



MDIS

Management Development
Institute of Singapore
Uzbekistan • Malaysia • India

Please affix
a recent
passport-sized
photograph here

INTERNATIONAL STUDENT APPLICATION FORM

Important Note:

- This application form is applicable to international students only.
- Incomplete applications will not be processed. Please complete all information requested on the application form.
- A non-refundable application fee of S\$321.00 (inclusive of 7% GST) must be made payable to "MDIS Pte Ltd".
- All supporting documentation should be attached to your application.

Confidentiality Clause:

MDIS is committed in maintaining the confidentiality of personal information and undertakes not to divulge any of the applicants' personal information to any third party without the prior consent of the applicants.

1. PERSONAL DETAILS

Have you studied at MDIS before? YES NO

Name (as per Passport)

Passport Number

Nationality

Email Address

Mobile Number

Gender

 M F

2. PROGRAMME SELECTION

Programme: _____

Intake: _____

Choice of University (Please tick the appropriate box):

- Bangor University, UK
- Coventry University, UK
- Northumbria University, UK
- Oklahoma City University, USA
- Teesside University, UK
- University of Portsmouth, UK
- University of Sunderland, UK
- Others: _____

To be completed by Agent
Country: Indonesia
Agent (Company):
Marketer-in-charge:
For official use only
Country Manager in-charge: Fitrianti Iskandar
Payment Date (Reg. Fee):
Payment Amount (Reg. Fee):
Receipt No.:
Batch No.:
UMS SID No.:
UMS Registered Date.:
Process for: COL / Matric / STP
MOU School (if any):

*All Pre-degree programmes are awarded by MDIS.

Choice of Programme (Please tick the appropriate box)

Undergraduate Degree

- Accounting and Finance
- Accounting and Financial Management
- Banking and Finance
- Biochemistry
- Biomedical Science
- Biotechnology
- Broadcast Media Production
- Business and Human Resource Management
- Business and Management
- Business and Marketing
- Business Information Systems
- Business Management
- Business Studies and Finance
- Cybersecurity and Networks
- Electrical and Electronic Engineering
- Electronic and Electrical
- Fashion Product and Promotion
- Information Technology

- International Tourism and Hospitality Management
- Mass Communications
- Mechanical
- Mechanical Engineering
- Media and Digital Practice
- Media, Culture and Communication
- Psychology
- Others: _____

Postgraduate Degree

- Business Administration
- Business Administration in Banking and Finance
- Business Administration in International Marketing
- Business Administration (Human Resource Management)
- Business Administration (Supply Chain Management)
- Molecular Biology
- Tourism and Hospitality
- Others: _____

3. ENGLISH LANGUAGE PROFICIENCY

Have you taken a formal English Language Test? Yes No

If yes, please provide the following information.

Awarding Body: TOEFL: _____ IELTS: _____ Others (please state): _____

Reading: _____ Listening: _____ Speaking: _____ Writing: _____ Overall: _____

Date Awarded: _____ DD - MM - YYYY

4. HOW DID YOU FIND OUT ABOUT MDIS?

- MDIS Website
- Search Engine (Google/Yahoo/Bing/Others)
- Newspaper/Magazine/Journals
- Social media (Facebook/Twitter/Others)
- Agents
- Friends/Relatives
- Exhibition/Seminar/Workshop
- Others: _____

5. DECLARATION

I, the undersigned, hereby affirm to the authenticity of the information provided on this application form.

I acknowledge that _____ (MDIS staff/Agent) has explained the above details to me and I understand that any false or misleading information may result in denial of admissionary expulsion from MDIS. I declare that I have read the instructions on this application form and all the information provided is complete and correct.

I declare that I have read the terms & conditions on this application form and I hereby authorise the Institute to conduct authenticity verification from the awarding organisation(s) of my declared academic qualifications. I understand that the final acceptance into the course is subject to the approval of the Student's Pass application from the Immigration & Checkpoints Authority of Singapore (ICA) and meeting the admission requirements of the course.

I consent to the collection, use and disclosing of my personal data by MDIS for the purpose of processing my application for study, administration and funding purposes (where applicable), subject to the provisions of the Personal Data Protection Act (PDPA) in Singapore.

Were you issued a Training Work Permit by Ministry of Manpower (MOM) before?

