

NAA Proprietary Programme Application Form

- International Student
 Local Student



Please write clearly in INK using **BLOCK LETTERS**

1. Programme Details	
University/Institute	Ngee Ann Academy
Programme Title	
Intake (Month and Year)	

2. Personal Details	
Title:	Dr / Mr / Mrs / Mdm / Ms (*circle where applicable)
Name: (as per Passport/NRIC) (Underline Surname)	
NRIC / FIN / Passport No.:	
Date of Birth:	
Gender:	
Race	
Religion	
Nationality:	
Status in Singapore	Singaporean / Permanent Resident / Singapore Work Pass Holder / International Student (*circle where applicable)
Marital Status:	

3. Contact Details – Home Address			
Address:			
Town / City:		State / Region:	
Country:		Post Code / Zip Code:	
Country Code & Phone No.:	(Mobile No)	(Home)	(Work)
Email Address:			

4. Contact Details – Correspondence Address (If the same as home address, please skip this section)

Address:			
Town / City:		State / Region:	
Country:		Post Code / Zip Code:	
Country Code & Phone No.:	(Mobile No)	(Home)	(Work)
Email Address:			

5. Parent/Guardian Details (Only if Applicant is under 18 Years old)

Name of Parent/Guardian:			
Relationship:		Mobile No.	
Country:		Phone No.	
Email Address:			

6. Emergency Contact Information

Name:			
Relationship			
Address:			
Town / City:		State / Region:	
Country:		Post Code / Zip Code:	
Country Code & Phone No.:	(Mobile No)	(Home)	(Work)
Email Address:			

7. Education / Academic Qualifications

Name of School	Country	State/Province	Language of Instruction	Period of Study		Title of Educational Qualification
				From (DD/MM/YY)	To (DD/MM/YY)	

8. Employment Details (if applicable)

Name of Company	Country	State/Province	Language of Instruction	Period of Study		Title of Educational Qualification
				From (DD/MM/YY)	To (DD/MM/YY)	

9. Applicant's Natural Parents and/or Step/Adoptive Parents (For Student Pass Application Only)

Full Name (as in travel document)	Relationship	Date of Birth	Nationality	Residential Status in Singapore/NRIC (Singaporean/PR/Work Pass/LTVP, DP)	Occupation

10. Applicant's Spouse (For Student Pass Application)

Full Name (as in travel document)	Relationship	Date of Birth	Nationality	Residential Status in Singapore/NRIC (Singaporean/PR/Work Pass/LTVP, DP)	Occupation

11. Applicant's Siblings (If applicable) (For Student Pass Application)

Full Name (as in travel document)	Relationship	Date of Birth	Nationality	Residential Status in Singapore/NRIC (Singaporean/PR/Work Pass/LTVP, DP)	Occupation

12. Applicant's Financial & Support Details (For Student Pass Application)

Names	Monthly Average Income for past 6 months:	Current Savings (eg: Fixed Deposit):
Applicant's Full Name:		
Father's Full Name:		
Mother's Full Name:		
Spouse's Full Name:		

13. Criminal convictions

Please select the statement that applies to you:

- I have a relevant criminal conviction* I DO NOT have a criminal conviction

*Please attach any relevant documents with this application.

14. How did you come to know about the programme? (You may select more than one option)

<input type="checkbox"/> Newspaper / Magazine	<input type="checkbox"/> Brochure / Flyer / Mailer	<input type="checkbox"/> Referred by Friends or Family Members
<input type="checkbox"/> Website	<input type="checkbox"/> Social Media	<input type="checkbox"/> Agent (name):
<input type="checkbox"/> Email	<input type="checkbox"/> Exhibition / Roadshow / Seminar	<input type="checkbox"/> Others (please specify):

15. Application Fee

Application fee of SGD 107.00 (Local Applicants) or SGD 374.50 (International Applicants) must accompany this form. This application will not be processed until the application fee is paid as specified. Application fee is Inclusive of 7% GST and is non-refundable.

Payment made by:

- Cash (*please do not mail cash*) Bank Draft / Cheque in SGD payable to “**Ngee Ann Academy Pte Ltd**”
- NETS Flywire
- Telegraphic Transfer:
Account Name: Ngee Ann Academy Pte Ltd
Name of Bank: United Overseas Bank Limited
Bank Branch: UOB Orchard
Bank Address: 80 Raffles Place, UOB Plaza, Singapore 048624
Bank Code: 7375
Branch Code: 320
Bank Account Number: 920-350-093-5
Swift Code: UOVBSGSG
Reference No: NRIC/FIN/Passport Number

16. Application Checklist

Your application shall not be considered unless all required documents are attached. Please ensure you have:

- completed all sections of this application, including your preferred commencement date
- attached a copy of your Identification (NRIC / FIN / Passport)
- attached 1 recent passport-size photograph on white background
- attached a full set of all your academic certificates and transcripts. Official Translated versions of your academic documents must be submitted if they are not in English.
- attached a copy of your Professional and Relevant Qualification (if applicable)
- attached a copy of your English Proficiency test results (if applicable)
- signed and dated this application form
- made the application fee payment to “Ngee Ann Academy Pte Ltd”

International Students need to ensure the following are submitted:

- attached a copy of your Birth Certificate
- attached a copy of your Financial Bank Statement showing funds of at least SGD 30,000 equivalent for students from visa-required countries (i.e.: China, India, Myanmar, etc.)

