

Application Form for INTERNATIONAL STUDENTS

国际学生课程申请表格

Package applying for
课程

Choice of University (Please tick the appropriate box):

申请大学院校 (请在适当空格中打勾)

- Edith Cowan University, Australia
- Grenoble Graduate School of Business, France
- Oklahoma City University, USA
- Southern Cross University, Australia
- University of Bradford, UK
- University of Sunderland, UK
- University of Wales, UK
- University of Glasgow, UK
- Others:



Attach your recent
photo here

Course signing up for (Please tick the appropriate box):

课程 (请在适当空格中打勾)

- Accounting 财务会计
- Accounting and Finance 会计与金融学
- Banking and Finance 银行与金融
- Banking and Investment Management 银行与投资管理
- Banking and Wealth Management 银行与财富管理
- Biomedical Sciences 生物医学
- Business Administration 工商管理
- Business & Management Studies 商业管理
- Business Computing 电子商务
- Information Technology 信息科技
- International Business 国际商务
- Marketing 市场营销
- Mass Communications 大众传媒
- Pharmaceutical Management 制药管理
- Psychology 心理学
- Tourism and Hospitality Management 旅游与酒店管理
- Doctor of Business Administration 工商管理博士
- Master of Business Administration 工商管理硕士
- Master in International Business 国际商务硕士
- Master of Science - Banking and Finance 管理学硕士 - 银行与金融
- Master of Science - Marketing 管理学硕士 - 市场营销
- Master of International Tourism and Hotel Management 国际旅游与酒店管理硕士
- Higher Diploma in Mechanical Engineering 机械工程高等大专
- Higher Diploma in Mechanical Design Engineering 机械设计工程高等大专
- Diploma in Engineering 工程学大专
- Others 其他:

To be completed by agent 由代理填写	
Country: 国家	
Agent (Company): 代理 (公司)	
Marketer-in-charge: 市场负责人	
For official use only 校方填写	
Payment Date: (Reg. Fee)	
Payment Amount: (Reg. Fee)	/ Receipt No:
Batch No.:	
Commencement Date:	
Reference No:	

Intake Date / Month:

入学时间 (月/日)

MDIS undertakes to maintain the confidentiality of student's personal information and not to divulge the information to any third party without the consent of the student.

MDIS将尽力维护学生个人信息的保密性。在没有得到学生同意的情况下,学院不会泄漏学生信息给任何第三方。

1. Personal Particulars 个人信息

Full Name:
姓名

Name as in passport (please underline surname)
与护照上的相同 (请在姓氏下划线)

Chinese Name (if applicable):
中文名字 (如果有)

The name indicated above will appear in your final transcript.
此姓名会出现在你的最终成绩单上

Gender: F 女 / M 男
性别

Nationality:
国籍

Date of Birth:
出生日期

Passport No:
护照号

Expiry Date:
截至日期

E-mail Address:
电邮

Home Address:
家庭住址

Contact No: (H) (家) (HP) (手机)
电话号码

Singapore Address (if any):
新加坡地址

Contact No: (H) (家) (HP) (手机)
电话号码

2. Contact Details of Your Parent/Guardian 父母/监护人的联系方式

Full Name of Parent:
父母姓名

Passport No/Identity No:
护照号/身份证号

Home Address:
家庭住址

Email Address:
电子邮件

Contact No: (H) (家) (HP) (手机) (O) (公司)
电话号码

3. Educational Qualifications 学历

Please provide all copies of educational qualifications to date.
请提供至今为止的所有学历证明。

Name of College/School/University 就读过的学院/学校/大学	Period of Study 学习时间		Highest Qualification 最高学历
	From 从 (DD/MM/YY) (日/月/年)	To 至 (DD/MM/YY) (日/月/年)	

4. Working Experience 工作经验

Name of Company 公司	Period of Employment 工作时间		Position Held 担任职位
	From 从 (DD/MM/YY) (日/月/年)	To 至 (DD/MM/YY) (日/月/年)	

MDIS' TERMS AND CONDITIONS MDIS合同条款和条件

Fee Payment Policy

费用及付款政策

Management Development Institute of Singapore Pte Ltd (MDIS Pte Ltd) collects course fees in instalments. An administrative charge of S\$100 (subject to prevailing GST) will be levied on each late instalment payment of the course fees. Fees are payable upon confirmation and acceptance of the place in the programme before the programme commencement. You may pay your fees by Cash, NETS, VISA, MasterCard, AMEX or by Cheque.

