



**Student Application**

**IMPORTANT INSTRUCTIONS:**

- 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 of information at its sole discretion.

<b>MAGES Official Use Only: Course Selection</b>		
<b>Course Applying For:</b>		
<b>Intake Date (dd/mmm/yyyy):</b>	<b>Mode of Study:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
<b>Particulars of Applicant</b>		
<b>Applicant's Full Name (as in NRIC / Passport):</b>	<b>NRIC / Passport No.:</b>	
	<b>Date of Birth (dd/mm/yyyy):</b>	
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married	
<b>Permanent Home Address:</b>		
<b>Address for Correspondence (if different from the above):</b>	<b>Current Residential Status in Singapore:</b>	
	<input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Long Term Pass (LTVP) <input type="checkbox"/> Dependent Pass(DP) <input type="checkbox"/> Work Pass (EP/SP/WP) <input type="checkbox"/> Others -Foreigner (STP)	
<b>Telephone No. (Country code):</b>	<b>Mobile No. (Country Code):</b>	<b>Student Email Address:</b>
<b>Bank Details</b>		
<b>Bank Name:</b>	<b>Bank Account Type:</b>	<b>Account Number:</b>
<b>Emergency Contact (Parent/Spouse/Next of Kin)</b> For International Students, parents' contact details are mandatory. For local students under 18 years old, parents' or guardian's contact details are mandatory.		
<b>Name:</b>		
<b>Relationship with Applicant:</b>		
<b>Contact No.</b>		
<b>Email Address:</b>		

Educational Background				
Full Name of School / College / Institution / University	Country	Period of Study (dd/mmm/yyyy)		Qualification obtained
		From	To	
IELTS / TOEFL Results (if any):		No. of Years of English Education:		
Employment History (If Relevant). Provide the recent three employment details.				
Name of the Company	Country	Period of Working (dd/mmm/yyyy)		Position/Role
		From	To	

Document Submission Checklist (English translation required if documents are not in English)		
S/No	a) Singaporean/ SPR/ Employment Pass/Work Permit / Dependent Pass/ S-Pass/ Long term Visit Pass)	Local Resident
1	Applicant's NRIC/EP/SP/WP/LTVP/LTVP+	<input type="checkbox"/>
2	Applicant's Highest Educational Certificates & Transcripts	<input type="checkbox"/>
3	1 recent passport-sized colour photograph of applicant	<input type="checkbox"/>
4	Parent Guardian's NRIC/ Passport (if applicant is less than 18 years)	<input type="checkbox"/>
S/No	b) Foreigners : Student Pass Application : The application form must be completed and submitted to MAGES along with certified true copies (English translation) of supporting documents.	Foreigners
1	Applicant's Passport	<input type="checkbox"/>
2	Applicant's Birth Certificate	<input type="checkbox"/>
3	Applicant's Highest Educational Certificates and Transcripts that are <b>Certified True Copies</b>	<input type="checkbox"/>
4	I. Applicants' Parents' &/or Spouse's (if married) Passports	<input type="checkbox"/>
	II. Applicant's and/or Parent's/Spouse's Residence Permit (SPR/EP/SP/WP /STP/PVP, etc.) with Singapore <sup>1</sup>	<input type="checkbox"/>
5	Valid Bank Statement of Applicant <sup>2</sup>	<input type="checkbox"/>
6	Parents' Income statement/Salary Slip (if applicant is from a visa required country)	<input type="checkbox"/>
7	Change of Name Certificate (if applicant's name in Birth Country differs from Passport's	<input type="checkbox"/>
8	ICA eForms - IMM16, V36	<input type="checkbox"/>

**Note:**

1. Additional documents may require if the applicant's parent /stepparent/spouse is a Singapore Citizen or Permanent Resident. Admission officer will advise students personally upon receiving this application.
2. Parents' &/ Spouse's (if married) documents proof of financial ability (minimum of SGD \$30,000 or equivalent) in the form of bank statement / fixed deposit accounts/saving accounts.

<b>How Did You Know About MAGES</b>
<input type="checkbox"/> Search Engine Website <input type="checkbox"/> Brochure / Flyer / Mailer <input type="checkbox"/> Exhibition / Road show / Seminar  <input type="checkbox"/> Email / Social Media <input type="checkbox"/> Student Referral (state the name and hp number): _____  <input type="checkbox"/> Agent (state name): _____  <input type="checkbox"/> Others (please specify): _____
<b>Private Education Act (PLEASE READ CAREFULLY) - Important Information</b>
<p><b>1. Committee for Private Education (CPE)</b></p> <p>The Committee for Private Education (CPE) was appointed by SkillsFuture Singapore (SSG) Board in October 2016 to carry out its functions and powers relating to private education under the Private Education Act. CPE has implemented a mandatory registration tier to enhance the private education standards and a voluntary quality assurance framework known as EduTrust Certification Scheme, for schools who wish to recruit students from foreign countries. Under the EduTrust Certification scheme, private education institutes must adopt the Fee Protection Scheme (FPS) -G with CPE-appointed service providers and provide Group medical insurance coverage for hospitalization and related medical treatment for the entire course duration.</p>
<p><b>2. PEI-Student Contract</b></p> <p>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 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 on the CPE website (<a href="http://www.ssg.gov.sg">www.ssg.gov.sg</a>).</p>
<p><b>3. Fee Protection Scheme (FPS) Group Insurance</b></p> <p>MAGES has Fee Protection Scheme (FPS) Group Insurance from Liberty Insurance Pte Ltd. Policy No. FPS048Y20. (Website: <a href="http://www.libertyinsurance.com.sg">www.libertyinsurance.com.sg</a>). All students will be covered by FPS -G for course fees paid throughout their studies with MAGES. More details of the FPS can also be found in the FPS Instruction Manual, available at CPE's website (<a href="http://www.ssg.gov.sg">www.ssg.gov.sg</a>)</p>
<p><b>4. Medical Insurance</b></p> <p>All International students are covered with the medical insurance with Prudential Assurance Company Singapore Pte Ltd, who has been appointed as the insurance provider. Our Group Policy No. is 00104207. Minimum features/coverage for our medical insurance are:</p> <ul style="list-style-type: none"> <li>• Annual Limit not less than S\$20,000.00 per student.</li> <li>• At least B2 ward (in government and restructured hospitals); &amp;</li> <li>• 24 hours coverage in Singapore and overseas (if student is involved in school-related activities).</li> </ul> <p>More details on <a href="http://www.mages.edu.sg">www.mages.edu.sg</a>.</p>

