

APPLICATION FORM FOR ACADEMIC COURSES (LOCAL FULL & PART TIME STUDENT)

Purpose:

- ☐ New application
☐ Progression: Course Code
☐ Transfer in: School
☐ Change of course: from

Course Application

Course Title:
 Course Fees:
 Mode of Study: Intake:

IMPORTANT INFORMATION

- Please complete all information **and** indicate N.A. where not applicable on the application form.
- All supporting documentation should be attached to your application.
- Successful applicants will be issued Offer Letter and Student Contract.

CONFIDENTIALITY CLAUSE:

Global School of Technology and Management (GSTM) is committed to maintaining the confidentiality of the applicant's personal information and undertakes not to divulge any of the applicant's personal information to any third party without the prior written consent of the applicant in accordance to PDPA (Singapore Personal Data Protection Act) requirements.

Please attach a recent passport-sized photograph OR

☐ **Digital Copy Provided**

Section A: Applicant Particulars

Name (as in NRIC or Passport & underline Surname)

Gender:

(Please note that this name will also be used on your examination transcript & certificate. Any future changes must be supported by documentary evidence.)

Resident Address in Singapore

Address:

Postcode

Tel (Mobile)

Tel (Home)

Email Address (mandatory):

Date of Birth:

Marital Status:

Occupation:

For Singapore Citizen/ PR NRIC:

Nationality

Race:

For Resident (Long Term Social Visit/Dependent's Pass etc) FIN:

Travel Document Details (Applicable to PR/ Non-Singaporean)

Type Held:

Travel Document No.:

Issue Date:

Expiry Date:

Country of Issue:

Parent / Legal Guardian Details (if student is below 18)

Full Name:

Tel (Mobile):

Tel (Home)

Relationship:

Address:

Email Address:

Person to Contact in Case of Emergency

Full Name:

Tel (Mobile)

Tel (Home)

Relationship:

Address:

Email Address:

Section B: Disability/Special Needs

** Please tick (✓) the appropriate box*

Do you have any disability or medical condition which may affect your studies?

☐ **Yes**

☐ **No**

i) If Yes, please specify your disability or medical condition:

ii) Do you require any additional support in class/exam due to the above condition?

☐ **Yes**

☐ **No**

If Yes, please specify the support which you may require:

Note: Please attach supporting documents that are dated within the last 3 years regarding your condition (E.g. report/letter/memo from doctor or relevant professionals, documents from previous schools regarding the provision of disability support). Your application cannot be processed without provision of the required supporting documents.

Section C: Academic Background (Please tick ONE Highest Qualification)

☐ No formal qualification

☐ Polytechnic Diploma

☐ Professional Qualification

☐ GCE "N" Level or equivalent

☐ ITE Diploma

☐ Postgraduate Diploma

☐ GCE "O" Level or equivalent

☐ WSQ Diploma

☐ Undergraduate Degree

☐ ITE Nitec / Higher Nitec

☐ Diploma (Overseas)

☐ Postgraduate Degree

☐ High School / GCE "A" Level or equivalent

☐ Higher Diploma/ Advanced Diploma

☐ Other, please specify:

Please attached Certified True Copies of certificates and transcripts

Section D: English Language Proficiency

Is English your first Language? ☐ Yes ☐ No, my first language is

If NO, please fill in the following:

- ☐ GCE "O" / "A" Levels: Test Date: Grade Attained:
- ☐ I have undertaken studies in courses (secondary/high school/institution/college/university) conducted in English for 2 years
* Please attach documentary evidence
- ☐ I have taken an English Language Test (e.g. TOEFL, IELTS) within the past 2 years.
* Please attach result sheet
- ☐ Others, please specify:

Section E: Credit / Exemption for Previous Studies

I am seeking credit exemption for previous studies: ☐ Yes ☐ No

If yes, please complete the module exemption form and attach the course syllabus for each of the modules for which you wish to receive credit/exemption. *All exemptions are subject to approval from the Head of Academic and Academic Board.