Yes No

Signature of Applicant

Signature of MDIS Representative and/or Agent

Date: _____

www.mdiss.edu.sg

Management Development Institute of Singapore
Reg.No. 201001793H
20 May 2018 to 19 May 2022



6. INFORMATION REQUIRED FOR ONLINE APPLICATION FOR A STUDENT PASS (for eForms 16)

NOTE:

- 1) All fields with * are mandatory (compulsory). Any empty fields will be deemed as NIL/ NA
- 2) Strictly use only English characters to avoid errors when submitting online
- 3) Strictly use only **BLOCK LETTERS**
- 4) Please note that your signature in this form **MUST BE** the same as your passport signature)
- 5) The Institute shall not be responsible should the application be rejected due to the omission of certain information by you.

WARNING
IT IS AN OFFENCE UNDER THE IMMIGRATION ACT TO MAKE ANY FALSE STATEMENT, REPRESENTATION OR DECLARATION IN CONNECTION WITH THIS APPLICATION

PART A - PARTICULARS OF APPLICANT			
Foreign Identification No.(FIN) <i>(if applicable)</i>		Cancellation Date of Foreign Identification (Student Pass)	
Full Name in BLOCK LETTERS (Underline Surname)*		Alias, if any	Birth Certificate No.*
Race*	Religion*	Sex*	Date of Birth (DD/MM/YYYY)*
Email Address		Nationality*	Province/State* Country of birth*
Expiry Date of Employment/Dependant's Pass if any (DD/MM/YYYY)	Occupation (If student, put FULL TIME STUDENT)		Marital Status (pls circle)* Single/Married/Divorce/Widowed
Type of Travel Document Held INTERNATIONAL PASSPORT	Serial No. of Travel Document Held		Issue Date of Travel Document (DD/MM/YYYY)
Country of Issue of Travel Document	Place of Issue of Travel Document		Expiry Date of Travel Document (DD/MM/YYYY)
Parents' AND/OR Step-Parents' Residential Status:			
Father:		<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____
Mother:		<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____
Step-Father/ Step-Mother: (Pls circle one)		<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____

Residential Address in Singapore

House/Blk No: _____ Floor No: _____ Unit No: _____ Postal Code: _____

Street Name: _____

Contact No: _____

List countries in which applicant has resided for one year or more during the last five years:*

Country	Address	Period of Stay	
		From (DD/MM/YYYY)	To (DD/MM/YYYY)

Antecedent*

Have you ever been refused entry into or deported from any country, including Singapore? YES/ NO

Have you ever been convicted in a court of law in any country, including Singapore? YES/ NO

Have you ever been prohibited from entering Singapore? YES/ NO

Have you ever entered Singapore using a different Passport or Name? YES/ NO

If any of the answer is "YES", please furnish details :

PART B - DECLARATION BY APPLICANT

I hereby declare that all the particulars furnished by me in this application are true and correct.

I undertake not to study without a Student's Pass.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the Student Pass has been issued.

I further undertake not to be engaged in any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid, without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I give my consent for your department to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for immigration facilities.

I have read and agreed to the declaration, and I authorized the Management Development Institute of Singapore (MDIS) to submit the application for student pass online on my behalf......
Date.....
Signature of Applicant

PART C - APPLICANT'S PARENTS AND/OR STEP PARENTS

Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore	Occupation
	Father			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____
	Mother			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____
	Step-Father (if yes)			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____
	Step-Mother (if yes)			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above <input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____

PART D - APPLICANT'S SPOUSE (IF APPLICABLE)

Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore	Occupation
	Spouse			<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above	NRIC: _____ FIN No: _____

PART E - APPLICANT'S SIBLINGS

Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore
				<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above
				<input type="checkbox"/> Singapore Citizen/ Permanent Resident <input type="checkbox"/> Resident (Long-term social visit pass/ Work Permit/ Dependent Pass/ Employment Pass) <input type="checkbox"/> None of the above

PART F - APPLICANT'S EDUCATIONAL BACKGROUND

Name of Schools/Colleges/Universities (In Chronological Order)	Country	State or Province	Language of Instruction	Period of Study From (DD/MM/YYYY) To (DD/MM/YYYY)	Highest Educational Qualification (Academic/Professional) (If Honours Degree, please state Class/Division)	Educational Certificate No.
Obtained a pass in English : YES / NO						

PART G - APPLICANT'S EMPLOYMENT HISTORY (IN CHRONOLOGICAL ORDER)

Name of Companies	Country	Period of Working (DD/MM/YYYY) From To	Position Held	Nature of Duties

PART G1 – GAP EXPLANATION FOR SUBMISSION (ADDITIONAL INFORMATION)

