



INTERNATIONAL STUDENT APPLICATION FORM

Please complete this form in **BLOCK LETTERS** using **black ink** and return it to your local representative or direct to the School with the application fee, supporting documents and **6** recent passport-sized photographs.

APPLICANT'S PARTICULARS						
<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Others _____ Full Name (as printed in Passport) Underline Family name			Name in Chinese Characters, if applicable			
Other Name (if any)			Passport No.:			
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth Day Month Year		Passport Date of Issue		Passport Date of Expiry
Race		Religion		Occupation, if any		
Nationality		Country & Place of Birth		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		
Current Mailing Address: _____ _____ _____ Country: _____ Postal Code: _____						
Home No.:		Office No.:		Handphone No.:		
Fax No.:		Email:				
List Countries in which you have resided for one year or more during the last 5 years						
Country	Address	Period of Stay				
		From	To			
PARENT'S PARTICULARS						
Relationship	Identity No.	Full Name	Date of Birth	Country of Birth	Nationality	Occupation
Father						
Mother						
Parents' Correspondence Address: _____ _____ Country _____ Postal Code _____						
Home No.:		Office No.:		Mobile No.:		
Fax No.:		Email:				
PARTICULARS OF BROTHERS & SISTERS						
Relationship	Identity No.	Full Name	Date of Birth	Country of Birth	Nationality	Occupation

**APPLICANT'S FINANCIAL SUPPORT DETAILS
(TO BE COMPLETED BY APPLICANT WHO REQUIRE AN ENRTY VISA TO ENTER SINGAPORE)**

Applicant	Average Monthly income for past 6 months		Applicant's Spouse	Average Monthly income for past 6 months	
	Current Saving (e.g. Fixed Deposit)			Current Saving (e.g. Fixed Deposit)	
Applicant's Father	Average Monthly income for past 6 months		Applicant's Mother	Average Monthly income for past 6 months	
	Current Saving (e.g. Fixed Deposit)			Current Saving (e.g. Fixed Deposit)	
Other Financial Supports from immediate family members:		<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please furnish details on separate sheet)			

OTHER INFORMATION

Have you ever been deported from any country? If yes, please state when, which country and reasons.

Have you ever been rejected by any school? If yes, please state name of school and country.

Please list down hobbies/ sports that you would be interested to pursue during your studies at [school].

ACADEMIC QUALIFICATIONS OBTAINED

Please give details of your schools/ colleges/ university (in chronological order)

Name of School	Country	State/ Province	Language of Instruction	Period of Study		Degree, Diploma or Certificate Awarded
				From	To	

ENGLISH LANGUAGE PROFICIENCY

Excellent Good Fair Poor
 Have you taken TOEFL, IELTS Test or GCE 'O' level English? Yes No

If yes, please provide details:

TOEFL Year _____ Score _____
 IELTS Year _____ Score _____

GCE 'O' level English Year _____ Score _____

ACADEMIC COURSE SELECTION

- | | |
|---|---|
| <input type="checkbox"/> Petra Phonics with Conversational Skills Basic Level | <input type="checkbox"/> Intensive English for Academic Purposes Intermediate Level |
| <input type="checkbox"/> Petra Phonics with Conversational Skills Intermediate Level | <input type="checkbox"/> Intensive English for Academic Purposes Advanced Level |
| <input type="checkbox"/> Petra Phonics with Conversational Skills Advanced Level | <input type="checkbox"/> English Proficiency for Tertiary Education Level 1 |
| <input type="checkbox"/> Intensive English for Academic Purposes Basic Level | <input type="checkbox"/> English Proficiency for Tertiary Education Level 2 |
| <input type="checkbox"/> Intensive English for Academic Purposes Pre-Intermediate Level | <input type="checkbox"/> English Proficiency for Tertiary Education Level 3 |

Tick the relevant box.

ACCOMMODATION & AIRPORT TRANSFERS

Please note that all overseas students are advised to have their own accommodation arrangement before coming to Singapore. If you are unable to arrange for your own accommodation,

Do you require the school to arrange for your accommodation? Yes No
Do you require airport pickup and transfer? Yes No

If yes, the forms will be forwarded to you accordingly and details of respective charges for these services will be indicated in the forms.

EDUCATION & CAREER PLANS

What are your plans after studying at this school? If applicable, which university degree course and country do you hope to progress to?

HOW DID YOU GET TO KNOW US?

I came to know about PETRA EDUCATION CENTRE through:

Advertisement Seminar Friends / Relatives Website Schools Email
 Newsletter Exhibition Agent _____ Others _____

MEDICAL HISTORY

Are there any special medical conditions that we should be aware of? Yes No If yes, please state below:

UNDERTAKING by the parent, legal guardian or sponsor

Name _____ Relationship: _____

Home No.: _____ Office No.: _____ Mobile No.: _____

Email: _____ Fax No.: _____

Home Address

_____ Country _____ Postal Code _____

I undertake to pay all tuition fees in full and accommodation fees incurred (if applicable) by the student as they become due and would pay a 10% interest charge on any late payment. I also undertake to give the required notice of cancellation or payment of fees in lieu of notice and that all installment payments are made in full up to the published completion date of the programme. I understand that fees may be varied at any time. I understand and abide by the terms and conditions stated herein.