17. Private Education Act (Please read through carefully)

Under the Private Education Act legislated in December 2009, the Committee for Private Education (CPE) was set up to regulate the private education industry in Singapore. All private education institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations. Visit www.ssg.gov.sg for more information.

Following are the requirements in compliance with the regulations:

1. PEI-Student Contract

The contract lays out the important terms and conditions governing the relationship between the student and NAA in the course of study as an enrolled student in NAA.

2. Fee Protection Scheme (FPS)

The Fee Protection Scheme (FPS) serves to protect students' fees in the event a PEI is unable to continue operating due to insolvency, and/ or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore court.

NAA is insured under the Fee Protection Scheme in compliance with the requirement by the Committee for Private Education for EduTrust certification. NAA has appointed Lonpac Insurance Bhd as the FPS insurer.

3. Advisory Note

The PEI Act also requires a student to sign an Advisory Note prior to enrolling to the chosen PEI. The advisory note must be signed and returned together with the PEI-Student Contract. This advisory note is available for inspection together with the PEI-Student Contract upon request.

4. Cooling Period

A cooling period of 7 working days will be given upon the signing of the student contract for new students. A new student is able to withdraw from the programme by submitting a written notice of withdrawal and Application for Refund Form within 7 working days after the date that the PEI-Student Contract has been signed by both parties. The student will be refunded the highest percentage as stated in Schedule D in the PEI-Student Contract.

18. Declaration and Signature

I agree to:

- Comply with NAA's rules on admission, enrolment, fee payment;
- Notify the Admissions Department if there is any change to the information I have given in this application for admission;
- Permit NAA to access my academic records from other institution(s);
- Permit NAA to disclose personal information collected from this application to the relevant bodies for the verification and assessment of my previous qualifications; and
- Receive communication and information from NAA relating to my application

I understand that:

- The documents submitted become the property of NAA and will not be returned to me;
- In the event that my application is rejected, NAA will confidentially destroy all documents bearing my personal data within 3 months from the programme intake commencement date;
- NAA may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me;
- NAA reserves the right to inform other institutions, if any of the material presented to support my application is found to be false;
- The personal information that I have provided may be released to the Committee for Private Education (CPE).
- I, or my sponsor, will be responsible for the full cost of the programme for which I am seeking admission.
- The documents and information submitted will be shared with the University for the purposes of assessing my application and for the administering of the programme upon admission.
- The University may require you to provide an employment and academic reference to support the assessment of applications in some circumstances.

I declare that I have read the *Application Instructions* on this application form and that the information provided by me in this application is true and complete in every detail.

Signed by the Applicant

Signed by the Applicant's parent or legal guardian
(if the applicant is under eighteen (18) years of age)

Name of Applicant:
Date:

Name of Parent or Legal Guardian:
Date:

19. Agent Representative Details and Declaration (If Applicable)

Name of Agency:	
Country and City:	
Name of Consultant:	
Email Id:	
Declaration: I declare that the applicant was recruited in accordance with Ngee Ann Academy's requirements and hereby handover the relevant documents to the Head, Student Recruitment for the purpose of application processing for Admissions and Student Pass.	
Signature	Date

20. For NAA Official Use

Application Received by:	_____				
Application Fee Receipt Date:	_____	Receipt Number:	_____	Amount: \$	_____
Agent Referral:	Yes/ No	Recorded Date:	_____	Recorded by:	_____
Handover to Admissions Dept:		Date:	_____	Received by:	_____

21 Application Instructions

This application will not be processed until the application fee is paid as specified.

Your application cannot be considered unless all essential documents are attached.

Certification and submission of documents

- Supporting documents submitted with the application must be certified. A certified copy of the original document is one which has been certified by an official agent or a staff member of NAA - as a true copy of the original document.
- If the official transcript does not state the successful completion of the qualification, applicants must provide an official letter from the institution issued by its central administration office (i.e. Registry, Student Administration, Graduate School), detailing your current matriculation status and confirming your expected date of completion. Letters from individual academic staff will not be accepted.
- If the official transcript is not in English, a notarised-translation of the official documents must be included in the application.
- The university reserves the right to inspect and verify the originals of your qualifications and transcripts prior to and during your enrolment.
- The documents should be presented (in A4 format) in the same sequence as they are requested in the application form.
- All submitted documents become the property of NAA and will not be returned to the applicants.

Evidence of English Language Proficiency (ELP)

- You must include certified ELP evidence with your application or have applied to sit for IELTS/ TOFEL at the time of application if required by the University. Delays in providing such evidence may result in you not being able to commence in your preferred term.