Remarks:

PART H - APPLICANT'S FINANCIAL SUPPORT (TO BE COMPLETED FROM VISA-REQUIRED COUNTRIES)

Applicant	Average Monthly Income for past 6 months: S\$	Applicant's Spouse	Average Monthly Income for past 6 months: S\$
	Current Saving: S\$		Current Saving: S\$
Applicant's Father	Average Monthly Income for past 6 months: S\$	Applicant's Mother	Average Monthly Income for past 6 months: S\$
	Current Saving: S\$		Current Saving: S\$
Other Financial supports from immediate family members: if Yes, please state: YES / NO:			

PART H1 - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT PARENTS'/ STEP PARENTS' ADDITIONAL INFORMATION

FATHER'S

* Marital Status: Single / Married / Divorced / Widowed
* Custody of Applicant (if applicable): Father / Mother / Other

* Marriage Certificate No: _____
* Marriage Date: _____

* Divorced Certificate No: _____
* Divorced Date: _____

MOTHER'S

* Marital Status: Single / Married / Divorced / Widowed
* Custody of Applicant (if applicable): Father / Mother / Other

* Marriage Certificate No: _____
* Marriage Date: _____

* Divorced Certificate No: _____
* Divorced Date: _____

STEP-PARENT'S

* Marital Status: Single / Married / Divorced / Widowed
* Custody of Applicant (if applicable): Father / Mother / Other

* Marriage Certificate No: _____
* Marriage Date: _____

* Divorced Certificate No: _____
* Divorced Date: _____

**PART H2 - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT PARENTS'/ STEP PARENTS'
ADDITIONAL INFORMATION ON EDUCATION**

FATHER'S/STEP-FATHER'S

*Name of Schools/ Colleges/ Universities: _____ *Educational Certificate No: _____
* Country: _____
*Highest Qualification (Academic/ Professional) (If Honours Degree, please state Class/Division): _____

MOTHER'S/STEP-MOTHER'S

*Name of Schools/ Colleges/ Universities: _____ *Educational Certificate No: _____
* Country: _____
*Highest Qualification (Academic/ Professional) (If Honours Degree, please state Class/Division): _____

**PART H3 - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT PARENTS'/ STEP PARENTS'
ADDITIONAL INFORMATION ON CURRENT EMPLOYMENT**

FATHER'S/STEP-FATHER'S

*Name of Company: _____
* Monthly Income: S\$ _____
*Average Income for the Past 1 year : S\$ _____
*Average Monthly CPF contribution for the past 1 year: S\$ _____

MOTHER'S/STEP-MOTHER'S

*Name of Company: _____
* Monthly Income: S\$ _____
*Average Income for the Past 1 year : S\$ _____
*Average Monthly CPF contribution for the past 1 year: S\$ _____

**PART I - APPLICANT'S SINGAPORE CITIZEN/ PERMANENT RESIDENT SPOUSE'S
ADDITIONAL INFORMATION ON EDUCATION AND CURRENT EMPLOYMENT**

EDUCATION DETAILS:

*Name of Schools/ Colleges/ Universities: _____
* Country: _____
*Highest Qualification (Academic/ Professional) (If Honours Degree, please state Class/Division): _____
*Educational Certificate No: _____

CURRENT EMPLOYMENT DETAILS:

*Name of Company: _____
* Monthly Income: S\$ _____
*Average Income for the Past 1 year : S\$ _____
*Average Monthly CPF contribution for the past 1 year: S\$ _____

7. IMPORTANT CHECKLIST

Use this checklist to ensure that you have included all relevant documents before submitting your application.

- 1) An application fee of S\$321.00 (non-refundable) made payable to "MDIS Pte Ltd".

The payment of the registration fee can be paid via the following options:

- i) Demand draft (DD) made to 'MDIS Pte Ltd'
- ii) Telegraphic Transfer (TT) made to the following account:

Name : MDIS Pte Ltd
Bank : DBS Bank
Branch : Marina Bay Financial Centre Branch
12 Marina Boulevard
Level 3, Marina Bay Financial Centre Tower 3
Singapore 018982

Account No : 003-911274-2 / Swift code: DBSSSGSG

- 2) The Application form must enclose the following documents which are required for processing the student's pass application. Please tick boxes as appropriate.

