



**SAFRA EDUCATION SCHEME  
SAFRA-KAPLAN HIGHER  
EDUCATION INSTITUTE  
SPONSORSHIP**



Closing Date **31 March 2023**

To: **Elaine Ong**  
SAFRA Education Scheme  
Membership Benefits Department  
SAFRA Mount Faber  
2 Telok Blangah Way  
Singapore 098803

Affix  
Photo

*This form is to be completed and returned to the above address on or before the closing date specified, together with all supporting documents. Do not leave any field blank. If it is not applicable, please indicate "N.A."*

**1 PERSONAL DETAILS**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

NRIC No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact No.: \_\_\_\_\_ (O) \_\_\_\_\_ (H) \_\_\_\_\_ (HP)

Marital Status: \_\_\_\_\_ No. of Children: \_\_\_\_\_

No. of Working Adults in Household: \_\_\_\_\_ Combined Household Monthly Income: \_\_\_\_\_

**2 APPLICATION FOR COURSE**

Name of Course of Study (Check below)

Part-time Intake: \_\_\_\_\_ (Month) / \_\_\_\_\_ (Year)

- Advanced Diploma in Management
- Diploma in Accountancy
- Diploma in Business Management
- Diploma in Business Management (Finance and Banking)
- Diploma in Business Management (General Studies)
- Diploma in Business Management (Hospitality and Tourism)
- Diploma in Business Management (Human Resource)
- Diploma in Business Management (Logistics and Supply Chain)
- Diploma in Business Management (Marketing)
- Diploma in Computer Forensics
- Diploma in Counselling
- Diploma in Digital Marketing
- Diploma in Health Services Management
- Diploma in Information Technology
- Diploma in Legal Studies
- Diploma in Mass Communication
- Diploma in Psychology
- Diploma in Sports and Exercise Science

i) Have you previously applied under the SAFRA Education Scheme? Yes  No

ii) If yes, which year and which course? \_\_\_\_\_

iii) Were you awarded the course sponsorship? Yes  No

**3**     **OTHER PARTICULARS**

- i)     **Rank:** \_\_\_\_\_     **Service:** Army / RSN / RSAF / Joint     **SAF Unit:** \_\_\_\_\_
- ii)    **SAFRA Membership Category:** \_\_\_\_\_     **Member since:** \_\_\_\_\_ (Mth / Year)
- iii)   **No of ICTs completed:** \_\_\_\_\_

**Participation in SAFRA-organized activities and clubs:**

(State event, date, name of club, position held and duration, and attach relevant supporting documents).

\_\_\_\_\_

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**4**     **PRESENT EMPLOYMENT DETAILS**

**Company Name:** \_\_\_\_\_     **Industry:** \_\_\_\_\_

**Current Designation:** \_\_\_\_\_     **Dept/Division/Section:** \_\_\_\_\_

**No. of Years/Mths In This Company:** \_\_\_\_\_     **From (mm/yyyy):** \_\_\_\_\_

**Gross Monthly Salary:** \_\_\_\_\_     **Gross Annual Salary:** \_\_\_\_\_

**No. of Staff Reporting Directly to You:** \_\_\_\_\_     **Indirectly:** \_\_\_\_\_

**Description of your responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**5**     **PAST EMPLOYMENT DETAILS**

In chronological order, starting with your most recent position in your present or last company  
(Use a separate sheet if space below is insufficient)

<b>Company Name &amp; Title</b>	<b>Annual Income &amp; Monthly Income</b>	<b>From (mm/yy)</b>	<b>To (mm/yy)</b>	<b>No. of Yrs/Mths</b>	<b>Job Description</b>


- a) Total no. of years of working experience since first permanent job placement \_\_\_\_\_ years \_\_\_\_ months
- b) Total no. of years of working experience in the course-related job function \_\_\_\_\_ years \_\_\_\_ months

## 6 EDUCATIONAL QUALIFICATIONS

- University Degree** **Month / Year**
- Title:** \_\_\_\_\_ **From** \_\_\_\_ / \_\_\_\_
- Institution:** \_\_\_\_\_ **To** \_\_\_\_ / \_\_\_\_
- Polytechnic Diploma** **Month / Year**
- Title:** \_\_\_\_\_ **From** \_\_\_\_ / \_\_\_\_
- Institution:** \_\_\_\_\_ **To** \_\_\_\_ / \_\_\_\_
- GCE Advanced Levels**
- Institution:** \_\_\_\_\_ **From** \_\_\_\_ / \_\_\_\_
- No. of A'level Passes:** \_\_\_\_\_ **No. of A'level Passes:** \_\_\_\_\_ **To** \_\_\_\_ / \_\_\_\_
- GCE Ordinary / Normal Levels**
- Institution:** \_\_\_\_\_ **From** \_\_\_\_ / \_\_\_\_
- No. of O'level Subjects:** \_\_\_\_\_ **No. of O'level Passes:** \_\_\_\_\_ **To** \_\_\_\_ / \_\_\_\_
- Other Qualifications**
- Title:** \_\_\_\_\_ **From** \_\_\_\_ / \_\_\_\_
- Institution:** \_\_\_\_\_ **To** \_\_\_\_ / \_\_\_\_

## 7 DECLARATION OF APPLICANT

- i) I confirm that the information furnished here is true and correct and I will also abide by the rules and regulations stated overleaf.

