



LOCAL 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 3 recent passport-sized photographs.

APPLICANT'S PARTICULARS

<input type="radio"/> Mr. <input type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Others _____ Full Name		Name in Chinese Characters, if applicable	
Other Name (if any)		Passport No.:	
Sex <input type="radio"/> Male <input type="radio"/> Female	Date of Birth Day Mth Yr	Passport Date of Issue	Passport Date of Expiry
Race	Religion	Occupation, if any	
Nationality	Country & Place of Birth	Marital Status <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Divorced <input type="radio"/> Widowed	
Current Mailing Address: _____ _____ _____ Postal Code: _____			
Home No.:		Office No.:	Handphone No.:
Fax No.:		Email:	

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	

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 KNOW US?

I come to know about Genetic Computer School through:

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

MEDICAL HISTORY

Are there any special medical circumstances 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.: _____ Handphone 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 instalment payments are made in full up to 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 Administrative and Registration fee totaling S\$100 payable to **Genetic Computer School**
- 3 recent passport size photographs
- Photocopy of full set of certified/notarised school results/transcripts (if original transcripts are in other language, please provide the English translated copies)
- Photocopy of full set of school testimonial or school leaving certificates (if original copies are in other language, please provide the English translated copies)

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 to 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 Enrollment.

Signature of applicant Date

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

TERMS AND CONDITIONS OF ENROLMENT

Admission Policy

The school may reject enrollment, enforce periodic monitoring of students' progress and terminate any courses at its own discretion. Genetic Computer School reserves the right to dismiss any students who fail to abide by the school's regulation and maintain credible financial standing.

- 1) The Fees are to be paid upon receipt of "Letter of Offer" from Genetic Computer School as detailed in the letter of offer.
- 2) All Tuition & Non-Tuition fees must be paid at least 2 weeks before the course commencement date.

Refund Policies

- 1) Registration and Administrative Fee fee (\$S100)
This fee is non-refundable under any circumstances.
- 2) 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).
- 3) Refund Policy will be followed strictly.

Withdrawals and Transfers

Genetic Computer School shall be notified in writing, for all withdrawal cases.

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, Genetic Computer School reserves the right to make a supplementary charge or provide a small number of hours of tuition or even private tuition for the same fee.

Academic Criteria

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 a year. The assessment will take into consideration:

- Course work
- Good Attendance
- Effort in class and in homework

Failure to make satisfactory attendance and to meet prescribed performance targets may lead to expulsion.

Disciplinary Procedures

Disciplinary procedures will be subject to the following steps:

- i. Verbal caution by Personal Tutor
- ii. Written caution by the Head of Subject or the Principal
- iii. Final written caution by the Principal
- iv. Suspension by the Principal
- v. 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. The School or the student may call witnesses. A record of disciplinary warnings and actions will be entered onto student's file and will form part of any reference or report issued by the School. 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 Genetic Computer School. Please ensure that the student's name is always included on the transfer document, indicating that the transfer is in respect of school fees.

Credits

In the event that the student change 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 or the host family, and should take particular care to respect such properties.

Data Protection

Any information provided to Genetic Computer School 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 interests of the student require.

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 or a Director. The School reserves the right to make changes to these conditions without any prior notice.