新加坡管理发展学院 (MDIS Pte Ltd) 实行学费分期付款。若学生在规定的分期付款日期后迟交学费，学校则将对学生进行100新币（另加现行政府消费税）的罚款。开课之前，费用只有在学校评估入学成功和确认入学后交付，可通过现金、银行卡、威士卡 (VISA)、万事达卡 (MasterCard)、运通卡 (AMEX) 或支票支付。

If payment is by cheque, please indicate the details of the programme applied for on the back of the cheque, stating clearly your personal particulars and company name. Unless otherwise stated, all fees are subject to prevailing GST.

若通过支票支付，请在支票后面注明所报读的课程名称、以及清楚地注明你的个人信息或者公司信息，如没有特殊说明，所有费用都需要加政府现行消费税 (GST)。

Refund Policy

退款政策

Where the Student withdraws from the Course, MDIS Pte Ltd shall, as soon as practicable after receiving the Student's written notice of withdrawal, refund the student. Only the paid course fees (tuition and non-tuition) are refundable in the following instances:

若学生退学，MDIS Pte Ltd 会在收到学生书面退学申请后，进行学费退款的手续。只有支付了课程费用（学费和学杂费）会按照以下条例退款：

Percentage of refund before the course commencement date

开课时间之前的退款百分比

% of aggregate amount of the fees paid as per MDIS-Student Contract 根据学生合约所付学费的退款百分比	If a Student's written notice of withdrawal is received 从收到学生书面退学申请起
75%	("Maximum refund") More than 60 days before the Course Commencement Date (最大数额退款) 在开课日期60天前 (不包括60天)
25%	Before, but not more than 60 days before the Course Commencement Date 开课日期前60天或60天内
10%	After, but not more than 7 days after the Course Commencement Date 开课日期后不超过7天内
5%	More than 7 days after the Course Commencement Date but not more than 14 days after the Course Commencement Date 开课日7天后、14天内
0%	More than 14 days after the Course Commencement Date 开课日期后超过14天

Note: The above percentage is to be applied to the standard first instalment amount payable for the particular course. If the actual payment exceeds the first instalment amount, the excess amount shall be fully refunded. If the first instalment payment is less than the standard first instalment due, the above formula is applicable based on the standard first instalment course fees and shortage shall be collected from the student. Excess amount paid over the first instalment, if any, shall be refunded in full.

注意事项：以上退款百分比适用于第一期课程费用付款。若实际交付数额超过规定的第一期费用付款，超过的数额将被全额退还，若实际交付数额少于规定的第一期付款，以上退款条例仍将被实施，若有任何需要补足的费用，学生需要交付。第一期付款外若有附加费用则全额退款。

A cooling-off period of seven (7) working days is applicable for a 100% refund from the date when the contract was signed.

最大数额的退款允许有7天的缓解期，若学生在签署合约后7天内退学，学生可以获得所付费用100%的退款。

Withdrawal Policy

退学政策

- Request for programme withdrawal must be made in writing. A written notice of withdrawal from the programme ("Withdrawal Letter") must be delivered to the Student Care and Administration Department (SCAD) at MDIS Campus, 501 Stirling Road, Singapore 148951. 若学生决定退学，必须提交书面退学申请(退学信)到学生行政部门(Student Care and Administration Department at MDIS Campus, 501 Stirling Road, Singapore 148951)。
- Students with genuine financial difficulties who wish to withdraw from the course should submit a written application letter to MDIS Pte Ltd for consideration. All requests must be supported with documentary evidence. Upon MDIS Pte Ltd' final decision, the Institute shall inform the students in writing within seven working days. 若学生是因经济困难决定退学，也应以书面形式向MDIS提出。所有提出的申请必须有相关文件为依据。MDIS达成最终决定后将在7个工作日内给学生答复。
- All discounts/rebates that the student was entitled to shall be forfeited. 一切减免和优惠将被取消。

