



**Genetic Computer School**  
 No 200, Middle Road # 10-01, Prime Centre, Singapore 188980  
 Tel: +65 63397588 Fax: +65 63381442  
 Website: www.genetic.edu.sg Email: gcs@genetic.edu.sg

Passport Sized Photograph
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## 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

€ Mr. € Miss € Mrs. € Others _____ Full Name (as printed in Passport) Underline Family name		Name in Chinese Characters, if applicable	
Other Name (if any)		Passport No.:	
Sex Male                      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 € Single                                      € Married                                      € Divorced € 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.:	Handphone 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:  Yes  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**

COURSE APPLIED: \_\_\_\_\_



## TERMS AND CONDITIONS OF ENROLMENT

### Admission Policy

Admission of students who require a Student pass conditional on their receiving approval for a student pass from the Immigration & Checkpoints Authority (ICA) of Singapore. 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) Student Fees Pass Sponsor Fee if any (S\$ \_\_\_\_\_) to be paid upon receipt of "Letter of Offer" from Genetic Computer School.
- 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 S\$100  
This fee is non-refundable under any circumstances.
- 2) Refundable Immigration Deposit (S\$ \_\_\_\_\_)
  - a) The School agrees to refund the deposit within 45 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 45 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.
- 3) Course/Tuition Fee
  - a) The School agrees to refund within 15 days, all tuition fees paid (less bank charges) where the School refuses the student's application for enrollment, or when the Immigration & Checkpoints Authority (ICA) of Singapore rejects the application for a student pass.
  - b) The School agrees to refund within 15 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 below:

Refund Policy	
% aggregate of course fee paid	Notice of Withdrawal
100%	More than 30 days before the Commencement Date
80%	Before, but not more than 30days before the Commencement Date
60%	After, but not more than 15 days after the Commencement Date
60%	More than 15 days after the Commencement Date, but not more than 30 days after the Commencement Date
20%	More than 30 days after the Commencement Date

*\* Notice of withdrawal must be given in writing with the consent of parents/legal guardian if the student is below 21 years old.*

- c) Notice 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.
- 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

Genetic Computer School 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. Genetic Computer School 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, [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 the 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.**

**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 by International bank draft or telegraphic transfer in Singapore Dollars (S\$). 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 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.

**Insurance**

It is advisable for all foreign students to purchase insurance for the duration of their studies at Genetic Computer School. This insurance is not the same as the SPS insurance purchased by the school as part of the Casetrust requirement.

**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.