- ii) My application for the course is attached together with certified true photocopies of my educational certificates, current salary slip and other supporting documents.
- iii) I will undertake to repay the full cost (e.g. course/registration/miscellaneous fees) expended on my sponsored course should I cease my SAFRA membership, discontinue or fail to complete the course successfully.
- iv) I agree to release my personal particulars to the Government of Singapore (e.g. Ministry of Defence) for character and National Defence (e.g in-camp training) checks.
- v) If selected, I shall undertake to perform to my best ability and that I will present a professional conduct and image at all times for the duration of the programme. I also understand that I shall be required to inform SAFRA of my test/project/exam grades accordingly, upon receipt.
- vi) By submitting this application, I confirm that: (a) the information provided by me is true and correct, (b) I consent to SAFRA's collection, use and disclosure of my personal data for the purposes set out in SAFRA's Privacy Policy ([www.safra.sg/privacy-policy](http://www.safra.sg/privacy-policy)) relating to membership / interest group / events / use of services and facilities (as may be applicable) and SAFRA's general business purposes, as amended from time to time, which outlines how SAFRA manages my personal data in accordance with the Personal Data Protection Act 2012; and (c) where Personal Data of any third party is provided by me, I have obtained the consent of the third party to our collection, use and/or disclosure of those Personal Data. You also authorise, agree and consent to allow SAFRA to disclose your personal data to
  - a. SAFRA's partner educational institutions for purposes of, including but not limited to sponsorship selection purposes.
  - b. SAFRA's Education Volunteer Committee members for the purpose of coaching and/or mentoring arrangements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**8 PARTICULARS OF GUARANTOR**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

NRIC No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact No.: \_\_\_\_\_ (O) \_\_\_\_\_ (H) \_\_\_\_\_ (Pgr/HP)

Company: \_\_\_\_\_ Designation: \_\_\_\_\_

**9 DECLARATION OF GUARANTOR**

I agree to make good any default on the part of the said applicant to repay the full cost (e.g. course/registration/miscellaneous fees) expended on the sponsored course should the applicant cease his SAFRA membership, discontinue or fail to complete the course successfully.

\_\_\_\_\_  
Signature of Guarantor

\_\_\_\_\_  
Date

**NOTES**

1. The SAFRA-Kaplan Higher Education Institute is open to all SAFRA Ordinary A (except NSFs), Ordinary B and Life members who can fulfill the basic Kaplan Higher Education Institute admission criteria.

2. There is no bond attached to the Scheme.
3. All application forms are to be accompanied with photocopy of NRIC and SAFRA Membership card, all Academic Certificates and Transcripts (i.e. O Levels, A Levels, Diploma, Degree, where applicable), pay slips and others documents/certificates deemed to be useful.
4. Applicants will be assessed according to their length of SAFRA membership, participation in SAFRA events/activity clubs, academic performance and working experience.
5. Applicants are allowed to apply for only one course under the Scheme for each intake.
6. Certification of supporting documents is to be made by your company. In such cases, state the name, designation, NRIC no. and contact number and email of the person certifying the documents.
7. Priority will be given to applicant's combined monthly household income of less than \$3,000.
8. Previously-sponsored candidates may apply again. However, priority would be given to first-time applicants.
9. Short-listed candidates will be required to attend one or more interview sessions.
10. Applications must be submitted on or by **31 March 2023**.
11. Should the sponsoring institution cease to operate or end its agreement with SAFRA, SAFRA shall not be liable to see through the completion of the sponsored candidates' courses.
12. The decision of both SAFRA and Kaplan Higher Education Institute is final. No further correspondence will be entertained.

### **Application Checklist**

Please submit the following documents:

Application Form (with passport sized photo taken within the last 1 year)	
<p>Certified copies of all education certificates, transcripts and reports showing grades awarded by institutions that you have completed or are currently pursuing. (All documents that are not in English are required to be translated and notarized)</p> <p><input type="checkbox"/> "O" Level / High School Certificate and Transcripts</p> <p><input type="checkbox"/> "A" Level / Diploma and Transcripts</p> <p><input type="checkbox"/> Degree of University / University Transcripts</p> <p><input type="checkbox"/> Others certificates / transcripts</p>	
Documentary evidence of all co-curricular activities / academic honours / awards/ prizes, etc.	
Short Essay of not more than 800 words about your interest in the Sponsorship.	
Photocopy of passport or NRIC, and SAFRA membership card.	

Photocopy of relevant Financial Documents (Payment slips for past 6 months or lasted Income Tax Assessment Notices (if any), and printed statement of CPF contribution or family members)	
Photocopy of Certificate of National Service.	