ON FEE PROTECTION SCHEME

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Detailed Breakdown on Course Fees, Non-Course Fees and Miscellaneous Fees Payable to ERC Institute  |
| <input type="checkbox"/> | Payment can only be made after the Student Contract is signed   |
| <input type="checkbox"/> | The payment modes and methods accepted by ERC Institute, and that all payments must be made to ERC Institute only   |
| <input type="checkbox"/> | The Fee Protection Scheme and Provider that ERC Institute has in place for its students   |
| <input type="checkbox"/> | All students (both local and international) enrolled into ERC Institute will be protected under Lonpac Insurance. A copy of the Certificate of Insurance, which contains information such as FIN number, Course Title and Duration, Premium Paid, Amount Insured and Period of Coverage, will be given to students. |

### STUDENT CONTRACT

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Advisory Note (Form 12) and Student Contract has to be signed and dated before payment can be made.           |
| <input type="checkbox"/> | The Terms & Conditions stated in the Student Contract has been fully explained and understood by the student. |

### MEDICAL INSURANCE

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Medical Insurance requirements                    |
| <input type="checkbox"/> | Exemptions from Medical Insurance (if applicable) |

### COMMITTEE FOR PRIVATE EDUCATION (CPE)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | For more information, please visit <a href="http://www.cpe.gov.sg">www.cpe.gov.sg</a> . |
|--------------------------|---|

### INFORMATION FOR INTERNATIONAL STUDENTS

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Student's Pass Application Requirements & Procedures  |
| <input type="checkbox"/> | Regulations governing Student Pass Holders (not permitted to engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issue by Ministry of Manpower) |
| <input type="checkbox"/> | Relevant Singapore Laws especially those relating to ICA and Ministry of Manpower (MOM) – including immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering                      |
| <input type="checkbox"/> | Accommodation and the Cost of Living in Singapore   |
| <input type="checkbox"/> | General Healthcare Services in Singapore  |

**WITHDRAWAL/TRANSFER/REFUND POLICY AND PROCEDURES** ERC Institute Refund Policy and Procedures

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
80%	More than [30] days before the Course Commencement Date
60%	Before, but not more than [30] days before the Course Commencement Date
40%	After, but not more than [7] days after the Course Commencement Date
20%	More than [7] days after the Course Commencement Date, but not more than [14] days after the Course Commencement Date
0%	More than [14] days after the Course Commencement Date

 Cooling – Off Period

ERC Institute will provide the student with a cooling-off period of seven [7] working days after the date that the student contract has been signed by both parties. The student will be refunded the highest percentage (indicated in the table under "Refund Policy and Procedures" and "Schedule D" of the Student Contract) of the fees already paid if the student submits a written notice of withdrawal to ERC Institute within the cooling-off period, regardless of whether the student has started the course or not.

In the event that the student wishes to withdraw from the programme, the application fees and any administrative fees stipulated in the contract under "Schedule C" (if applicable) are not refundable. For more information on the refund policy, please refer to the Institute's website <http://erci.edu.sg/>

 ERC Institute Transfer/Withdrawal Policy and Procedures

ERC Institute will notify the student within three [3] working days if:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminated 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" of the Student Contract within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

**PART N: DECLARATION & AGREEMENT**

I declare that the information provided in this form is true and complete in every detail.

I understand that my application will only be assessed when information given is complete and supported with documentation as stated in this application form.

I am aware of the conditions relating to my application and admission.

I agree to pay all fees which I am liable for, at this point of application.

I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above details included under "Section M – Pre-Course Counselling".

\_\_\_\_\_  
Full name of Applicant

\_\_\_\_\_  
Signature of Applicant & Date

**PART O: FOR OFFICIAL USE ONLY**

I hereby confirm that the applicant has been briefed on the above details included under "Section M – Pre-Course Counselling".

\_\_\_\_\_  
Name of ERCi Staff

\_\_\_\_\_  
Signature of Staff & Date