

APPLICATION FORM FOR LOCAL STUDENTS

Please ensure that all the required fields are filled in and all supporting documents are attached. If you are below 18 years old, please fill up Section B2 as well. You can either drop off your application forms in person or mail them to our office at 51 Cuppage Road, #03-01, Singapore 229469.

Checklist	
Please ensure that you have completed the checklist before submitting your application.	
	Please affix passport-sized photo here
Filled up mandatory Sections A, B, C, E, H	
Attached a photocopy of your NRIC / Passport	
Attached a copy of your academic transcripts	
Read and signed the declaration	

Section A: Programme Application Details

Programme Applied For (Please select programme)			
Mode	Part-time	Course Code (For Official Use Only)	
Programme Intake Date			

Section B: Particulars (All fields are mandatory)

Name of Applicant (as per NRIC No. / FIN / Passport)			Family Name (as per NRIC No. / FIN / Passport)	
NRIC No. / FIN		Nationality		Race
Date of Birth (DD/MM/YYYY)		Race		Gender
Identity Type	Singaporean Work Pass	Singaporean PR Student's Pass	Dependent's Pass Others	
Residential Address			Postal Code	
Mailing Address			Postal Code	
Contact No.		Office / Home Tel No.		
Email Address				

Section B1: Emergency Contact

Name			
Relationship to Applicant		Contact No.	
Mailing Address			
Email Address			

Section B2: For Applicants Under the Age of 18 Only

Parent / Guardian's Name			
Parent / Guardian's NRIC		Contact No.	
Relationship to Applicant		Home Tel No.	
Email Address			
Mailing Address			Postal Code

Section C: Academic Qualifications

Institution / School	Qualification Awarded	From	To

Section D: Work Experience

Company	Designation	From	To

Section E: Disability / Special Needs

Do you have any disability or medical condition that may affect your studies?	Yes	No
If yes, please specify your medical condition:		
Do you require additional support in class/exam due to the above condition?	Yes	No
Please specify the support you may require: Please attach supporting documents that are dated within the last 3 years regarding your condition. This is <u>mandatory</u> for your request for additional support to be processed.		

Section F: Funding**For Company-Sponsored Applicant Only**

Company Name			
Name of Contact Person (for enquiry and billing matters)			
Email of Contact Person (for enquiry and billing matters)			
Mailing Address		Postal Code	
Applicant's Designation			
Office Email Address		Office Tel No.	
<p>_____</p> <p>Signature of Company Representative Company Stamp Date</p>			

Section G: Referrals (For Official Use)

Name of Programme Ambassador	
Mobile No.	
ACC-PA No.	

Section H: Pre-Admission Counselling (For Official Use)

	Applicant has been briefed on the programme information (programme structure, duration, admission requirements, type of award, examination timetable, English language proficiency requirement)
	Applicant has been briefed on payment modes and fee information. Payment by cash will not be accepted. Payment will be collected only upon signing of Student Contract.
	Applicant has provided the mandatory data in Sections A-D.
	Applicant has been informed of the Student Contract and its terms and conditions.
	Applicant has been briefed on the processes and policies for transfers, withdrawals and refunds.
	Applicant has been brief to refer to CPE website (www.cpe.gov.sg) for more information.

Section I: Terms & Conditions and Declaration

1. Reservations will only be confirmed upon receipt (in full) of course fees and other fees. For instalment payments, reservations will be confirmed upon receipt of the first instalment.
2. Class(es) will be confirmed 3 days prior to course commencement.
3. All fees must be paid prior to the commencement of the course / programme with the Course Enrolment Form and any other required supporting documents.
4. The relevant Registration Fee is payable for each course / programme registered.
5. Students who are late in making payment on the stipulated date will be charged a late fee of S\$50.00. For instalment plans, payments are due on a monthly basis (on every 1st of the month) from the date of registration (not the course commencement date). Students, who have been granted the instalment, who are late in payment will also be charged a late fee of S\$50.00. If the student fails to make any payment for a period of 1 year, an additional 12% charge per annum is imposed.
6. For all courses, crossed cheques should be made payable to "ACC Institute of Human Services Pte. Ltd."
7. Post-dated and non-transferrable cheques are not accepted.
8. ACC Institute of Human Services ("The Institute") reserves the right to re-schedule or cancel the course / programme, change the trainer, or change the training venue due to unforeseen circumstances.
9. The Institute reserves the right to add any additional students at the start of the module.
10. The Institute will not conduct any make-up classes, for the student as it offers lessons on a 'per course' basis, not on the number of hours. Thus, it is the student's responsibility to attend lectures, classes, tests, and exams on time as required by his/her trainer/lecturer.
11. All participants are to observe the Copyright Law on intellectual properties such as software and courseware.
12. Anyone who attends classes without prior registration would be deemed illegal and will be prosecuted. The Institute will not be responsible for any damages or loss occurred as a result of student's negligence or misbehaviour.
13. **ACC Institute of Human Services is registered with the Committee for Private Education (CPE). CPE Registration: 201002023N.**
14. Once you are accepted as a student by The Institute, this Terms and Conditions will constitute a contract between you and The Institute. The Institute's decision to offer you a place will be made on the basis that you understand and signify your consent to the incorporation of this Terms and Conditions as such contract. The Institute reserves the right to cancel any courses or ask the student to leave anytime if the student fails to fulfil any of the above requirements.
15. **Refund Policy**
 - a) All applications, registrations, textbooks and membership fees for current year paid to The Institute are non-refundable. Only the paid course fees are refundable on the following conditions:

