

# APPLICATION FORM (Local Student)

**Important Note:**

Please read the terms and conditions for admission before completing this application. Write legibly in BLOCK letters. All blanks must be filled and insert "NA" when not applicable

\* delete where not applicable.  
\*\*fill when applicable

**Purpose:**

- New Application
- Progression (Class Code : \_\_\_\_\_)
- Transfer in (School : \_\_\_\_\_)
- Change of Course (from : \_\_\_\_\_)

To Attach Photo  
 Digital Copy Provided

Contact ID: \_\_\_\_\_

**SECTION A: PERSONAL PARTICULARS**

Name: (as in NRIC or Passport & underline Surname)		Sex: *Male/Female	Date of Birth: DD/MM/YYYY / /	
Nationality:	NRIC (*Pink/ Blue)/ Passport/ Emp/ Dep Pass No.	Expiry Date Passport/ Emp/ Dep Pass DD/MM/YYYY / /	Marital Status: *Single/Married/Divorced/Widowed	
Race:	Tel (Home):	Tel (Mobile):	Email address:	
House/ Block No	Street Name :	Unit No.	Postal Code:	Occupation:

**SECTION B: PARTICULARS OF NEXT-OF-KIN/ GUARDIAN IN CASE OF EMERGENCY**

Name:	Nationality:	NRIC/Passport No.	Relationship:	Occupation :
Address:		Email:		Contact No.:

**SECTION C: HIGHEST QUALIFICATION**

Please tick one:  GCE N-Level  GCE O-Level  NITEC/ Higher NITEC  GCE A-Level  Diploma  Others: \_\_\_\_\_

**SECTION D: COURSE APPLICATION**

( TICK  ALL APPROPRIATE BOXES AND  ALL COURSES THAT ARE NOT APPLICABLE)

<input type="checkbox"/> GCE 'O' Level ( 1-year / 2-year)* Choice of 2 <sup>nd</sup> language: Chinese/ None* <input type="checkbox"/> with Learning Support <input type="checkbox"/> IGCSE Elective <input type="checkbox"/> Combined Humanities (additional module if taking second language) <input type="checkbox"/> Repeat No of repeat modules: _____ <input type="checkbox"/> Certificate in Tertiary Foundation Programme <input type="checkbox"/> Foundation Diploma for Tertiary Studies <input type="checkbox"/> Diploma in Hospitality & Tourism Mgt (with IA) <input type="checkbox"/> Professional Diploma in Accounting and Finance		<input type="checkbox"/> TMC Higher Diploma (Business / Business Studies (IA) / ICT / MassComm / H&T (IA) / H&T / Psychology)* Specialisation, if any: _____ <input type="checkbox"/> University of Greenwich BSc (Hons) Computing <input type="checkbox"/> University of Northampton BSc (Psychology/Psychology & Counselling/ Acc & Fin)* <input type="checkbox"/> University of Northampton BA (Intl Tourism Mgt/ Business & Mgt/ Marketing Mgt)* <input type="checkbox"/> UMKC American Degree Transfer Program <input type="checkbox"/> Post-Graduate Diploma ( Accounting/ Finance)* <input type="checkbox"/> Graduate Diploma of Psychology <input type="checkbox"/> AWP/ AFP/ CFP or <input type="checkbox"/> Module 1/ 2/ 3/ 4/ 5/ 6 <input type="checkbox"/> Self-study/ With Classes <input type="checkbox"/> Other Courses : _____	
Financial Assistance: * Grant / Scholarship	Application for Module Exemptions : *Yes / No Details to be completed in Section M.	Commencement Date: DD/MM/YYYY / /	Mode: Full-Time / Part-Time
	Psychometric Test: * Yes / No	English Proficiency Test: * Yes / No <input type="checkbox"/> TMC EPT	Special Consideration: * Yes / No

**SECTION E: DECLARATION OF DISABILITY**

Do you have any physical, sensory, intellectual and developmental impairments/ disability that may affect your learning?  Yes  No  
If you have indicated "Yes", you will need to complete the Assistance for Students with Disabilities Form to give the school more details of your disability, so that appropriate assistance can be rendered to you.