Section F: Work Experience

(Please provide Resume giving details of work experience, training and employment history)

Name of Company	Country	Period of Working (MM/YYYY)	Position held	Nature of Duties
		From:		
		To:		
		From:		
		To:		
		From:		
		To:		

Resume attached: ☐ Yes ☐ No

Section G: For Company-Sponsored Applicant Only

Name of Company	Company Type:	Name of Company Representative:
Billing Address	Office No:	Company Email Address:

Section H: Additional Information

Please tick (✓) the appropriate box

- Are you apply for funding? ☐ Yes, please state (including the claim amount): ☐ No
- Have you been given funding before the course you are applying for? ☐ Yes, please state: ☐ No
- How did you find out about us?
- ☐ School Website ☐ Events ☐ Print (Brochures/ Flyers/ Posters)
- ☐ Search Engine (e.g. Google) ☐ Email ☐ Referral (Friends)
- ☐ Social Media (e.g. Facebook) ☐ Phone ☐ Referral (Current student/Alumni). Please provide name:
- ☐ Job Central ☐ Agents ☐ Others, please specify:
- Would you like to receive marketing and promotional material? ☐ Yes ☐ No
- If Yes, please select one or more your preferred mode of contact: ☐ Email ☐ SMS ☐ WhatsApp ☐ Voice Call

Section I: Important Information for Applications

- a) **Change of Name:** If you have changed your name or if any of your documents show a name which is different from this application form, then you must present certified documentary evidence of the change.
- b) **Regulation of Student Pass:** International students holding a Student Pass issued by the Singapore Immigration and Checkpoints Authority (ICA) are strictly forbidden to engage in any form of employment during the validity of their student pass.
- c) **Fee Protection Scheme (FPS):** Global School of Technology and Management (GSTM) is EduTrust Certified. The EduTrust certification scheme which is administered by the Committee for Private Education (CPE) requires all students to be covered under a Fee Protection Scheme. In GSTM, this is provided through an insurance protection scheme. This insurance serves to protect the students' fees in the event that GSTM is unable to continue operations. Furthermore, the FPS protects the student if the school fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts. This scheme also provides for insurance that entitles you up to SGD\$10,000 coverage upon death or total permanent disability. For more details, please visit CPE website (<https://www.ssg.gov.sg/cpe/pei.html>)
- d) **Medical Insurance:** EduTrust also requires that all students must be covered under a medical insurance coverage for the students' hospitalisation, surgery and treatment costs throughout their course duration. For more details, please visit CPE website (<https://www.ssg.gov.sg/cpe/pei.html>)

Section J: Pre-Course Counselling Checklist*(To be explained by education consultant / agent with the applicant)*

Pre-course counselling is a process whereby GSTM matches the aspirations of prospective students with the course learning outcomes by:

- assessing prospective students' educational needs based on their proficiencies
- providing appropriate guidance and advice on the suitability of the course available;
- providing career guidance relating to the course available.

In addition, it is the responsibility of our staff / agent to explain the following up-to-date information to facilitate and informed decision by its prospective student:

