

APPLICATION FORM

APPLICATION AND PAYMENT PROCEDURE

1. Please complete all information requested on the application form.
2. **Please indicate N.A. where not applicable on the application form.**
3. All supporting documentation should be attached to your application.
4. **Successful applicants will be issued an Offer Letter and Student Contract, with a request to make payment of fees.**
5. Payment can be made payable to "Global School of Technology & Management Pte Ltd" via a cheque.
6. **Cash, Bank Transfer (DBS Current Account 001-906006-0), NETS and Debit/Credit Card facilities** are also available at Global School of Technology & Management.
7. For **company-sponsored applicant**, payment must be made by company cheque. Please indicate the Name of Applicant, NRIC No./FIN, Programme Title and Programme Commencement Date on the reverse side of the cheque.

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.

Programme Applied For: <hr/> Programme Fees: _____	Please attach a recent passport-sized photograph
Mode of Study: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Intake: _____	

Section A: Applicant Particulars

* Please *delete whichever is inapplicable*

Name of Applicant in Capital Letters (Underline Surname):

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

NRIC No./ FIN:	Nationality:	Date of Birth (DD/MM/YYYY):	Applicable for non-Singaporeans and PR only
Gender: Female / Male	Age:	Race:	Passport No:
Marital Status: Single / Married / Divorced / Widowed			Date of Expiry (DD/MM/YYYY):
Mobile No:	Singapore Address:		
		Postal Code:	
Home Tel No:	Office Tel No:	Email address (mandatory):	

Section B: Applicant Educational Qualifications
(Chronological order starting from the present)

Name of School/Institution	Year Enrolled (MM/YYYY)	Year Completed (MM/YYYY)	Educational Qualification Awarded

Section C: Applicant Employment History

Name of Company	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Position Title

Resume Attached: Yes No

Section D: For Company-Sponsored Applicant Only

Name of Company		Company Type: <input type="checkbox"/> SME <input type="checkbox"/> Non-SME	
Name of Company Representative:			
Billing Address:			
Postal Code:			
Office Tel No.	Office Fax No.	Company Email Address:	

Section E: Person To Contact in Case of Emergency

Full Name	Relationship:	Contact No:
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Section F: Disability/ Special Needs** Please tick (✓) or indicate N.A. if not applicable*

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

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

b) 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 G: Additional Information*Please tick (✓) the appropriate box and delete whichever is inapplicable*

Please indicate how you came to know about the course?

- Advertisement
- GSTM's Website / Facebook
- Brochure / Mailer / Flyer
- Lecturer / Trainer

_____ (Name)

- GSTM's Student

_____ (Name & Contact No.)

- Others (Please Specify)

Section H: Documentation Checklist**Please delete / Indicate N.A. whichever is inapplicable*

Use this checklist to ensure that you have included all relevant documents before submitting your application. Please tick (✓) the appropriate box

- A Duly Completed Application Form
- A Non-Refundable Application Fee of:
- \$107 (inclusive of 7% GST) for application of Diploma/ Specialist Diploma/ Advanced Diploma Programme
 - \$267.50 (inclusive of 7% GST) for application of BSc (HONS) Degree Programme
- Copies of relevant educational certificates and transcripts
- Photocopy of NRIC
- Photocopy of Employment Pass/ S-Pass/ Work Permit/ Others (Specify) : _____
(Applicable for non-Singaporeans only)
- Photocopy of Passport (Applicable for non-Singaporean only)
- Two recent passport-sized photographs
- Attached resume
- Others (please specify): _____

Section I: Pre-Course Counselling Checklist
(To be explained by programme consultant with the applicant)

We thank you for your application to Global School of Technology and Management. Before you pay the application fee, it is the responsibility of our staff to explain to you the details relating to each of the following sections:

Please tick (✓) or indicate N.A. if not applicable	
<input type="checkbox"/>	Applicant has been briefed on school information (Vision and Mission Statements, Locations, facilities and infrastructures)
<input type="checkbox"/>	Applicant has been briefed on 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 and sample of certificate and transcript)
<input type="checkbox"/>	Applicant had been briefed on successful applicants will be issued an Offer Letter, PEI Advisory Note and Student Contract.
<input type="checkbox"/>	Applicant has been briefed on fee information and payment modes. 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.
<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.
<input type="checkbox"/>	Applicant has been briefed on attendance requirements: At least 75% and above attendance at each module.
<input type="checkbox"/>	Applicant had been briefed on Fee Protection Scheme that GSTM has in place for students.
<input type="checkbox"/>	Applicant had been briefed on Counselling and Student Support Service available, Student Support Contact No: 64239618 / 81890101, Orientation Programme and Student Handbook.
<input type="checkbox"/>	Applicant had been briefed on the Grievance Procedure and Dispute Resolution methods available.
<input type="checkbox"/>	Applicant had been briefed on GSTM's transfer, withdrawal & Refund policies and procedures.
<input type="checkbox"/>	Applicant had been briefed on confidentiality of student data.
<input type="checkbox"/>	Applicant has been briefed on Opportunities for further education after graduation or job prospect after graduation.
<input type="checkbox"/>	Applicant had been briefed to refer to CPE website (www.cpe.gov.sg) for Fee Protection Scheme (FPS) and any other information

GLOBAL SCHOOL OF TECHNOLOGY AND MANAGEMENT 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
[50%]	Before, but not more than 7 days before the Course Commencement Date
[25%]	After, but not more than 7 days after the Course Commencement Date
[0%]	More than 7 days 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 www.cpe.gov.sg

Section J: Declaration

I hereby apply for the above-mentioned programme. I declare that all the particulars furnished by me in this application are true and correct. I authorise the school to conduct authenticity verification from my awarding organisation of my declared academic qualifications.

I understand that any misinterpretation or omission of information will result in my disqualification from consideration for admission to GSTM. I acknowledge that GSTM reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information. If I am accepted for a place to study in Global School of Technology and Management Pte Ltd:

- 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

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.

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

Applicant: I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on all of the above.

Full Name of Programme Consultant

Full Name of Applicant

Signature of Programme Consultant & Date

Signature of Applicant & Date

FOR OFFICE USE ONLY

Receipt No:		Applicant ID No:	
Name of Staff to update the record:			
Programme <i>Please tick (✓) the appropriate box</i>			
<input type="checkbox"/> Diploma /Specialist Diploma /Advanced Diploma		<input type="checkbox"/> BSc (HONS) Degree in Programme (Top-Up)	
Date Submitted to Chairman of Academic Board / CEO:	DD – MM – YYYY	Date of the documents submitted to University for consideration:	DD – MM – YYYY
Date Submitted to Academic Board Member:	DD – MM – YYYY	Decision by University: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Decision of the Chairman of Academic Board/ CEO and Academic Board Member: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected		Decision of the Chairman of Academic Board/ CEO and Academic Board Member: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Letter of Offer: <input type="checkbox"/> Conditional <input type="checkbox"/> Unconditional		Letter of Offer: <input type="checkbox"/> Conditional <input type="checkbox"/> Unconditional	
Remarks:			
Programme offered to student (if applicable)			
Student Decision: <input type="checkbox"/> Accepted the offer <input type="checkbox"/> Rejected the offer			
Date signed PEI Advisory Note (DD/MM/YYYY):			
Date signed PEI Standard Student Contract (DD/MM/YYYY):			
Name of Staff to update the record in Student Management System:			