<b>Administration Fee Refund Policy</b>		
<b>Refund Table 1.1</b>		
If Student's written notice of withdrawal is received	Administration Fee Refund Amount for Local Students	Administration Fee Refund Amount for International Students
More than 6 weeks before the class start date and Student Pass Rejection by ICA for International student	Refund amount = Administration Fee Paid - \$272.50 (\$250+9%GST)	Refund amount = Administration Fee Paid - \$872 (\$800+9%GST)
Less than 6 weeks but more than 4 weeks before the class start date	Refund amount = 50% of Administration Fee Paid - \$272.50 (\$250+9%GST)	Refund Amount = 50% of Administration Fee Paid - \$872 (\$800+9%GST)
Less than equal to 4 weeks before class start date	NO REFUND	NO REFUND
<b>Course Fee Refund Policy</b>		
<b>Refund Table 1.2</b>		
% of [the aggregate amount of the fees paid under Schedule B and Schedule C of the 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 <b>before</b> the Course Commencement Date	
[50]	After, but not more than [7] days <b>after</b> the Course Commencement Date	
[10]	More than [7] days after the Course Commencement Date, but not more than [14] days <b>after</b> the Course Commencement Date	
[0]	More than [14] days <b>after</b> the Course Commencement Date	
<b>Application Fee is Non-Refundable</b>		
<input type="checkbox"/> Local student SGD 535.00 (Inclusive of 9% GST)		
<input type="checkbox"/> International student SGD 817.50 (Inclusive of 9% GST)		
<b>Administration Fee (Refund is based on Administration Fee Refund Policy Refund Table 1.1)</b>		
<input type="checkbox"/> Local student SGD 1744.00 (Inclusive of 9% GST)		
<input type="checkbox"/> International student SGD 2616.00 (Inclusive of 9% of GST)		
<b>Bank Details for Payment :</b>		
1. Via <b>cheque</b> , please issue in the name of MAGES INSTITUTE OF EXCELLENCE PTE LTD 2. Via <b>bank transfer</b> , please transfer to our Account Number: DBS (Current Account) 106-902634-2. 3. Via <b>PAYNOW</b> , enter our UEN:200912099N and our company name will appear 4. For Telegraphic Transfer Account Name: MAGES Institute of Excellence Pte Ltd Account No: 106-902634-2 Bank: DBS Singapore SWIFT Code: DBSSGSG		

<b>PDPA Consent</b>
<input type="checkbox"/> By signing this application form, you agree that the school may use the collected data and disclose your personal data, as provided in this application form, including any supporting documents, for the enrolment purposes in accordance with the Personal Data Protection Act 2012 and our data protection policy.
<input type="checkbox"/> By signing this application form, you agree to use your artwork produced during your study in MAGES, for marketing and publicity purpose in print or any digital media. In addition, you agree to take responsibility to remove yourself from group and candid shots/recordings that the school intends to capture, if you do not wish to have your photos/audio-visual recordings taken.
<b>Student Declaration</b>
<input type="checkbox"/> By signing this application form I 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.
<input type="checkbox"/> By signing this application form I declare I have no medical condition (e.g., Autism, ADHD, Insomnia) which may affect my ability in MAGES. In the event I do have any prior medical conditions, I agree to provide documents (e.g., specialist reports) that explains my medical history. This information must be provided at the point of application. I understand MAGES decision on the admission is final.

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

**Application Fee (Non-Refundable)**

**Required set of documents as listed in Document Submission Checklist**

<b>Applicant's Name and Signature:</b>	<b>Date:</b>
(For applicant below the age of 18 years)	
<b>Parent's / Guardian's Name and Signature</b>	<b>Date:</b>

<b>MAGES Official Use Only: SELECTION VALIDATION CHECKLIST</b>		
<b>Met Minimum Course Entry Requirement</b> <input type="checkbox"/> Age <input type="checkbox"/> Academic Requirement <input type="checkbox"/> English Proficiency	<input type="checkbox"/> Pre-Course Counselling <input type="checkbox"/> Verification of Original Document <input type="checkbox"/> Special Needs: _____ <input type="checkbox"/> Other Consideration: _____	
<b>Counselling Details (special needs and/or for other considerations)</b>		
<input type="checkbox"/> Recommended	<input type="checkbox"/> Rejected	<b>BDE (Name/ Signature/ Date):</b>
<b>BD Acceptance</b>		
<input type="checkbox"/> Supported	<input type="checkbox"/> Not Supported	<b>Head of BD (Name/ Signature/ Date):</b>
<b>Academic Acceptance</b>		
<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<b>AD (Name/ Signature/ Date):</b>
<b>Management Approval</b>		
<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<b>Management (Name/ Signature/ Date):</b>
<b>Student Services and Administration Dept</b>		
<b>Application Taken Over by (SSA Staff Name/ Signature/ Date):</b>	<input type="checkbox"/> Letter of Offer Issued. <input type="checkbox"/> Letter of Rejection Issued.	