Please tick (✓) or indicate N.A. if not applicable		Reference														
<input type="checkbox"/>	About GSTM (Vision, Mission, Values and Culture Statements, School locations, facilities and infrastructures)	Student Handbook														
<input type="checkbox"/>	Application requirements and procedures	Student Handbook														
<input type="checkbox"/>	Programme information (Name of award, Awarding Body, Programme structure and outlines, Course Pre-requisites, Suitability of student to course, admission requirement, English language proficiency requirement, Intake, duration of the course including the holiday and examination schedules, Contact hours by days and week and assessment methods, type of certification awarded and sample of certificate and transcript)	Course Brochure Course Schedule Student Handbook														
<input type="checkbox"/>	Award Criteria of the course	Student Handbook														
<input type="checkbox"/>	I understand that I will need to pay an Application Fee upon application of the course, and this is non- refundable (unless specified exceptional cases).	Student Handbook														
<input type="checkbox"/>	Applicant had been briefed on successful applicants will be issued an Offer Letter, PEI Advisory Note and Standard PEI Student Contract.	Student Handbook CPE website														
<input type="checkbox"/>	Fee Payable, Fee Schedule and Payment Methods. *Payment can only be made to Global School of Technology and Management Pte Ltd” after the PEI Advisory Note and Student Contract is signed and dated.	Application Form Course Brochure Student Handbook														
<input type="checkbox"/>	Applicant has been briefed on Receipts issued by GSTM to students who paid Course Fees and/Miscellaneous Fees. Applicant has been advised to retain a copy of receipts.	Student Handbook														
<input type="checkbox"/>	Attendance requirements: Part-Time Local Student: At least 75% and above attendance at each module Full-Time Local Student: At least 80% and above attendance at each module	Student Handbook														
<input type="checkbox"/>	Fee Protection Scheme and Medical Insurance that GSTM has in place for students.	Student Handbook														
<input type="checkbox"/>	Medical Insurance (MI): <input type="checkbox"/> I would like to opt out as I'm covered by my own insurance policies. Signature:	Student Handbook														
<input type="checkbox"/>	Student Support Services available, Student Support Contact No: 64239618 / 81890101, Orientation Programme and Student Handbook.	Student Handbook														
<input type="checkbox"/>	Student Feedback, Grievance Procedure and Dispute Resolution methods available.	Student Handbook														
<input type="checkbox"/>	Course Transfer, Deferment and Withdrawal Policy and Procedure	Student Handbook														
<input type="checkbox"/>	I am fully aware that Industrial Attachment (IA) is not guaranteed but is subjected to successful selection & interview process and MOM's approval of training work pass, etc (Applicable to course with IA)	Student Handbook														
<input type="checkbox"/>	Refund policies and procedures. <table><tr><th colspan="2">GSTM'S REFUND POLICY</th></tr><tr><th>% of [the aggregate amount of the fees paid]</th><th>If Student's written notice of withdrawal is received</th></tr><tr><td>[75%]</td><td>("Maximum Refund") More than 30 days before the Course Commencement Date</td></tr><tr><td>[25%]</td><td>Before, but not more than [30] days before the Course Commencement Date</td></tr><tr><td>[0%]</td><td>On or after the Course Commencement Date</td></tr></table> <table><tr><th>COOLING-OFF PERIOD</th></tr><tr><td>GSTM shall, within 7 working days of notifying the student in writing of above circumstances (i) to (iii), provide the student with information and details of the alternative confirmed course arrangement to allow the student to make timely and appropriate decision on the alternative arrangement.</td></tr><tr><td>GSTM offers a 7-day cooling off period to students who wish to withdraw after signing their student contract. Students will receive the maximum refund of the course fees if they withdraw within 7 days of signing the student contract. All withdrawal requests must be presented to GSTM officially in writing. In the event that a student wishes to withdraw from the program, the application fee and the administrative fee are not refundable.</td></tr><tr><td>Students are liable to pay (where applicable) fees that are imposed by the government authorities or other external partners. For more information on Fee Protection Scheme and refund policy, please refer to https://www.ssg.gov.sg/cpe/pei.html</td></tr></table>	GSTM'S REFUND POLICY		% of [the aggregate amount of the fees paid]	If Student's written notice of withdrawal is received	[75%]	("Maximum Refund") More than 30 days before the Course Commencement Date	[25%]	Before, but not more than [30] days before the Course Commencement Date	[0%]	On or after the Course Commencement Date	COOLING-OFF PERIOD	GSTM shall, within 7 working days of notifying the student in writing of above circumstances (i) to (iii), provide the student with information and details of the alternative confirmed course arrangement to allow the student to make timely and appropriate decision on the alternative arrangement.	GSTM offers a 7-day cooling off period to students who wish to withdraw after signing their student contract. Students will receive the maximum refund of the course fees if they withdraw within 7 days of signing the student contract. All withdrawal requests must be presented to GSTM officially in writing. In the event that a student wishes to withdraw from the program, the application fee and the administrative fee are not refundable.	Students are liable to pay (where applicable) fees that are imposed by the government authorities or other external partners. For more information on Fee Protection Scheme and refund policy, please refer to https://www.ssg.gov.sg/cpe/pei.html	Student Handbook
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<input type="checkbox"/>	Applicant had been briefed on confidentiality of student data.	Student Handbook														
<input type="checkbox"/>	Applicant has been briefed on Opportunities for further education after graduation or job prospect after graduation.	Student Handbook														
<input type="checkbox"/>	Applicant had been briefed to refer to Enquiries related to Private Institutions in Singapore and CPE website (https://www.ssg.gov.sg/cpe/pei.html) for Fee Protection Scheme (FPS) and any other information	CPE Website														