- MDIS Pte Ltd shall within fourteen (14) days of receipt of the Withdrawal Letter, send you an acknowledgement of your request to the address stated in your Withdrawal Letter. If no address is stated, the letter will be sent to the address stated in the enrolment form. For the purpose of course fee refund, the official date of receipt of the student's written notice of withdrawal, will be the date of receipt of the Withdrawal Letter which has been duly acknowledged by MDIS Pte Ltd.
MDIS Pte Ltd在收到退学申请书14天内会把退学申请确认信寄到学生退学申请书里面的地址上，若退学申请书上没有注明地址，学校将会寄到学生入学申请表格上的地址。退款事宜的计算日期将在收到学生退学申请书后并经学校确认接收后开始算起。

Transfer Policy 转学政策

If a student who has been accepted by MDIS Pte Ltd decides to transfer to another school/institute/university before or after course commencement, a written notice of transfer must be given to the Student Care and Administration Department (SCAD) at MDIS Campus, 501 Stirling Road, Singapore 148951. This request shall be subject to the MDIS Refund Policy.

若在MDIS Pte Ltd批准入学后，学生要转校到其他学校/学院，必须提交书面转学申请到学生行政部门(Student Care and Administration Department at MDIS Campus, 501 Stirling Road, Singapore 148951)，并遵循退款政策而行。

a) Transfer out of MDIS Pte Ltd to another school/institute/university 从MDIS Pte Ltd转学到其他学校/学院

- Students who request to transfer out of MDIS Pte Ltd to another school/institute/university shall be deemed as withdrawing from the Institute.
任何从MDIS Pte Ltd转学到其他学校/学院者将被视为退学。
- Before accepting such transfer/withdrawal requests, SCAD shall ensure that the student has no outstanding fees payable to the Institute. If there is any outstanding fee, the student shall be advised to make payment before the Institute processes his/her transfer/withdrawal request.
在学校办理退学手续之前，学生行政部门需要确认学生是否有欠款，若学生有欠款，则需要付清欠款后学校再进行转学申请受理。

b) Transfer within MDIS Pte Ltd but to a different course/downgrading of package 在MDIS Pte Ltd学习过程中转换学科或更改课程升学流程

- Such requests must be submitted before commencement of classes or at a maximum, within 14 days after the date of commencement of classes.
该申请需在开课时间之前提出，最晚允许学生在开课后14天内提交申请。
- SCAD shall ensure that the student has no outstanding fees payable to the Institute before accepting such transfer requests. The student shall be advised to make payment of any outstanding fees before the Institute will process his/her transfer request.
在学校办理换课程手续之前，学生行政部门需要确认学生是否有欠款，若学生有欠款，则需要付清欠款后再受理该转课申请。
- If the request was received after commencement of class, the refund policy shall apply.
若学生在开课后提交转课申请，上述退款政策将适用于该申请。
- After completion of 14 days from the date of class commencement, no transfer requests shall be accepted. Students who insist on transferring will be processed as withdrawal and new enrolment respectively. The respective terms and conditions of the withdrawal policy shall then be applicable for both intakes.
在开课日期14天后递交的款课程申请将不被接受，若学生坚持要在该时间更换课程，则被视为从现有课程中退学，学生需以新生身份重新申请新的课程，相应的退学政策和条例将被实施。
- All requests for transfer to a different course within MDIS Pte Ltd or downgrading of academic package must be submitted in writing and supported with an application fee of S\$250 (subject to prevailing GST).
所有在MDIS Pte Ltd内更换课程或者更改升学流程的要求必须以书面形式提出，并需要递交申请费用S\$250.00新币（现行消费税另加）。
- Any excess course fees received from the student shall be refunded as per the policy.
若学生交付的学费超过课程的费用，学校会将相应多出来的费用退还给学生。