Signature of parent, legal guardian or sponsor

Date

CHECKLIST

- A non-refundable registration fee of S\$50.00 made payable to PETRA EDUCATION CENTRE
- A non-refundable Student Pass Application fee of S\$ 200.00 in the form of an international bank draft made payable to PETRA EDUCATION CENTRE
- A refundable deposit amounting to 10% of Total Course Fee (To be returned after Course Completion and Satisfactory Conduct) made payable to PETRA EDUCATION CENTRE
- 6 recent passport sized photographs
- Photocopy of full set of certified/ notarized school results/ transcripts (if original transcripts are in another language, please provide the English translated copies)
- Photocopy of full set of school testimonial or school leaving certificates (if original copies are in another language, please provide the English translated copies)
- Photocopy of International Passport
- Letter of Intent from Applicant
- Latest financial statements / documentary proof of financial support from sponsor
- Affidavit of support from sponsor

DECLARATION

I declare that:

- I have read, understood and agree to be bound by the Terms and Conditions as stated in this application form.
- I have read the Cancellation and Refund Policy and agree to abide by these terms.
- I hereby declare that the information supplied by me is true and correct.
- I agree to pay all fees owing and by the due date.
- I agree that on acceptance of the Application by the School, the Application for Admission Form will become the Contract of Enrolment.

Signature of Applicant

Date

Signature of parent/ guardian
(if Applicant is below 21 years of age)

Date

TERMS AND CONDITIONS OF ENROLMENT

Admission Policy

PETRA EDUCATION CENTRE conducts a placement test for all new students. Admission is based on results of the placement tests and Student Pass application approval. The school may reject enrolment, enforce periodic monitoring of students' progress and terminate any courses at its own discretion. PETRA EDUCATION CENTRE reserves the right to dismiss any student who fails to abide by the school's regulation and maintain credible financial standing.

- 1) Deposit (10% of total course fee) plus Student Pass Application Fee (S\$200.00 plus Registration Fee (S\$ 50.00) to be paid upon receipt of "Letter of Offer" from [school].
- 2) The School will process the application for the Student Pass only upon receipt of the Registration Fee (S\$50.00) plus Student Pass Application Fee (S\$200.00).
- 3) All Tuition & Non-Tuition fees must be paid at least 2 weeks before the course commencement date.

Refund Policies

- 1) **Registration Fee/ Student Pass Application fee** : S\$50.00/ S\$200.00
These fees are non-refundable under any circumstances.
- 2) **Refundable Deposit: (10% of total course fee)**
 - a) The School agrees to refund the deposit within 14 days from the date as indicated on the letter from the Immigration & Checkpoints Authority (ICA) of Singapore, if the student pass application is unsuccessful.
 - b) On completion of the entire course, and subject to there being no outstanding amount owing to the school by the student, this deposit will be refunded within 14 days from the last day of course. Refund will only be made to the person responsible for the payment of fees unless written authorization is provided to the contrary from that person. Refunds are made solely at the discretion of the School, whose decision is final.
 - c) There will be no refund of the deposit:
 - i. If the student withdraws or discontinues from the course (without any valid reason), either before the commencement or at any time before the completion of the course.
 - ii. If the student is expelled by the School due to any misconduct or in breach of the laws of Singapore or the rules and regulations of the School.
- 3) **Course/Tuition Fee**
 - a) The School agrees to refund within 14 days, all tuition fees paid (less bank charges) where the School refuses the student's application for enrolment, or when the Immigration & Checkpoints Authority (ICA) of Singapore rejects the application for a student pass.
 - b) The School agrees to refund within 14 days of the receipt of written notice of cancellation by the student, tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed in the Standard Student Contract and as detailed in the Student Handbook.
 - c) Notice of withdrawal must be given in writing with the consent of parents/legal guardian if the student is below 21 years old.
 - d) There will be no refund of tuition fees in the event that the student is expelled by the School.
 - e) If after commencing the programme, the student discontinues the programme before completion, the student remains liable to pay the full tuition fee and any expenses, **costs or disbursements incurred by the School in recovering any outstanding monies, including debt collection agency fees and solicitors costs.**
- 4) **Late Payment of Course/Tuition Fee**

The School will impose a 10% interest charge on the outstanding amount of the Course/Tuition fee for any late payment (i.e. after the payment due date as indicated in our invoice).
- 5) **Immigration & Checkpoints Authority (ICA) Security Deposit**

The refund of the ICA Security Deposit is dependent upon the student producing evidence of cancellation/ surrendering of the student pass to Immigration & Checkpoints Authority (ICA). The School will refund the ICA Security Deposit, less any outstanding tuition fee and any expenses, costs or disbursements incurred by the School in recovering any outstanding monies, including debt collection agency fees and solicitors costs, within 60 days from the receipt of letter from ICA to the School indicating the release of the Security Deposit.