**FOR OFFICIAL USE: MANAGEMENT TEAM APPROVAL**

Conditional Approval APPROVED/ REJECTED		Final Approval APPROVED/ REJECTED	
Conditions:	Name: Signature and Date:	Name: Signature and Date:	

# PRE-COURSE COUNSELLING CHECKLIST (Local Student)

## SECTION F: DECLARATION BY STUDENT

(PLEASE TICK )

I confirm that I have been advised/provided information of the following

- Information of the school - accreditation, location, facilities and etc.
- Course Information (Name of Award, Awarding Body, Duration, Course Modules and Outlines)
- Application for Module Exemption
- Fee Information
- Application procedures and Modes of Payment
- TMC Refund / Withdrawal and Transfer Policies
- Committee for Private Education, <http://www.cpe.gov.sg>
- Fee Protection Scheme
- Student Contract

Medical Insurance

I would like to opt out of MI as I am covered by my own insurance policies.

Signature: \_\_\_\_\_

- Pre-Course Counselling Information within the Pre-Course Counselling Information Sheet. **I have received the Pre-Course Counselling Information Sheet.**
- I understand that I will need to pay an Application Fee upon application of the course and this is non-refundable (unless specified exceptional cases).
- I have been informed and understood the entry qualifications of the course.
- I am also fully aware that it is my responsibility to read all correspondences received from the school. I shall seek clarification immediately if in doubt.
- I am fully aware that start-class is subjected to the minimum number of students for the programme.
- I am fully aware that the time-table will only be released during Orientation and it might subject to changes.

## SECTION G: DECLARATION BY STUDENT – FOR UMKC AMERICAN DEGREE TRANSFER PROGRAM APPLICATIONS ONLY

(PLEASE TICK )

I confirm that I have been explained of the following:

- Entry to USA is subjected to the USA VISA application,
- Entry to UMKC is subjected to the UMKC admission criteria

Qualification awarded upon completion of this programme is awarded by TMC Academy, not UMKC

This programme is a preparatory course; not a degree course.

## SECTION H: PERSONAL DATA PROTECTION ACT – CONSENT FORM

(PLEASE TICK )

- In compliance with the Personal Data Protection Act ("PDPA"), TMC Academy ("TMC") seeks your consent to collect and use your personal data (i.e. Name, NRIC/Passport number, contact numbers, mailing and email addresses) in order to maintain the student enrolment registers and to disclose such personal data to the relevant educational authorities where necessary ("Purposes").
  - TMC will also collect and use your personal data to provide you with information on our activities such as upcoming events, seminars, workshops, conferences and training programmes organised by TMC and its affiliated organisations which may be relevant to you ("Services").
  - TMC respects your privacy and assures that your personal data will be kept securely according to PDPA.
- I hereby give my acknowledgement and consent to TMC to use my personal data for the aforesaid Purposes and Services. In the event that I have registered my Singapore telephone numbers(s) with the Do Not Call Registry and wish to withhold or withdraw my consent to TMC in respect of receiving telephone calls and/or SMS, I endeavour to provide sufficient notice in writing to TMC of such as soon as reasonably practicable. I further agree to indemnify TMC against any financial penalties imposed by the Personal Data Protection Commission or any court of law in Singapore as a direct or indirect result of my failure to inform TMC of my registration with the Do Not Call Registry.
- I agree that my consent will remain in place until my withdrawal by officially notifying TMC in writing.

