



Institute of Excellence

Course Enrolment

IMPORTANT INSTRUCTIONS:

- Use CAPITAL LETTERS only, throughout the application form.
- All applications with incomplete information and/or not accompanied by copies of supporting documents or photographs will **NOT** be considered for admission.
- MAGES reserves the rights to reject any application found with misrepresentation/ omission discretion.

Attach Photo
Here

Applicant Attended By (MAGES
Staff):

CONFIDENTIALITY:

MAGES is committed to maintain the confidentiality of the applicant's personal information and undertakes not to divulge such information to any third party without the prior written consent of the applicant.

Section A

Particulars of Applicant			
Applicant's Name (as in NRIC / Passport):		Chinese Character (if applicable):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (dd / mm / yyyy):		Marital Status (cancel accordingly): Single / Married / Divorced / Widowed
Nationality:	Country of Birth:		Residence Status in Singapore (if relevant):
NRIC / Fin No.:	Passport No.:	Passport Expiry:	Tel. No.(w/ International Code):
Email Address:	Email Address:		Mobile No. (w/ International Code):
Permanent Home Address:			
Address for correspondence (if different):			
Bank Name:	Branch Name:	Bank Account Name:	Bank Account No.:
Medical Insurance Details (if any):			

Course Application		
Course/s Applying:	Mode of Study: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Intake Date (dd / mm / yyyy):
Major (If Any):		

Educational Background						
Full Name of School / Collge / Institution / University	Country	Province	Language of Instruction	Period of Study		Highest Qualification Attained
				From	To	
IELTS / TOEFL Results (if any):			No. of Years of English Education:			

Employment History			
Name of Company	Period of Working		Position Held Nature of Duties
	From	To	

How Did You Come To Know About MAGES

- Newspaper / Magazine
- Website
- TV / Radio
- Others (please specify): _____
- _ Brochure / Flyer / Mailer
- Email
- ASIS Singapore Chapter
- Exhibition / Road show / Seminar
- Our Student (stated name & hp. no.): _____
- Agent (stated name): _____

Section B (for Foreign Applicants only) – International Student

Supporting Documents

Any foreigner who wishes to pursue full-time studies in Singapore is required to apply for a Student’s Pass with the Immigration & Checkpoints Authority of Singapore (ICA). The following forms must be completed and submitted to MAGES along with **certified copies (English translation)** of supporting documents for such application:

The Forms include:

(Applicant’s signature for these forms **MUST** match that of the Passport)

- ICA eForms - IMM16, V36

The compulsory support documents include:

(Only submit duplicate copies of these documents to MAGES with exception of the photographs)

- Applicant’s Birth Certificate (BC)
- Applicant’s Passport
- Change of Name Certificate (if applicant’s name in Birth Country differs from Passport’s)
- 2 Recent Passport-sized Photographs of Applicant
- Applicant’s Highest Educational Certificates & Transcripts
- Valid Bank Statement of Applicant (or Parents/Spouse)
- Parents’ &/or Spouse’s Passports or Identity Cards
- Applicant’s and/or Parent’s/Spouse’s Residence Permit (SPR/EP/SP/WP/STP/PVP, etc.) with Singapore
- Parents’ working statement (if applicant is from visa required country)
- Legal Guardian’s NRIC (as applicant’s sponsor)

Note: Additional supporting documents may be required on a case-to-case basis, which our staff will advise the applicant accordingly.

Other Services The following services are subject to availability which MAGES will advise the applicant accordingly

I need these services: (Service chargeable)

- Airport Pick-up
- Accommodation
- Transport for medical check-up
- Accident Insurance

Section C

Private Education Act (PLEASE READ CAREFULLY)

Under the new Private Education Act, legislated in December 2009, a Council for Private Education (CPE) was set up to regulate the private education industry in Singapore. All private education institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations.

Following are the new requirements which we have put in place in compliance with the regulations:-

1. PEI-Student Contract

As stipulated by CPE with the aim of enhancing the confidence of students and their parents in the quality of education in Singapore, we will enter into a standard PEI-Student Contract with all our students. The contract lays out the important terms and conditions governing the relationship between the student and MAGES. We will honour the terms and conditions spelt out in the contract and in all communication materials. A copy of the standard student contract is available for inspection upon request and also on the CPE website

(www.cpe.gov.sg).

2. Fee Protection Scheme (FPS)

The Fee Protection Scheme (FPS) serves to protect students' fees in the event a PEI is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore courts.

The FPS is applicable to **ALL** students (regardless of nationality and the type of passes, i.e. dependent's pass, student's pass, work permit etc). It is mandatory for all students to apply for FPS and sign a student contract when they enrol for courses with any Private Education Institution (PEI) with EduTrust Certification or seeking EduTrust Certification.

MAGES has appointed DBS to be FPS provider for all students. After the student sign the student contract and pay the course fee, the fees will go to our DBS Escrow account. More details of the FPS can also be found in the FPS Instruction Manual, available at CPE's website (www.cpe.gov.sg)

3. Medical Insurance

It is compulsory for ALL international students to have medical insurance coverage for hospitalisation, outpatient and related medical treatment for the entire course duration. AIA Insurance Singapore Pte Ltd has been appointed as the insurance provider. There are exemptions for Singaporeans, Permanent Residents and non-Student Pass holders if they are covered by their own medical insurance plan.

Students who choose to opt out of the medical insurance are to show proof that they have their own medical insurance before making a declaration in the PEI-student contract to opt out of the medical insurance scheme. Please speak to the programme consultant in order to make informed choices.

4. Advisory Note

The PE Act also requires a student to sign an Advisory Note prior to enrolling to the chosen PEI. The advisory note will be signed and returned together with the PEI-Student Contract.

Your Acknowledgement

I hereby apply for the course as indicated in this form and declare that all information given is true and correct. MAGES is authorized to investigate the above information for the purpose of verification. I also agreed to abide by the decision of MAGES as to my eligibility for the course mentioned. I certify that I have received the course information and agreed to the admission/enrolment requirements / Refund Policy. I understand that I am responsible for all expenses, including personal expenses while taking up my course of study with **MAGES Institute of Excellence**.

International Student: I am personally responsible for my compliance with all regulations of the Student's Pass of the Immigration & Checkpoints Authority of Singapore.

Refund Policy:**NOTE: Administrative charges (non-refundable) is applicable.**

% of [the aggregate amount of the fees paid under Clause 1.11 and 1.12 of student contract]	If Student's written notice of withdrawal is received
[100]	("Maximum Refund") More than [14] days before the Course Commencement Date
[50]	Before, but not more than [14] days before the Course Commencement Date
[50]	After, but not more than [7] days after the Course Commencement Date
[10]	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

*Terms & conditions apply (for detailed Refund Policy kindly refer to www.mages.edu.sg or refer to the Student Handbook)

I acknowledge that I have attached the following with my application:

- **International Student** : Payment of **S\$535 (inclusive of 7% GST)** for this application (non-refundable) made payable to "MAGES Institute of Excellence Pte Ltd"
- **Local Student** : Payment of **S\$ 267.50 (inclusive of 7% GST)** for this application (non-refundable) made payable to "MAGES Institute of Excellence Pte Ltd"
- Certified true copies of all academic certificates & transcripts

Applicant's Name & Signature:

Date:

Parent's / Guardian's Name & Signature:

(For applicant below the age of 18 years old)

Date:

All Cheques, Banker's Guarantee or Cashier's Order should be drawn in favour of "MAGES Institute of Excellence Pte Ltd".
Cheques should be crossed "A/C Payee Only".

Office use only

Academic Manager Approval

- Approved**
- Disapproved**

Comments