Withdrawals and Transfers

PETRA EDUCATION CENTRE shall be notified in writing, for all withdrawal cases.

For transfer cases, students will be counseled to ensure that the next course is in the interests of the students and preferably of higher learning in nature. PETRA EDUCATION CENTRE will submit the students' attendance, letter of cancellation, original student pass and passport to ICA to facilitate the transfer. All successful transfer cases will be deemed as complete withdrawals from the course and the refund policy mentioned above will apply unless there are prior agreements.

All withdrawal and transfer requests must reach the school at least 2 weeks from the effective date of withdrawal or transfer.

Provision of Tuition

If a particular subject is under-subscribed, PETRA EDUCATION CENTRE reserves the right to provide lesser number of hours of private tuition at the same fee. PETRA EDUCATION CENTRE will take all steps to ensure that the quality of instruction is not undermined.

Academic Criteria

Students upon enrolling at PETRA EDUCATION CENTRE will be required to sit for an English proficiency test to determine the level of English for admission. Please study the entry requirements of each course provided so that you can make an informed choice when you apply to study at PETRA.

Students are accepted into the School on the strict understanding that progression through the course is conditional upon satisfactory attendance and successful attainment of prescribed performance targets. Students are formally assessed at least twice. The assessment will take into consideration:

- Course work
- Internal Test results
- Good Attendance
- Effort in class and in homework

Students who do not meet the attainment criteria will not be allowed to proceed with their original course but will be offered an alternative course or invited to withdraw from the School.

Disciplinary Procedures

Disciplinary procedures will be subject to the following steps:

- i. Counseling by Personal Tutor
- ii. Counseling and Verbal caution by the Student Welfare Officer
- iii. Counseling and Written caution by the Principal
- iv. Final Written caution by the Principal
- v. Suspension by the Principal
- vi. Expulsion by the Principal

At all hearings, the student will be invited to be present and to explain or give reasons for any alleged breach of the Code. The School or the student may call witnesses. A record of disciplinary warnings, suspensions, etc will be entered into the student's file and will form part of any reference or report issued by the School. The guardian or parent of the offending student will be notified of the disciplinary procedures at each step. In any case of expulsion, the School will not refund the tuition fee and deposit.

Expulsion

The admission of a student is conditional on acceptance of the terms as set out in these conditions of acceptance and of the rules published by the school from time to time. While every effort is made to inform parents about serious breaches of the School's rules, it must also be accepted that the Principal has reasonable discretion in the imposition of sanctions, including suspension or expulsion. The School reserves the right to dismiss any student, whose standard of conduct is found to be unsatisfactory or fail to abide by the School regulation, at the discretion of the Principal, whose decision is final. There will be no refund of fees in cases of expulsion, and all invoiced and unpaid fees will become payable.

Payments

Payment should be made payable to PETRA EDUCATION CENTRE by International bank draft or telegraphic transfer in Singapore Dollars (S\$) to DBS Bank Holland Village, Holland Avenue, Singapore ; Bank Account No. 063-007735-6. Please ensure that the student's name is always included on the transfer document, indicating that the transfer is in respect of school fees. The sender of funds should pay bank charges and commission for both the sending and receiving banks as only the net funds received in our bank accounts is applied to the student's account. The School does not undertake to send reminders for fees, or any responsibilities should you decide to pay any fees in cash via the Agent or other third party. All accounting documents will be sent to the person responsible for paying the fees.

Credits

In the event that the student changes course in mid-term, any subsequent credit will be applied to the student's account. The credit will only result in a refund if the student's account is fully paid. Refunds are made at the end of each relevant term.

Breakages, Loss and Damage

Students are responsible for payment for any damage caused by them to School property, the household property of the host family, and should take particular care to respect such properties.

Data Protection

Any information provided to PETRA EDUCATION CENTRE may be held on computer and may be retained even after the application has been considered for the course, which may have ended. The School may also disclose such information to third parties for any purpose, which the School considers to be relevant to the continuing education of the student, the provision of the course or where the interest of the student requires. Student data will be confidential and not be disclosed to any unauthorized personnel. Student data will not be sold to any Third Party.

These Terms and Conditions are valid and supersede all previously published Conditions of Acceptance. No variation of these conditions is valid unless agreed, in writing, by the Principal. The School reserves the right to make changes to these conditions without any prior notice.

Please send your application to:

PETRA
EDUCATION CENTRE

(ACRA Reg. NO. 52851381-L)

Petra Education Centre

2 Pandan Valley #01-212 Acacia Court Singapore 597626

www.petraedu.com E-mail: info@petredu.com

Agent's Stamp

Note: Upon request, a translation of the relevant sections of the Application Form in your language will be sent to you in due course. If you are already in Singapore, we will arrange for someone to translate the relevant sections to you and after you have understood, you will have to sign a document to the effect that you have fully understood all the terms appearing herein before signing it.