## SECTION I: DOCUMENT CHECKLIST

Please ensure that the following documents are submitted

- Copy of NRIC/ Passport/ Emp/ Dep Pass
- Copy of SAFRA/ nEbO membership card
- 1 Passport Size Photo
- Educational Transcripts and Certificates
- Medical Insurance Documents (for Full-time applicants only)
- Application Fee

## SECTION J: AUTHORISATION & CONSENT

(PLEASE TICK )

All information given to TMC will be kept confidential, thus

- (i) I authorise TMC to release my personal information, academic performance and class attendance to partner institutions, parents/ guardians and agents, where applicable.
- (ii) I authorise TMC to release my personal information to the Institute of Public Relations of Singapore for the purpose of the Student Chapter membership.
- (iii) I authorise and grant TMC the rights to publish photos and image materials, etc., captured and recorded during my course of study in TMC as well as during my participation in all future TMC events through appropriate use on mass media, brochures, websites, etc.

I do not give my consent to (i) Reason: \_\_\_\_\_  
(ii) Reason: \_\_\_\_\_  
(iii) Reason: \_\_\_\_\_

NB: Students in the AEIS, English and O level programmes are not allowed to opt out (from (i)).

## SECTION K: APPLICANT'S ACKNOWLEDGMENT: I DECLARE THAT THE INFORMATION IN THIS APPLICATION FORM GIVEN BY ME IS TRUE AND CORRECT.

Applicant's Acknowledgement :

Date :

Parent/Guardian's Acknowledgement:

(For Applicant under 18 year old)

Date :

**SECTION L: RECOMMENDER'S INFORMATION (PLEASE COMPLETE THE RECOMMENDATION SCHEME FORM)**

Recommender's Name:	Relationship:	Class Code:
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**FOR OFFICIAL USE**

<b>Pre-Course Counselling conducted by:</b> <b>Name:</b>  <b>Signature:</b> <b>Date :</b>	<b>Original Document Sighted &amp; Verified by Manager :</b> <b>Name:</b>  <b>Signature:</b> <b>Date :</b>
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**SECTION M: MODULE EXEMPTION APPLICATION****PLEASE CROSS OUT THIS SECTION IF THERE IS NO MODULE EXEMPTION REQUEST.**

<b>Approval based on:</b> <input type="checkbox"/> Approved Articulation of External Programmes to TMC (Attached the relevant section of the approval document) No of module approved for exemptions: _____	<b>Approved By:</b> Name of Management Team member  Signature and Date:
<b>Approval based on:</b> <input type="checkbox"/> Mapping Document (as attached)  No of module approved for exemptions: _____	<b>Approved By:</b> Name of HOD Academic/ Designate:  Signature and Date:

**ADDITIONAL INFORMATION FOR TMC-SAFRA SPONSORSHIP PROGRAMME****SECTION N: DETAILS OF EDUCATION**

GCE 'O' LEVELS		GCE 'A' LEVELS	
Name of School	Year of Graduation	Name of School	Year of Graduation
Subjects Taken	Grade	Subjects Taken	Grade

Participation in SAFRA organised activities/club activities (where relevant):  
 (Please state event, date or name of club, position held and duration, and attach relevant supporting documents).

- i) Have you previously applied under the SAFRA Sponsorship Education Scheme?  Yes  No
- ii) If yes, which course? \_\_\_\_\_  Yes  No
- iii) Were you awarded the course scholarship?  Yes  No

**SECTION O: OTHER EDUCATIONAL QUALIFICATION**

(e.g. professional qualifications, or course currently pursued).

If you have already taken the TOEFL, SAT &amp; Achievement tests and any other relevant test, please state scores.

Name of School / University	Subjects Taken	Grade	Year of Graduation

**SECTION P: EXTRA CURRICULAR ACTIVITIES**

For Secondary, Colleges/Pre-University - Uniform Groups, Society Committees, Clubs, Associations, Organisations etc.

Name of Group	Year	*Level of Participation	Name of Group	Year	*Level of Participation

\*Level of participation: eg could be a member; committee member; class or school representative in sports, games or contest; chairman of club or society; etc.