Deferment Policy 休学政策

- All requests for course deferment must be made in writing. The student should send their request for withdrawal from the course to the Student Care and Administration Department (SCAD) at MDIS Campus, 501 Stirling Road, Singapore 148951. All requests must be supported with documentary evidence. The refund policy will be applicable.
退学申请必须为书面形式提出，学生需以书面表达形式向学生行政部门(Student Care and Administration Department at MDIS Campus, 501 Stirling Road, Singapore 148951)提出课程休学申请。所有提出的申请必须有相关文件为依据，并遵循退款政策而行。
- Student are allowed to defer only once up to the maximum period of one (1) year, failing which he/she will be deemed to have withdrawn from the course and would have to re-apply as a new applicant if he/she wishes to register on the course again. 学生只允许休学一次，休学时间最长为一年，超过上述期限者将被视为退学，若退学后该学生有意继续原课程的学习，则需要重新以新生身份进行申请。
- International students who are approved for deferment will be required to cancel their student passes as required by ICA. 被批准休学的国际学生，需要根据新加坡移民厅的规定革除其学生准证。
- Approval for deferment is at the sole discretion of MDIS Pte Ltd. MDIS保留休学的批准权利。

Expulsion and Disciplinary Matters

开除和学校相关规定

The refund policy shall apply for students who are expelled by the Academic Director and/or by the University partners for the following reasons:

- a. poor performance in his/her examinations
- b. poor attendance

若学生因为学期考试达不到标准、出勤率不合格或者由学院主管或/和大学合作伙伴开除，学生需要交付已经参加了的课程费用(将以该课程全额费用进行计算)。

Private Education Act

新加坡私立学校法案

Fee Protection Scheme

学生学费保护计划(FPS)

With the introduction of the Private Education Bill, all students' fees will be insured under the Fee Protection Scheme (FPS). 根据新加坡私立学校法案规定，所有学校都必须为学生的学费实施“学生学费保护计划(FPS)”。

The FPS serves to protect the international and local student's fees in the event that a Private Education Institute (PEI) is unable to continue operations due to insolvency and/or regulatory closure. Furthermore, the FPS protects the student if the PEI fails to pay penalties or to return fees to students arising from judgements made against it by the Singapore Courts.

学生学费保护计划会在新加坡私立学校破产或者新加坡官方被勒令关闭的情况下，保护国际和本地学生已经缴纳的学费。同时，该计划也会保证，如果发生争议，学生能够获得由新加坡法院审判的赔偿金额。

MDIS Pte Ltd has put in place the FPS Insurance as its FPS for international and local students. The FPS Insurance offers insured students protection against the following events:

MDIS Pte Ltd已经采用学生学费保险计划，作为对国际留学生及本国学生的保护计划。学生学费保险会在下列情况下给受保学生提供保障:

- Loss of course fees paid in advance by the insured student to MDIS Pte Ltd and not refunded, if the student cannot start or complete his/her course as a result of MDIS Pte Ltd becoming insolvent or being required by the Singapore authorities to stop operations. 受保学生提前支付给MDIS的学费无法退还，若其原因是由于MDIS Pte Ltd破产或因新加坡官方要求停运而导致学生无法开始或结束其课程。
- MDIS Pte Ltd failure to pay the sum awarded by Singapore Courts to the insured student, where such award relates to a dispute between MDIS Pte Ltd and the insured student on course fees paid by the insured student to MDIS Pte Ltd. MDIS Pte Ltd无法将新加坡法庭审判的金额赔偿给受保学生，该金额涉及受保学生支付给MDIS Pte Ltd的学费引起的双方争执
- S\$10,000 benefit payable covering the insured student's accidental death or total permanent disability by accident. 受保学生10,000新币的意外死亡赔偿金或事故导致的永久残疾赔偿金。

MDIS Pte Ltd has appointed LONPAC Insurance Bhd and HSBC Insurance (S) Pte Limited to be the FPS providers for our students. The insurance coverage will be for the entire course fee.

