

PROGRAMME APPLICATION FORM

PART A: PERSONAL DETAILS

Mr / Mrs / Mdm / Ms / Dr	Full Name: (As it appears in your NRIC/Passport. Please underline surname.)		
Date of Birth: (dd/mm/yyyy)	NRIC/FIN/Passport No.:	☐ Male	☐ 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
Language Programmes:			
☐ PREPARATORY COURSE IN ENGLISH LANGUAGE FOR FOREIGNERS			
Foundation Programmes:			
☐ FOUNDATION CERTIFICATE IN BUSINESS MANAGEMENT			
'O' Level Preparatory Programmes:			
☐ PREPARATORY COURSE FOR SINGAPORE-CAMBRIDGE GENERAL CERTIFICATE OF EDUCATION (ORDINARY LEVEL) EXAMINATION [24 months]			
Advanced Diploma Programmes:			
☐ ADVANCED DIPLOMA IN BUSINESS MANAGEMENT			
☐ BANKING & FINANCE		☐ MARKETING & SALES MANAGEMENT	
☐ TOURISM & HOSPITALITY MANAGEMENT		☐ ENTREPRENEURSHIP	
☐ ADVANCED DIPLOMA IN ACCOUNTING AND FINANCE			
University of Greenwich Bachelor Degree Programmes:			
☐ BACHELOR OF ARTS (HONOURS) BUSINESS MANAGEMENT (TOP UP)			
☐ TOURISM & HOSPITALITY MANAGEMENT		☐ MARKETING & SALES	
☐ FINANCE		☐ LOGISTICS & OPERATIONS	
☐ FINANCIAL ECONOMICS		☐ WEALTH MANAGEMENT	
☐ BANKING & FINANCE		☐ ENTREPRENEURSHIP	
☐ BACHELOR OF ARTS (HONOURS) IN ACCOUNTING & FINANCE			
University of Wolverhampton Bachelor Degree Programmes:			
☐ BACHELOR OF ARTS (HONOURS) IN INTERNATIONAL BUSINESS MANAGEMENT (TOP UP)			

University of Greenwich Master Degree Programmes:							
☐ MASTER OF BUSINESS ADMINISTRATION INTERNATIONAL BUSINESS							
☐ TOURISM & HOSPITALITY MANAGEMENT			☐ OPERATIONS & LOGISTICS				
☐ BANKING & FINANCE			☐ MARKETING				
☐ MASTER OF ARTS INTERNATIONAL BUSINESS							
☐ TOURISM & HOSPITALITY MANAGEMENT			☐ OPERATIONS & LOGISTICS				
☐ BANKING & FINANCE			☐ MARKETING				
University of Wolverhampton Master Degree Programmes:							
☐ MASTER OF BUSINESS ADMINISTRATION							
Embry – Riddle Aeronautical University Bachelor Degree Programmes:							
☐ BACHELOR OF SCIENCE IN AERONAUTICS							
☐ BACHELOR OF SCIENCE IN AVIATION BUSINESS ADMINISTRATION							
Embry – Riddle Aeronautical University Master Degree Programmes:							
☐ MASTER OF BUSINESS ADMINISTRATION IN AVIATION							
PART D: EDUCATION DETAILS <i>(Certified copies of proof must be attached)</i>							
Institution	Country of Award	Title of Award	Period of Study		Date of Award		Language of Instruction
			From (mm/yy)	To (mm/yy)	mm	yy	
			From (mm/yy)	To (mm/yy)	mm	yy	
			From (mm/yy)	To (mm/yy)	mm	yy	
PART E: MODULE EXEMPTIONS							
Are you seeking exemptions with your highest education qualifications? ☐ Yes ☐ No							
<i>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.</i>							
PART F: ENGLISH PROFICIENCY <i>(Certified copies of proof must be attached)</i>							
☐ NONE	☐ TOEFL	☐ IELTS	☐ A/O Level English	☐ Others: _____			
PART G: EMPLOYMENT DETAILS							
Employer	Job Title	Brief Job Description	Dates of Employment				
			From (mm/yy)	To (mm/yy)			
			From (mm/yy)	To (mm/yy)			
			From (mm/yy)	To (mm/yy)			
PART H: FINANCIAL SUPPORT							
☐ Self – Funded			☐ Company Sponsorship				
PART I: AGENT DETAILS <i>(Complete this section only if you are an international student applying through an agent)</i>							
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: United Overseas Bank Limited

Bank Code: 7375 057

Account Number: 2013301621

Swift Code: UOVBSGSG

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

- | | |
|--------------------------|---|
| ☐ | Information on ERCi – Location, Facilities, Infrastructure, Accreditation, Support Services |
| ☐ | 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 |
| ☐ | Information on attendance policy (min. 90% attendance for international students, 75% for local students) |
| ☐ | Information on student support services available in the Institute |

FEES PAYABLE AND INFORMATION ON FEE PROTECTION SCHEME

- | | |
|--------------------------|---|
| ☐ | Detailed Breakdown on Course Fees, Non-Course Fees and Miscellaneous Fees Payable to ERC Institute |
| ☐ | Payment can only be made after the Student Contract is signed |
| ☐ | The payment modes and methods accepted by ERC Institute, and that all payments must be made to ERC Institute only |
| ☐ | The Fee Protection Scheme and Provider that ERC Institute has in place for its students |
| ☐ | 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

- | | |
|--------------------------|---|
| ☐ | Advisory Note (Form 12) and Student Contract has to be signed and dated before payment can be made. |
| ☐ | The Terms & Conditions stated in the Student Contract has been fully explained and understood by the student. |

MEDICAL INSURANCE

- | | |
|--------------------------|---|
| ☐ | CPE Medical Insurance requirements |
| ☐ | Exemptions from Medical Insurance (if applicable) |

COMMITTEE FOR PRIVATE EDUCATION (CPE)

- | | |
|--------------------------|---|
| ☐ | For more information, please visit www.cpe.gov.sg . |
|--------------------------|---|

INFORMATION FOR INTERNATIONAL STUDENTS

- | | |
|--------------------------|--|
| ☐ | Student Visa Application Requirements & Procedures |
| ☐ | Regulations governing Student Pass Holders |
| ☐ | 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 |
| ☐ | Accommodation and the Cost of Living in Singapore |
| ☐ | General Healthcare Services in Singapore |

WITHDRAWAL/TRANSFER/REFUND POLICY AND PROCEDURES	
☐	ERC Institute Refund Policy and Procedures
% of the total course fees paid	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