Section K: Declaration *(All applicants must complete)*

- 1) I declare that I have read and understood all the information provided by Global School of Technology and Management Pte Ltd (GSTM) in this application and all the information I have supplied on the application form is, to the best of my knowledge, complete and correct.
- 2) I acknowledge that my application for enrolment is subject to acceptance by the GSTM and/or University Partner which has the right to impose conditions. GSTM and/or University Partner reserves the right to reverse or vary any decision regarding admission made on the basis of incomplete, incorrect or false information
- 3) I understand that it is my responsibility to read all correspondences received from the school. I shall seek clarification immediately if in doubt.
- 4) I understand that start-class is subjected to the minimum number of students for the programme and the time-table will only be released during Orientation and it might subject to changes.
- 5) I authorise the school to conduct authenticity verification from my awarding organisation of my declared academic qualifications.
- 6) I acknowledge that in the event my application for enrolment as a student at the GSTM is accepted by the GSTM and/or University Partners and in consideration of provision of educational resources by the GSTM and/or University Partners, I will be bound by the provisions of statutes, rules and policies of the GSTM and/or University Partner and the relevant student handbooks are in force from time to time, and will be subject to the lawful instructions of officers of the GSTM and/or University Partners.
- 7) I understand that any misinterpretation or omission of information will result in my disqualification from consideration for admission to GSTM and/or university partner's programmes.
- 8) If I am accepted for a place to study in GSTM:
 - I will enter into Standard Student Contract;
 - I must pay the tuition fees as stipulated in the fee schedule;
 - I fully understand the pre-requisites and requirements of the course;
 - I must make satisfactory progress over the _____ months of study and GSTM has the right to revoke my student status with the school;
 - I will comply with all the conditions, refund policy, rules and regulations of GSTM
 - The school reserves the right to change any of the details contained in this form

Protection of Personal Data

GSTM respects the protection of personal data. By providing the information in this form, you are deemed to have given consent that the information be used for the processing of your application and in the provision of student support and administrative services to you. In addition, this information will be stored by us and used for the dissemination of information including services, events and products offered by GSTM that may be of interest to you.

Release

I understand that in connection with the raising of awareness and general publicity of GSTM and its courses, images (including voice recordings, likeness, photographs and video recordings) of students of the GSTM and University Partners may be displayed or printed for educational and promotional purposes in an appropriate and lawful manner, and I agree to allow the use of such images of me for such purposes.

Privacy

I have read and agree to the terms and conditions contained in the Privacy Policy of GSTM (available at www.gstm.edu.sg) and I understand that personal information supplied on this form will be handled in accordance with this Policy. I acknowledge that this information may be provided to other areas of GSTM and to third parties for administrative and legislative purposes (under the Private Education Act (Chapter 247A)) including but not limited to the university partners; other academic institutions to verify my previous qualifications; and the Fee Protection and Medical Insurance providers. I acknowledge that GSTM will retain the personal data as long as the purpose for which it is collected is being served and retention is necessary for business or legal purposes.