- 1 recent passport-sized photographs of the applicant (against white background)
- Photocopy of applicant's passport pages showing his/her particulars and travel document's date of validity (At least 1 year)
- Photocopy of applicant's Birth Certificate/Affidavit
- Photocopy of applicant's Certified/Notarised copy of Education Results / Certificates and Transcripts (with detailed results)
- Photocopy of the Student's Pass (For applicants transferred from other schools in Singapore) or notification for cancellation of Student Pass, Visit Pass and Embarkation Form.
- Must show proof of English Medium Study/First Placement Test Attempted/IELTS/TOEFL
- University Matriculation Form (if applicable)

- 3) All completed documents must reach MDIS at least 8 weeks (2 months) before course commencement. If there is any late submission, MDIS will not submit the application to ICA. For Students' Passes that are rejected by ICA, the general processing time for appeal takes about 4 weeks (1 month).

8. TERMS AND CONDITIONS

Application Procedures

- Students are to submit the duly signed MDIS Application Form and supporting documents (refer to Documents Checklist) with application fee payment of S\$321.00 (inclusive of GST).
- Upon receiving the application, MDIS will issue a Conditional Offer Letter to the students. Admission assessment and Student's Pass applications will be processed.
- The Standard PEI-Student Contract will be generated and issued to the students when the admission assessment and Student's have been approved.
- Students are to make the first installment payment of the tuition fee only after signing the Standard PEI-Student Contract.
- Upon receiving both the signed Standard PEI-Student Contract and proof of installment payment (e.g. TT slip), the In-Principle Approval (IPA) letter will be released to the students.
- Students will report to MDIS upon arriving in Singapore to complete the formalities and proceed with medical check-up and collection of Student's Pass from Immigration and Checkpoints Authority of Singapore (ICA).

Course Fees

All fees quoted are subject to other costs arising from government directives.

Non-tuition fees are not included. For more details, please contact our MDIS Representative Office or our authorised agents in your country.

Fee Payment Policy

Management Development Institute of Singapore Pte Ltd (MDIS Pte Ltd) collects course fees in accordance to the fees structure stipulated in the Standard PEI-Student Contract. An administrative charge of S\$107.00 (inclusive of GST) will be levied on each late installment payment of the course fees. Fees are payable after the Standard PEI-Student Contract has been generated and confirmed/ signed by the student.

Modes of Payment

Payments can be made by cash, NETS (with maximum of S\$2,000.00 per transaction per day), VISA, MasterCard, AMEX, Telegraphic Transfer or Cheque. For cheque payment, please indicate the details of the programme applied for and your personal particulars on the back of the cheque.

Cheques must be crossed and made payable to "MDIS Pte Ltd". The student's name, passport number and course title should be written on the reverse of the cheque.

Refund Policy

Refunds for Withdrawal Without Cause

Any request for a refund of course fees paid before/after commencement of the course shall be made as per the following refund policy:

Percentage of refund before/after the course commencement date

% of aggregate amount of the fees paid as per Standard PEI-Student Contract	If a Student's written notice of withdrawal is received
75%	("Maximum refund") More than 60 days before the Course Commencement Date
25%	Before, but not more than 60 days before the Course Commencement Date
10%	After, but not more than 7 days after the Course Commencement Date
5%	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

A cooling-off period of seven (7) working days is applicable for a maximum refund from the date when the contract was signed.

The above refund policy is also applicable to company-sponsored students.

MDIS Pte Ltd will assess and reply to any request for withdrawal within a time frame of not more than four (4) weeks.

All refunds shall be made within seven (7) working days following the approval of the Student's request of withdrawal.

Refunds for Withdrawal With Cause

MDIS Pte Ltd shall inform the Student immediately within three (3) working days if:

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) It fails, for any reason, to complete the Course by Course Completion Date;
- (iv) It terminates the Course, for any reason, prior to Course Completion Date; or
- (v) It has not ensured that the student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A (Standard PEI-Student Contract) within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by the Immigration and Checkpoints Authority of Singapore (ICA).

MDIS Pte Ltd shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (vi), 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.

The student shall be entitled to immediately withdraw from the Course by giving written notice to MDIS Pte Ltd of his/her intention to do so.

For circumstances under the above Clause, MDIS Pte Ltd shall, within seven (7) working days after notifying the Student, refund the Student:

- (i) The entire amount of the Course Fees; and
- (ii) The Miscellaneous Fees.