**SECTION Q: AWARDS, COMMENDATIONS, PRIZES, CERTIFICATES etc.**

Type of Award	Year

**SECTION R: LANGUAGE PROFICIENCY**

Language/s	Level of Proficiency in each language (Indicate as very good, good or fair)	
	Written	Spoken

**SECTION S: PRESENT EMPLOYMENT DETAILS**

Company Name : \_\_\_\_\_

Current Designation : \_\_\_\_\_

Dept/Division/Section : \_\_\_\_\_

Gross Annual Salary : \_\_\_\_\_

No of years in Company : \_\_\_\_\_

No. of employees reporting directly to you : \_\_\_\_\_

Indirectly : \_\_\_\_\_

Description of your responsibilities :

**SECTION T: PAST EMPLOYMENT RECORD**

In chronological order, starting with your most recent position in your present or last company. Please provide additional details separately if there is insufficient space.

Name of Company	Designation	Gross Annual Income	From mth/yr	To mth/yr	No. of years/mths	Job Description

Total No. of years of working experience since your first permanent job \_\_\_ years \_\_\_ months

**SECTION U: FAMILY PARTICULARS**

<b>IF MARRIED, STATE PARTICULARS OF SPOUSE</b>	Full Name as in NRIC:		
	Country of Birth:	Citizenship:	
	Occupation:	Name of Employer:	
<b>PARTICULARS OF PARENTS</b>	Father's Name	Country of Birth	Citizenship
	Address	Occupation / Profession	
	Mother's Name	Country of Birth	Citizenship
	Address	Occupation / Profession	

**SECTION V: GENERAL QUESTIONS**

Please answer the following questions by inserting 'YES' or 'NO' in the boxes provided. If 'YES', give details below

Have you ever been convicted in a Court of Law in any country?	*Yes / No
Have you ever been discharged or dismissed from the service of the Singapore Government or of any Statutory Board in Singapore or of any Government of any country or any corporate employment/s? (if applicable)	*Yes / No
Have you ever resigned from the service of the Singapore Government or of any Statutory Board in Singapore or of any Government of any country? (if applicable)	*Yes / No

\*Delete where not applicable

**SECTION W: WRITE-UP (APPLICABLE FOR SCHOLARSHIP ONLY)**

Please provide a short write-up to support your interest in the TMC-SAFRA Scholarship programme. You may attach a separate document if you require more space.

**SECTION X: IMPORTANT NOTES**

Application for the TMC- SAFRA Educational Sponsorship Programme (Grant and Scholarship) is open to all SAFRA members who can fulfil the following criteria:

**Eligibility Criteria:**

- Applicants must be Singapore citizen who have good academic and co-curricular activities records, strong language skills and demonstrate leadership qualities;
- Applicants must not already be a degree holder;
- Applicants may only apply for either one type of Study grant or scholarship for any one programme at any one time; and
- Applicants must meet the entry requirements stipulated by TMC and its partners, if relevant, from time to time for the relevant programmes

**Notes:**

- The successful recipient is not required to serve a bond with TMC.
- Applicants will be assessed according to their academic performance and working experience. Preference will be given to applicants who are actively involved in SAFRA events and/or activities.
- Previously sponsored candidates may apply again. However, priority would be given to first-time applicants.
- Short-listed candidates for Scholarship will be required to attend an interview session. TMC does not enter into correspondence with regard to the reasons for selection of application.
- No deferment is allowed for this scholarship.
- SAFRA shall not be liable for the remaining fees payable or to see through the completion of the sponsored candidates' course, should the sponsoring institution cease to operate or ends its agreement with TMC.
- The decision of both TMC and SAFRA is final and no further correspondence will be entertained.

**SECTION Y: DECLARATION OF APPLICANT**

1. I confirm that the information furnished here is true and correct and I will also abide by the rules and regulations stated overleaf.
2. 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 may be required to appear in any publicity pertaining to the TMC-SAFRA Study Grant & Scholarship Programme.

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

Date \_\_\_\_\_

**FOR OFFICIAL USE: GRANTS & SCHOLARSHIPS AWARD COMMITTEE**

**OUTCOME: APPROVED/ REJECTED**

Name / Signature \_\_\_\_\_ Date : \_\_\_\_\_ Comments by Awarding Panel: \_\_\_\_\_