Note: SkillFuture Credit (SFC)

Applicants who opted to use their SkillsFuture Credit (SFC) are required to submit their SFC claim under the pay-to-Training Provider (TP) mode* up to 60 days before the course start date. Applicants are required to provide the following supporting documents (e.g. Official Receipt, Invoice) when making SkillsFuture Credit claims. Failing to do so, will cause delay and/or rejection of claim. All SFC approved claims has to reach GSTM no later than 14 working days before the course start date. No substitution or transfer of class is allowed after the class has started if you have opted to use SkillsFuture Credit.

***Training Provider (TP) mode – direct offset of SkillsFuture against qualifying fee up to maximum credit balance.**

Applicant shall be bound by the Terms and Conditions of any applicable funding scheme as approved by GSTM or to the relevant funding agency. For funded courses (e.g. SSG) a trainee may be permitted to pay upfront only a portion of the course fee (less the potential amount) at the point of application. In the event that the applicant fails to meet any of the requirements set under the funding scheme (as stated below or otherwise) or has been granted funding for the same course before, and thereby resulting that his/her application for funding claim is rejected by the respective funding agency due to any reason, the trainee is liable to pay the balance of the course fee (i.e. the potential funding amount) to GSTM or to the relevant funding agency:

- Applicant achieves less than the minimum attendance required by the course
- Applicant fails to sit for the required examinations/assessment (where applicable)
- Applicant fails the required examination / assessment (where applicable)

Education Consultant / Agent: I hereby confirm that all of the above have been explained to the applicant.

Applicant / Parent/Guardian's Acknowledgement (For Applicant under 18-year-old): I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on all the above.

Name of Education Consultant/Agent:**Applicant's Signature:****Parent/Guardian's Signature:****(For Applicant under 18 year old)****Signature:****Date:****Date:****Date:**

Section L: Declaration by Agent (only applicable when application is submitted through an agent)

- 1) I, on behalf of the agency, declare that I have supplied information to the best of my knowledge to this applicant with regards to GSTM and University Partner's programs and GSTM's tuition fees, administrative fees and any other related fees.
- 2) I, on behalf of the agency, declare that this applicant has been advised that he/she is forbidden to engage in any form of employment during the validity of their student pass.
- 3) I, on behalf of the agency, declare that any documentation provided with this application is to the best of my knowledge accurate.

Name of Agency:	Name of Agent	Signature of Agent	Date:
Email	Contact Number	Agency Stamp:	

Section M: Documentation Checklist*Please tick (✓) the appropriate box***Please ensure the following documents are submitted:**

- ☐ Filled out all required questions
- ☐ Enclosed payment for the application fee
- ☐ One recent passport-sized photo / Digital Copy passport-sized photo
- ☐ Attached a photocopy of your NRIC (Applicable to Singaporean and PR) / Passport and/or Work Permit (if applicable)
- ☐ Attached a photocopy of your Passport (Applicable to PR/ Non-Singaporean)
- ☐ Attached resume (if applicable)
- ☐ Enclosed notarized / certified copies of academic certificate and transcripts including certified translation, if necessary.
- ☐ Medical Insurance Documents (for Full-time applicants only)
- ☐ Copy of * IELTS / TOEFL / other English Proficiency Test Certificate (if any)

Section N: Application Fee (All fees are inclusive of GST)*Please tick (✓) the appropriate box***Part Time Students**

- ☐ \$54.5 for Certificate courses
- ☐ \$109 for Diploma/ Specialised Diploma/ Advanced Diploma / Higher Diploma courses
- ☐ \$272.50 for BSc (Hons) Top Up Degree / BEng (Hons) Top Up Degree / MSc Programme

Local Students

- ☐ \$109 for Certificate courses
- ☐ \$218 for Diploma / Specialised Diploma/ Advanced Diploma / Higher Diploma courses
- ☐ \$2702.50 for application of BSc (Hons) Top Up Degree / BEng (Hons) Top up Degree / MSc Programme

For official use only

Pre-course counselling conducted by:	Original document sighted and verified by:
Name:	Name:
Signature:	Signature:
Date:	Date:

Remark (If any):*** Note:** Application fee is non-refundable and payable upon application.**Mode of Payment**