Submit the completed application form and required documentation:

- by email to admissions@naa.edu.sg
- by post to:

**Admissions Department
Ngee Ann Academy Pte Ltd
391A Orchard Road, #25-02A Tower A Singapore 238873**

Admission and acceptance procedure

Ngee Ann Academy will assess each application for suitability and pass the applicant's information to the relevant University for assessment. The University may require you to provide referees for your application and may contact them if necessary. Final approval of admission to the programme lies with the University. NAA will notify the applicant of the outcome of their application.

Successful applicants will receive an official Letter of Offer from the University within 3 weeks. Applicants will also receive the PEI-Student Contract issued by NAA at the same time.

Applicants must accept their offer by signing the University's acceptance letter and the PEI-Student Contract. These must be submitted to NAA before the deadline specified in the Letter of Offer, otherwise the offer may lapse.

Administration fee of SGD 214.00 (inclusive of prevailing GST) is applicable upon the acceptance of offer.

Unsuccessful applicants will be notified by NAA by email if they are not accepted into the programme.

Change of application details

It is your responsibility to immediately inform the Head, Admissions & Corporate Accounts in writing of any changes in application details, e.g. personal information such as email address and name changes.

FORM FOR PRE-COURSE COUNSELLING

Applicant's Particulars

Name of Applicant (as in NRIC / FIN / Passport) _____

NRIC / FIN / Passport No.: _____

Email Address: _____

Contact Number: _____

Programme Applied For: _____

Intake Applied For: _____

S/n	Pre-Course Counselling	Yes	N/A
1.	Applicant has been briefed on programme information (Programme Curriculum, Duration, Admission requirements and procedures, Type of award, Professional accreditation (if any), Advanced standing or exemptions (if any), English language proficiency, Examination timing, Intakes).		
2.	Applicant has been briefed on NAA campus locations and facilities.		
3.	Applicant has been briefed on fee information (tuition and non-tuition) and payment modes. All Payment can only be made to "NGEE ANN ACADEMY PTE LTD". Payment for course fees can only be received after the Student Contract is signed and dated.		
4.	Applicant has been briefed on Fee Protection Scheme (FPS) arranged by NAA.		
5.	Applicant has been informed of the Student Contract and its terms and conditions.		
6.	Applicant has been briefed on NAA Transfer, Withdrawal & Refund Policies and Procedures.		
7.	Applicant has been briefed to refer to Committee for Private Education (CPE) website (www.ssg.gov.sg) for more information.		
8.	National Service Liability (If Applicable): Under the Enlistment Act, Male Singapore Citizens and Permanent Residents will be enlisted for National Service at the earliest opportunity upon reaching eighteen (18) years of age. It is the applicant's responsibility to seek advice or deferment from the Central Manpower Base (CMPB) if necessary.		
International Applicant Only			
9.	Applicant has been briefed about the Medical Insurance scheme arranged by NAA.		
10.	Applicant has been briefed about the Student Pass application, procedures and documents required.		
11.	Applicant has been briefed and understands that Ngee Ann Academy will apply the student pass on behalf of the applicant upon receiving an offer from the university.		
12.	Applicant has been briefed on the relevant Singapore laws and prohibitions.		
13.	Applicant has been briefed about services provided such as accommodation, airport pick-up, student services, etc.		

Disability / Special Needs

Do you have a disability you wish to declare? No Yes

If 'Yes', Please specify your disability or medical condition: _____

(i) Please specify the support which you may require: _____

(ii) Please attach supporting documents that are dated within the last 3 years regarding your condition (E.g. report/letter/memo from doctor or relevant professionals, documents from previous schools regarding the provision of disability support). Your application cannot be processed without provisions of the required supporting documents.

Applicant's Declaration

NAA respects the protection of personal data. By providing the information in this form, you are giving your consent that the information be used for the processing of your application and in the provision of student support and administrative services to you. You understand that the disability information will be passed to the University for the provision of student support by the University. In addition, this information will be stored by us and used for the dissemination of information including services, events and products offered by NAA that may be of interest to you.

I also agree and acknowledge that the information in this form will be stored and used by NAA for the abovementioned purposes.

For International Applicant only – I understand and acknowledged that Ngee Ann Academy is not liable to application of the student pass being rejected by the Singapore Immigration & Checkpoint Authority (ICA). In such circumstances, I am aware that the first instalment of the course fee paid upon acceptance of the programme will be refunded in full and also that the programme application fee is non-refundable.

I declare that the above information provided are true and complete and I understand fully what has been communicated to me and I hereby knowledge that I have been briefed on all of the above.

Signed by the Applicant

*Signed by the Applicant's parent or legal guardian
(if the applicant is under eighteen (18) years of age)*

Name of Applicant:
Date:

Name of Parent or Legal Guardian:
Date:

I hereby confirm that the Pre-Course counselling has been adequately explained and completed with the applicant:

Signed by Agent:

OR Signed by NAA Programme Advisor

Name of Agent:
Agency:
Office/Country:
Date:

Name:
Date:

Note: All information provided is treated with the strictest confidentiality in accordance to Personal Data Protection Act 2012 (PDPA) requirements of the Republic of Singapore.