

To: The Executive
SAFRA Education Scheme
Membership Benefits Dept
SAFRA Mount Faber
2 Telok Blangah Way Singapore 098803

Closing date: 27 March 2013

For Classes Commencing: May and September Intake

APPLICATION FORM

IMPORTANT INSTRUCTIONS:

- Please complete the form in full throughout, using only **CAPITAL LETTERS**.
- All applications with incomplete information and/or not accompanied by copies of supporting documents or photographs will **NOT** be considered for admission.
- SMF Institute reserves the rights to reject any application found with misrepresentation/omission of information at its sole discretion.

(Attach Photo
Here)

SAFRA Membership Category:	SAFRA Membership Expiry:
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SECTION A

Particulars of Applicant

Applicant's Name (as in NRIC / Passport):		Chinese Character (if applicable):
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	Date of Birth (dd / mm / yyyy):
Country of Birth:	Nationality:	Combined Monthly Household Income:
NRIC / Passport No.:	FIN No. (if relevant):	Tel. No.:
Email:		Mobile No.:
Current Mailing Address:		

National Services Details

Service Outfit: Singapore Army / RSAF / RSN / SPF / SCDF	Rank:	No. of ICT Completed:
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)		

SECTION B

Course Application

Have you applied for study under the SAFRA Education Scheme previously? <input type="checkbox"/> Yes <input type="checkbox"/> No -if YES, please state:	Is the previous application awarded (?) <input type="checkbox"/> Yes <input type="checkbox"/> No
Course/s Applying with SMF Institute:	Intake Date (dd / mm / yyyy):
Major (If Any):	Mode of Study: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

CONFIDENTIALITY: SMF Institute is committed to maintaining the confidentiality of the applicant's personal information and undertakes not to divulge such information to any third party without the prior written consent of the applicant.

SECTION C**Educational Background**

Full Name of School	Country	Province	Language of Instruction	Period of Study		Highest Qualification Attained
				From (mm / yyyy)	To (mm / yyyy)	
IELTS / TOEFL Results (if any):			No. of Years of English Education:			

Present Employment Details

Name of Company:	Date Joined:	Gross Monthly Salary:
Current Designation:	Supervisory Role: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Job Responsibilities:		

Employment History

Name of Company	Period of Working		Position Held	Nature of Duties
	From (mm / yyyy)	To (mm / yyyy)		

SECTION D**Private Education Act (PLEASE READ CAREFULLY!)**

Under the new Private Education Act, legislated in December 2009, a Council for Private Education (CPE) was set up to regulate the private education industry in Singapore. All private education institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations.

Following are the new requirements which we have put in place in compliance with the regulations:-

1. PEI-Student Contract

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 into 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 SMF Institute of Higher Learning. 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 also on the CPE website (www.cpe.gov.sg).

2. Fee Protection Scheme (FPS)

The Fee Protection Scheme (FPS) serves to protect students' fees in the event a PEI is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgment made against it by the Singapore courts.

The FPS is applicable to **ALL** students (regardless of nationality and the type of passes, i.e. dependent's pass, student's pass, work permit etc). It is mandatory for all students to apply for FPS and sign a student contract when they enroll for courses with any Private Education Institution (PEI) with EduTrust Certification or seeking EduTrust Certification.

SMF Institute of Higher Learning has appointed Lonpac Insurance BHD to be FPS provider for all students. After the student signs the student contract and pays the course fee, the student will receive FPS insurance certificate via email within 3 working days. The insurance premium will be 0.9% of insured course fees subject to GST (amount payable is subject to a minimum of \$25). More details of the FPS can also be found in the FPS Instruction Manual, available at CPE's website (www.cpe.gov.sg)

3. Medical Insurance

It is compulsory for **ALL** full-time students to have medical insurance coverage for hospitalisation, outpatient and related medical treatment for the entire course duration. There are exemptions for Singaporeans, Permanent Residents and non-Student Pass holders if they are covered by their own medical insurance plan or insured under MediShield. Students who choose to opt out of the medical insurance scheme are to show proof that they have their own medical insurance before making a declaration in the PEI-student contract to opt out of the medical insurance scheme. SMF Institute of Higher Learning has appointed AIA Insurance Singapore Pte Ltd as the insurance provider. Please speak to the programme consultant in order to make informed choices.

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4. Advisory Note

The PE Act also requires a student to sign an Advisory Note prior to enrolling to the chosen PEI. The advisory note must be signed and returned together with the PEI-Student Contract. This advisory note is available for inspection together with the PEI-Student Contract upon request.

Declaration

I hereby apply for the course as indicated in this form and declare that all information given is true and correct. SAFRA and SMF Institute is authorised to investigate the above information for the purpose of verification. I also agreed to abide by the decision of SMF Institute 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.

I acknowledged that I have attached the following with my application:

- **Local Student** : Payment of **S\$100 +GST** for this application (non-refundable) made payable to "SMF Institute of Higher Learning Pte Ltd"
- Certified true copies of all academic certificates & transcripts

Applicant's Name & Signature:

Date:

All Cheques, Banker's Guarantee or Cashier's Order should be made payable to "SMF Institute of Higher Learning Pte Ltd". Cheques should be crossed "A/C Payee Only".

SECTION E

Declaration of Sponsor

Sponsor's Name (as in NRIC):		NRIC No.:
Tel. No.:	Mobile No.:	Email:
Address:		

I agree to make good any default on the part of the said applicant to repay the pro-rated cost (e.g. course fee, registration/application fee, etc.) expended on the sponsored course to SMF Institute of Higher Learning should the applicant cease his SAFRA membership, discontinue or fail to complete the course successfully.

Sponsor's Signature:

Date:

Important Notes

- a) Application for the SAFRA Education Scheme is open to all SAFRA Ordinary A (except NSF's), Ordinary B and Life members who can fulfill the basic **SMF Institute of Higher Learning** admission criteria. There is no bond attached to the Scheme.
- b) Applicants will be assessed according to their length of SAFRA membership, participation in SAFRA events/activity clubs, academic performance and working experience.
- c) 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.
- d) University graduates will not be eligible to apply for the Scheme.
- e) All applicants will be allowed to apply for only one course under the Scheme at any one time. Previously sponsored candidates may apply again. However, priority would be given to first-time applicants.
- f) Certification of supporting documents may be made by your employer/company. In such cases, please state the name, NRIC No. and designation of the person certifying the documents.
- g) Priority will be given to applicant whose combined monthly household income is less than S\$3,000. Copy of the original pay-slip or letter from the current employer must be attached.
- h) Short-listed candidates will be required to attend more than one interview session.
- i) No course deferment is allowed.
- j) Application form must be submitted to SAFRA on or before 27 March 2013.
- k) SAFRA shall not be liable to see through the completion of the sponsored candidates' course, should SMF Institute of Higher Learning cease to operate or ends its agreement with SAFRA.
- l) The decision of both SAFRA and SMF Institute of Higher Learning is final and no further correspondence will be entertained.

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**FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)**

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.

- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, _____, NRIC/Passport number _____,
(name of student/parent/guardian) (NRIC/passport no.)

have read and understood this advisory note before signing the Student Contract
for myself / my ward** (_____ (NRIC/passport) _____)
(name of ward)

with _____.
(name of PEI)

(signature of student or parent / guardian)

Date : _____

**Please delete whichever is inapplicable.*