- ☐ Cash ☐ Debit / Credit Card ☐ Nets
- ☐ Cheque (crossed and in favour of "Global School of Technology & Management Pte Ltd")
- * For company-sponsored applicant, payment must be made by company cheque.**
- ☐ Electronic Fund Transfer – please attach a copy of the Electronic Fund Transfer receipt

Bank account details

Account Name: Global School of Technology & Management Pte Ltd
Bank Name: DBS Bank
Bank Account No.: 001-906006-0 (Singapore Dollar account)
Bank Address: DBS Buona Vista Branch, Block 43 Holland Drive #01-53/59, Singapore 270043
SWIFT Code: DBSSSGSG

Submission of ApplicationThe application form can be download from www.gstm.edu.sg**Send completed application forms to:**

Admission Office
 Global School of Technology and Management
 105 Cecil Street, #21-01 to 04,
 The Octagon, Singapore 069534
 Email: info@gstm.edu.sg

For further information, please contact:

Telephone: +65 64239580 / + 65 64239590
 Handphone: +65 97204769 / +65 83398528
 Email: info@gstm.edu.sg
 Web: www.gstm.edu.sg

FOR OFFICE USE ONLY

Name of Staff to update the record:

Applicant ID No.:

Date:

Application Course Level

Course Title:

Intake:

Documents to be reviewed by the Members of Academic Board and/or University Partner (if applicable)

Evaluation and recommendation by Members of Academic Board:

Documents submitted to members of Academic Board for consideration	Date:
Applicant is meet minimum English proficiency requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant is meet the entry requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified true copy of the academic certificate and transcripts	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conduct of Pre-course counselling	<input type="checkbox"/> Yes <input type="checkbox"/> No
Decision	
<input type="checkbox"/> Approved	We certify that the applicant is eligible to attend the above-mentioned course. The student will be notified through a GSTM's Offer Letter
<input type="checkbox"/> Interviewed: Approved	We certify that the applicant is eligible to attend the above-mentioned course. The student will be notified through a GSTM's Offer Letter
<input type="checkbox"/> Interviewed: Disapproved	We certify that the applicant is not eligible to attend the above-mentioned course. The student will be notified of the reasons for ineligibility
<input type="checkbox"/> Rejected	We certify that the applicant is not eligible to attend the above-mentioned course. The student will be notified of the reasons for ineligibility

Remark (if any):

Approved by:

Members of Academic Board	Signature	Date
1.		
2.		

Evaluation and recommendation by University Partner (if applicable):

Documents submitted to university partner for consideration	Submission Date:
Documents submitted by:	
Decision from University Partner	<input type="checkbox"/> Approval Date: <input type="checkbox"/> Approved after interview Date: <input type="checkbox"/> Rejected after interview Date: <input type="checkbox"/> Rejection Date:

Remark (if any):

APPROVAL OF SHORTLISTED APPLICANTS BY THE MANAGEMENT TEAM MEMBER

Management Selection: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Approval for <input type="checkbox"/> Conditional <input type="checkbox"/> Unconditional	Letter of Offer: <input type="checkbox"/> Conditional <input type="checkbox"/> Unconditional	Remarks (if any): <div></div>	Name: Signature: Date:
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PROGRAMME OFFERED TO STUDENT

Student Decision: <input type="checkbox"/> Accepted the offer <input type="checkbox"/> Rejected the offer, date:	Date signed PEI Advisory Note and Standard PEI Student Contract:
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DOCUMENTATION CHECKED BY STUDENT SUPPORT SERVICES DEPARTMENT

Document checked for completeness	<input type="checkbox"/> Yes	Name of the staff update the record: Signature: Date:
Updated the student's record in SMS	<input type="checkbox"/> Yes	
Prepared the Student Card	<input type="checkbox"/> Yes	
Created the Student Portal Account	<input type="checkbox"/> Yes	

GSTM attempts to ensure that the information contained in this form is correct at the time of printing (20 November 2020). However, sections may be amended without notice by the School in response to changing circumstances or for any other reason. Applicants should check with the School at the time of application whether any later information is available.