Withdrawal Policy

- Request for programme withdrawal must be made in writing. A written notice of withdrawal from the programme ("Withdrawal Letter") must be delivered to the Student Care and Administration Department (SCA) at MDIS Campus, 501 Stirling Road, Singapore 148951.
- Students with genuine financial difficulties who wish to withdraw from the course should submit a written application letter to MDIS Pte Ltd for consideration. All requests must be supported with documentary evidence. Upon the final decision of MDIS Pte Ltd, the Institute shall inform the students in writing within seven (7) working days.
- All discounts/rebates that the student was entitled to shall be forfeited. All non-tuition fees where applicable, is payable upon withdrawal.
- MDIS Pte Ltd shall within seven (7) days of receipt of the Withdrawal Letter, send the student an acknowledgement of the request to the address stated in the Withdrawal Letter. If no address is stated, the letter will be sent to the address stated in the enrolment form. For the purpose of course fee being refunded, the official date of receipt of the written notice of withdrawal will be the date of receipt of the Withdrawal Letter which has been duly acknowledged by MDIS Pte Ltd.
- MDIS Pte Ltd will assess and reply to any request for withdrawal within a time frame of not more than four (4) weeks.

Transfer Policy

If a student who has been accepted by MDIS Pte Ltd decides to transfer to another school/institute/university before or after course commencement, a written notice of transfer must be given to the Student Care and Administration Department (SCA) at MDIS Campus, 501 Stirling Road, Singapore 148951. This request shall be subject to the MDIS Refund Policy.

a. Transfer out of MDIS Pte Ltd to another school/institute/university

- Students who request to transfer out of MDIS Pte Ltd to another school/institute/university shall be deemed as withdrawing from the Institute.
- If there is any outstanding fee, the student shall be advised to make payment before the Institute processes his/her transfer/withdrawal request.

b. Transfer within MDIS Pte Ltd but to a different course/downgrading of academic course(s)

- If a request for transfer is made after commencement of class, the refund policy shall apply accordingly.
- The student shall be advised to make payment for any outstanding fees before the institute will process his/her transfer request.
- For students who wish to transfer to a different course, a withdrawal shall be processed according to the signed contract. There shall be no refund if withdrawal request is received from students more than fourteen (14) days after the course commencement date.
- All requests for transfer to a different course within MDIS or downgrading for academic course must be submitted in writing and supported with an application fee of S\$100.00 for the first change of programme (Excluding GST). Any further change of programme by the same student, an application fee of S\$250.00 shall be charged and is non-refundable regardless of the application outcome.

MDIS Pte Ltd will assess and reply to any request for transfer within a time frame of not more than four (4) weeks.

Course Deferment

- All requests for course deferment must be made in writing and supported with an application fee of S\$107 (inclusive of GST). Students should send their requests for deferment from the course to the Student Care and Administration Department (SCA) at MDIS Campus, 501 Stirling Road, Singapore 148951. All requests must be supported with documentary evidence.
- Students are allowed to defer only once up to the maximum period of one (1) year, failing which he/she will be deemed to have withdrawn from the course and would have to re-apply as a new applicant if he/she wishes to register on the course again. The refund policy will be applicable.
- International students who are approved for deferment will be required to cancel their student passes as required by ICA.
- Approval for deferment is at the sole discretion of MDIS Pte Ltd.

Expulsion and Disciplinary Matters

The withdrawal and refund policy stated in the Standard PEI-Student Contract applies, should any student be expelled from the course by the Management, Director of Academic Affairs and/or the University due to:

- a. Poor performance in his/her examinations
- b. Poor attendance
- c. Cheating and Plagiarism

Students may also be expelled due to misconduct and inappropriate behaviour such as smoking, drinking, drug offence, vandalism, mischief and/or theft, etc. The Institute reserves the right to discipline or expel any student who breaks the Institute's rules, or who, in the opinion of the Management, is guilty of misconduct prejudicial to the interests of the Institute, and its students.

Private Education Act

Fee Protection Scheme

With the introduction of the Private Education Bill, all students' fees will be insured under the Fee Protection Scheme (FPS).

The FPS serves to protect international and local students' fees in the event that a Private Education Institution (PEI) is unable to continue operations due to insolvency and/or regulatory closure. It also protects the student if the PEI fails to pay penalties or to return fees to students arising from judgements made against it by the Singapore Courts.

MDIS Pte Ltd adopts the FPS Insurance for international and local students. The FPS Insurance offers insured students protection against the following events:

- Loss of course fees paid in advance by the insured student to MDIS Pte Ltd and not refunded, if the student cannot start or complete his/her course as a result of MDIS Pte Ltd becoming insolvent or being required by the Singapore authorities to stop operations.
- MDIS Pte Ltd fails to pay the sum awarded by Singapore Courts to the insured student, where such an award relates to a dispute between MDIS Pte Ltd and the insured student on course fees paid by the insured student to MDIS Pte Ltd.
- S\$10,000.00 benefit payable covering the insured student's accidental death or total permanent disability by accident.

