



HEMSDALE MANAGEMENT SCHOOL

HEMSDALE ASSOCIATES PTE LTD

748 Upper East Coast Road Singapore 465519

Tel: (65) 6339 3889. Fax: (65) 6243 9161

Email: info@hemdale.edu.sg Website: www.hemdale.edu.sg

Student Course Application Form

学生课程申请表格

Personal Details 个人资料

Family Name (Surname) 姓氏

Given Name(s) 名字

Nationality 国籍

Gender 性别

M F

Date of Birth 出生日期

Age 年龄

Day 日 Month 月 Year 年

Current Address 地址

Telephone 电话号码:

Fax 传真号码:

E-mail 电邮:

Passport Number 护照号码:

(Please attach a copy of your Passport)

Do you have a valid VISA to Singapore?

请问你有没有新加坡签证吗?

Yes 有

No 没有

If Yes, what type of VISA _____

如有, 请注明你的签证种类?

Expiry Date of VISA 有效期至

English Language Proficiency 英语水平程度

Yes, I have completed an English Language Test
是, 我完成了英语测试
(see results attached)

Yes I have booked in to complete the English
Language Test On _____
我登记英语测试在

Course Applied:

HAPL HMS

Student ID:

Course ID

Academic History 学术记录

Secondary School/High School 中学或高中

Name of School/Level Completed

学校名称与完成级别

年份

Year

1.	
2.	
3.	
4.	
5.	

(Please attach copies of the Certificate)

Tertiary Study 最高学历 (University 大学, Technical College 专科学校, Other 其他)

Name of Education Provider 教育机构的名称

1.
2.
3.

Name of Course 课程名称

1.
2.
3.

(Please attached copies of the Certificate)

Relevant Work Experience 有关工做经验

Name and Address of Employer 公司名称与住址

1.
2.
3.

Position and Duties 职位与责任

1.
2.
3.

Duration (From) 从

1.
2.
3.

Day Month Year

Duration (To) 至

Day Month Year

Contact Person (in case of emergency)
紧急情况下可以的联系人的联系人

Full Name 姓名 _____
 E-mail: 电邮 _____
 Telephone 电话号码 _____ Fax 传真号码 _____

Additional Information (if this applies to you)
 Educational Agency

Agent Details (Official Stamp)

Where did you submit this application?

Singapore Home Country Other Country

How did you hear about Hemsdale Management School?

Educational Agency Family/Friends
 Media/Newspaper Language School
 Internet Other

Please ensure you have (please tick)

Completed ALL sections of this application

FOR LOCAL STUDENTS ONLY

I wish to opt into the Student Protection Scheme.....

I wish to opt out of the Student Protection Scheme.....

FOR OFFICIAL USE ONLY:

Date Received: _____

- 已完成了此表格
- Attached 2 recent passport sized photographs
附上 2 张近照
- Enclosed a copy of your passport and birth certificate
附上护照和出生证明的复印件
- Enclosed a copy of your Official English Language Test results. 英语水平考试成绩的复印件
- Enclosed copies of Official Certificates issued by Schools and Tertiary Institutions.
附上毕业证书的复印件
- Signed and dated this form 在此表格填上日期与签名

Declaration and Signature 声明和签名

I wish to apply for admission to Hemsdale Management School and I declare that the information supplied on this form and on enclosed documents is correct and complete.
 我希望申请就读涵识德管理学院，并且声明所有提供的文件是正确和完整的

I have read the withdrawal and transfer policy.
 我已了解退学和转校制度

I understand that Hemsdale Management School reserves the right to cancel an Offer of Place made on the basis of incorrect information.

对于不真实的信息，涵识德管理学院将保留取消我的入学资格的权力。

I authorise Hemsdale Management School to collect, use and disclose personal information about me in accordance with the outline of the Privacy Statement as given in the Student Handbooks.

我允许涵识德管理学院，根据学生手册中隐私声明的纲要，收集和使用关于我的个人信息。

 Signature 签名

 Day Month Year

Meet entry requirements: _____

Date Submitted to ICA: _____

Date Approved by ICA: _____

Other:

WITHDRAWAL AND TRANSFER POLICY

Students are entitled to withdraw from the course by giving written notice to Hemsdale of their intention to do so under the following circumstances:

- a. If course enrolled by the Student does not commence within a reasonable period from the stipulated course-start date.
- b. If course enrolled by the Student does not complete within a reasonable period from stipulated course-end date.
- c. If course enrolled by the Student is terminated mid-way.
- d. If Hemsdale is in material breach of its obligations under the Letter of Offer or Standard Student Contract.

Hemsdale shall, as soon as practical after receiving the Student's notice of withdrawal, and in any event, not more than fourteen (14) working days after receiving such notice refund to the Student, 100 per cent of the course fee and administrative fee less any applicable bank charges properly payable/paid under the Student Protection Scheme.

Where Student withdraws from the course for any reason other than those set out above, Hemsdale shall after receiving the Student's written notice of withdrawal and in any event no more than fourteen (14) working days after receiving such notice, refund to the Student in the following manner:

- a. Should prospective Students wish to withdraw their application for a course, they shall be granted a 90% refund of the fees paid when the written notice to withdraw is given more than fourteen (14) days prior to the course/training program commencement date.
- b. Should prospective Students wish to withdraw their application for a course, they shall be granted a seventy (70) per cent refund of the fees paid when the written notice to withdraw is given fourteen (14) days prior to the course/training program commencement date.
- c. Should prospective Students wish to withdraw their application for a course, they shall be granted a fifty (50) per cent refund of the fees paid when the written notice is given after, but not more than seven (7) days after the course/training program commencement date.
- d. Should prospective Students wish to withdraw their application for a course, they shall be granted a thirty (30) per cent refund of the fees paid when the written notice is given after, but not more than fourteen (14) days after the course/training program commencement date.
- e. Should prospective Students wish to withdraw their application for a course, they shall be granted a zero (0) per cent refund of the fees paid when the written notice is given more than fourteen (14) days after the course/training program commencement date.

A Student who transfers from the course to another course within Hemsdale shall be deemed to have withdrawn from the course and the provisions for withdrawal shall apply unless otherwise agreed between Hemsdale and the Student.

PRIVACY POLICY

All data collected will be used and processed fairly and lawfully while in our possession or custody.

Specifying Purposes

Data collected will not be used for a new purpose unless we obtain consent from our students. We are the sole owner of the student's personal information and we collect personal information for the sole purpose of registering a student for our school's website, courses and programmes.

Consent

We do not collect sensitive information from our students and assure all students that all personal information collected would be used or disclosed only for the purposes for which it was collected.

Limiting Use, Disclosure and Retention

We will not disclose, share, transfer, sell or rent our students' personal information to any 3rd party. We do not send unsolicited marketing email to our students. Students will occasionally receive email on special promotions we hold. Students may opt-out of receiving these communications by replying to unsubscribe in the subject line in the email.

We do not keep personal data for longer than is necessary for those purposes for which they are collected. We would not display or make publicly available, whether through online directories, student lists or otherwise, the personal information collected.

Accuracy

We ensure our students that all personal information collected is accurate and kept up to date. We do not maintain duplicate copies of personal information in different systems.

Safeguards

We ensure our students that appropriate security safeguards are in place to protect personal data against unauthorised access, misuse, disclosure, copying, use, alteration, accidental loss or theft, destruction or damage. Only authorised persons have access to our data. Consultants, contractors or other temporary employees do not have access to the data.