Percentage refund for paid course fees / Pro-rated amount for instalment schemes based on	Conditions
90%	If letter of withdrawal is received more than 60 days before course commencement.
75%	If letter of withdrawal is received 30 to 60 days before course commencement.
15%	If letter of withdrawal is received less than 30 days to 7 days before course commencement.
0%	If letter of withdrawal is received from 7 days to 1 st day of course commencement.

 - b) Students should submit their refund requests to "The Manager" of The Institute
 - c) Students on instalment payment schemes will obtain their refunds based on pro-rated basis according to the amount paid to The Institute within the above terms and conditions applied.
 - d) There shall be no refund for company-sponsored participants.
 - e) A fee of S\$50.00 will be imposed for the processing of refunds.
16. **Withdrawal Policy**
 - a) There is no withdrawal of course fees upon commencement of the course
 - b) Students with genuine financial difficulties and wish to withdraw from the course should write to The Institute for consideration with supporting documents. All requests must be with documentary evidence. The withdrawal amount upon the review and approval of The Institute will be based solely at The Institute's discretion and decision. The final decision would be informed to the students in writing.
 - c) Students should submit their withdrawal requests in writing with documentary evidence to "The Manager" of The Institute
17. **Deferment**
 - a) In any circumstances if a student has to defer the completion of the course, a Letter of Deferment has to be signed. A student is allowed deferment **once** and deferment duration is within **6 months from the deferment date**. All fees must be fulfilled even during the deferment period.
 - b) If a student rejoins the course **after** the stipulated rejoin date, the school will impose a 50% charge of the enrolled course fee and the student will have to attend the full course again.
18. **Examination**
 - a) All representation made by The Institute regarding the awarding examining body and the external programme are based on information made available by the examining body and are comprehensively contained in The Institute's printed information or on our website. As the examining body reserves the right to change programme details without any notice to the student, The Institute shall **NOT BE LIABLE** for any representations made about the examining body which will therefore not be deemed as a term of enrolment.
 - b) It is the responsibility of the student to ensure that they fully comply with the entrance requirements and to the necessary examination registration with the relevant Examination Body. In this respect, The Institute will endeavour to assist the student in whatever way necessary, and the student will be charged for the examination fee(s) accordingly.
19. Certificates are awarded by the ACC Institute of Human Services Pte. Ltd. are duly signed by the President of the Institute. Certificates will be issued two months after completing the course requirements. A S\$100.00 fee will be imposed for request of early issuance of certificate.
 - a) All certificates must be collected within 1 (one) month from the date of notification. Uncollected certificates will be disposed and a S\$30.00 admin fee will be imposed for each reprint.
 - b) An authorisation letter is required should you wish someone to collect the certificates on your behalf together with a copy of the person's NRIC.
20. The total course fees payable for the courses are inclusive of a non-refundable registration fee, a 2-year ACC membership; 1 compulsory textbook and 3 student guidebooks (1 per module to be distributed on the first lesson of each module) applicable for Specialist Diploma in Counselling Psychology.
21. Other courses conducted by The Institute is inclusive of a non-refundable registration fee and a 2-year ACC membership unless otherwise stated.
22. Fees are inclusive of 7% GST.

Declaration: I hereby apply for the above-mentioned programme. I declare that I have read the terms and conditions on this enrolment form and that, to the best of my knowledge, the information provided by me is true and complete in every particular. I acknowledge that ACC Institute of Human Services may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me. I accept that ACC reserves the right to select and reject applications for admissions without any reason given.

I consent to the use of my information for the processing of my application, for the provision of student and administrative services to me, and for the dissemination of information including, but not limited to, courses that may be of interest to me. I acknowledge that in the event of my enrolment to ACC, I am bound by statutes, rules and regulations of ACC, and in accordance with any laws.

I hereby confirm that I understand fully what has been communicated to me and hereby acknowledge that I have been briefed on all of the above.

Signature of Applicant

Signature & Name of Programme Consultant

Date

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	Necessary documents received (Photocopy of NRIC, copy of Academic Transcripts)
	Read and signed declaration
	Updated on Intranet
	SDF
	VCF
	SBA
	Acceptance Letter
	Photocopy of Cheque
	Educational Certificate
	Letter for Non-Diploma Holder
	Instalments in (Months)

Programme Consultant Name and Signature