MDIS Pte Ltd has appointed LONPAC Insurance Bhd and Liberty Insurance Pte Ltd to be the FPS providers for our students. The insurance coverage will be for the entire course fee and any course fees arising from an extension of the study period longer than the initially planned study period (if applicable).

Certificate of Insurance

Upon payment of the insurance premium, LONPAC Insurance Bhd/Liberty Insurance Pte Ltd will issue a Certificate of Insurance to the insured student directly via email.

Medical Insurance

MDIS Pte Ltd has in place a medical insurance scheme by Liberty Insurance Pte Ltd for all its students (except those students specifically allowed to opt out under the EduTrust certification scheme). The fee payable for the medical insurance is indicated in the fee schedule of the student contract.

This medical insurance scheme shall provide a basic annual coverage limit of not less than S\$20,000.00 per student in the B1 ward in government and restructured hospitals and up to overall maximum limit per policy year, with 24 hours coverage in Singapore and overseas (if the student is involved in the school-related activities) throughout the course duration.

For more information on the Private Education Act, please log on to the following website www.cpe.gov.sg.

Claim

The insured student needs to produce his/her Certificate of Insurance and original course fees receipts when submitting a claim under the insurance. LONPAC Insurance Bhd/Liberty Insurance Pte Ltd will notify all insured students of the relevant claim procedures to be followed.

Standard PEI-Student Contract

The Standard PEI-Student Contract is a legal binding contract between MDIS Pte Ltd and its students that embodies the following mandatory requirements:

- Clear definition of the course details – course title, prerequisites, qualification awarded, course duration
- Full disclosure of all costs for tuition and non-tuition fees
- Commitment to the Fee Protection Scheme
- Clear definition of dispute resolution mechanisms
- Clear definition of the refund policy

All students are required to sign the Standard PEI-Student Contract upon enrolment before making any course fees payment.

9. PRE-COURSE COUNSELLING

We thank you for your interest in applying to MDIS Pte Ltd.

Before starting an application, it is the responsibility of our staff and/or authorised agent to provide the following information:

- **School details**
MDIS has a range of services and facilities to enhance student experience; MDIS's facilities include the fashion and mass communications studios; computer, engineering and life science laboratories; a hospitality training centre, the resource hub and sport facilities like the gymnasium. Other student support services include the Career Assistance Unit and MDIS Experience Workshops.
- **Course details**
Course information includes admission requirements, English language proficiency, course modules and outlines, course duration, total payable fee throughout the course duration, types of certification awarded at the end of the course, and job prospects after graduation. The course learning outcomes are set to match the aspirations and interests of a prospective student.
- **Fee Protection Scheme (FPS)**
Information can be found in this application form (page 11).
- **Medical Insurance**
Information can be found in this application form (page 11).
- **Refund, Transfer and Withdrawal Policy**
Information can be found in this application form (page 10).
- **Student's Pass Application Procedures**
- **Relevant Singapore laws such as Immigration and Checkpoints Authority of Singapore (ICA) and Ministry of Manpower (MOM)**
International students must attain a minimum of 90% attendance on a monthly basis. Students must not engage in the following activities:
 - Attend classes without a valid Student's Pass.
 - Any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid.
 - Misuse controlled drugs or to take part in any political or other activities during the stay in or out of Singapore.
 - Involve in any criminal offences in Singapore.
- **Accommodation and cost of living in Singapore**
International students can consider staying in MDIS Residences which provides single, double and quad rooms. The cost of living in Singapore varies according to a number of factors including the location and one's preferred lifestyle.
- **General Health Services in Singapore**
International students can find a General Practitioner (GP) in practically every neighbourhood and outpatient medical services can be sought at private clinics. Consultation charges of a GP range from S\$18.00 to S\$55.00 per visit, excluding medication. In addition, there are seven public hospitals in Singapore: five general hospitals, women's and children's hospital and a psychiatric hospital.

For more information, please visit the Ministry of Health website (www.moh.gov.sg).

I hereby acknowledge that I have received a pre-course counselling from MDIS staff/authorised agent and I fully understand the terms and conditions and my rights.

Signature of Applicant

Name and Signature of MDIS Representative and/or Agent

Date: _____