

SHEPHERD BURSARY AWARD APPLICATION FORM

You can either email your application to us or mail them to our office at 51 Cuppage Road, #03-03, Singapore 229469.

Section A: Particulars (All fields are mandatory)

Name of Applicant (as per NRIC No. / FIN / Passport)	
NRIC No. / FIN	
Email Address	
Programme	

Please share why you want to study this course:

Please share why you want to study at the ACC Institute of Human Services:

Section B: Terms & Conditions and Declaration

1. Applicants must be a Singapore citizen or Permanent Resident of Singapore or holding a valid immigration pass and at least 18 years of age.
2. Preference will be given to applicants with relevant working experiences. In the case that the applicants do not possess the relevant working experiences, interviews may be conducted by ACC Institute of Human Services.
3. **The final decision for each application is subject to sole discretion of ACC. ACC reserves the right to withhold the reasons behind the approval/disapproval of each application.**
4. Applicants must be proficient in English Language with the ability to communicate ideas in both written and oral discussion and must have passed at least GCE 'O' level or equivalent.
5. All the applicants will be notified of the status of their applications via WhatsApp, email or phone call
6. All approved applicants are required to attend at least 75% attendance for each module. The Institute will not conduct any forms of make-up classes for any reasons unless decided otherwise.
7. All applicants with approved applications will need to make full payment of the course fee within 2 weeks from the Approval of the Shepherd Bursary Award.
8. The Institute reserves the right to reschedule or cancel the course / programme, change trainer, or change training venue due to unforeseen circumstances.
9. The Institute reserves the right to add additional students at the start of each module
10. All approved applications must complete the full course of study without any delays. The Institute reserves the right to cancel the Shepherd Bursary Award and request the approved applicant to pay the amount of bursary awarded to them in the event that the applicant fails to meet the requirements of the course.
11. All approved applicants have the right to appeal on The Institute's decision as mentioned in Clause 10 by writing an appeal letter to the 'Shepherd Bursary & Award Department' stating all relevant reasons/ information together with all the necessary documentations. Approved applicants with valid reasons will be given favorable consideration.
12. All applications submitted must be accompanied with a non-refundable application fee of S\$214.00 (after GST). This fee will be refundable if only the application is unsuccessful. The approved applicant will not be exempted from paying the course registration fee unless decided otherwise.
13. The Shepherd Bursary Award is not exchangeable for cash, or credit in any kinds.
14. Shepherd Bursary Award will be null and voided or Prorated in the event of Refund
15. The Institute reserves the right to change the terms and conditions of the programme's structure, content, and all the relevant terms and conditions relating to the 'Shepherd Bursary Award' at its sole discretion without prior notice.
16. Once the approved applicant is accepted as a student by The Institute, this terms and conditions will constitute a contract between the applicant and The Institute.
17. The Institute's decision to offer the applicant a place will be made on the basis that he/she understands and signifies his/her consent to the incorporation of this term and condition as such contract.
18. Fees are inclusive of 7% GST.

Declaration: I declare that I have read the terms and conditions on this 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

Name of Applicant

Date

Section C: For Official Use Only

Outcome		Approved		Rejected
Name of Approving Officer				Designation
Date of Approval				Signature
Remarks				