MDIS Pte Ltd指定LONPAC Insurance Bhd & HSBC Insurance(S) Pte Limited为我校学生学费保护计划提供者，该保险将涵盖整个课程费用。

Certificate of Insurance

保险确认证书

Upon payment of the insurance premium, LONPAC Insurance Bhd and MDIS Pte Ltd will issue a Certificate of Insurance to the insured student directly via email.

在保险金交付后，LONPAC Insurance Bhd & HSBC Insurance(S) Pte Limited会直接通过电邮发给学生保险确认证书。

Medical Insurance

学生医疗保险

MDIS Pte Ltd has in place a medical insurance scheme by AXA for all its students as required by Council for Private Education (CPE) under EduTrust certification scheme. As a full-time international student, MDIS Pte Ltd will purchase the medical insurance on your behalf at a fee of \$45 per annum (including prevailing GST) which will be paid by you.

根据新加坡私立教育理事会(CPE)的“教育信托保障计划(EduTrust)”要求，MDIS Pte Ltd已与AXA为所有学生申请医疗保险。MDIS Pte Ltd会代表学生购买每年S\$45新币(包括政府现行消费税)的医疗保险，该费用由学生本人支付。

This medical insurance scheme shall provide a basic annual coverage limit of not less than \$20,000 per student in B1 ward in government and restructured hospitals and up to overall maximum limit per policy year, with 24 hours coverage in Singapore and overseas (if student is involved in the school-related activities) throughout the course duration.

该医疗保险会提供给每个学生每年最高限额内不少于S\$20,000的基本保险涵盖金(医院B1医疗等级)，学生在学校相关活动(在新加坡或者国外)中引起的事故24小时内可以使用该保险。

For more information on the Private Education Act please log on to the following website: <http://www.cpe.gov.sg>

想要了解更多关于新加坡私立学校法案和教育信托保障计划的内容，请查询: <http://www.cpe.gov.sg>.

Claim

声明

The insured student needs to produce his/her Certificate of Insurance and original course fees receipts when submitting a claim under the insurance. LONPAC Insurance Bhd will notify all insured students of the relevant claim procedures to be followed.

被保学生需要提供保险证书以及课程费用交付收据来进行申请，LONPAC Insurance Bhd会通知被保学生关于相关手续。

Checklist: 所需材料清单

- 1) Complete the form in FULL.
请填写表格的各个项目。
- 2) Submit the completed form with the first payment (S\$250 + prevailing GST) of the non-refundable application processing fee and student pass processing fee S\$30 to MDIS at 501 Stirling Road Singapore 148951, attention to International Business Department.
- 将填妥表格与首期报名费(新币250+现行的政府税和签证申请费新币30)(不退还)一起交至MDIS国际业务部, 501 Stirling Road Singapore 148951。

- 3) The first payment of the registration fee can be paid via the options below:
首期报名费可以通过以下方式缴纳

- (i) By demand draft made to 'Management Development Institute of Singapore'
通过国际汇票的方式支付给 'Management Development Institute of Singapore'
- (ii) By direct payment to the Institute's Singapore bank account:
直接支付至学院的新加坡帐户

Name : MDIS Pte Ltd
帐户名

Bank : DBS Bank
开户行

Branch : Queensway Branch
Blk 123 Bukit Merah Lane 1
#01-78 Alexandra Village
Singapore 150123
支行

Account No: 003-911274-2
帐号

SWIFT : DBSSSGSG

- 4) Completed application form must be accompanied by the following documents:
填写完整的申请表格必须连同以下材料一起呈交

- ❖ Please tick accordingly and attach to each application
请根据具体申请情况提供以下材料,适用项画“√”。
- ❖ All documents in foreign language **MUST** be translated to English and copies of both languages must be submitted.
所有中文原件必须翻译成英文,原件须与翻译件一同申报
- ❖ All forms are completed and signed **PERSONALLY** by the applicant.
(signature must be same as passport signature)
所有表格必须有申请人亲自填写并签名(签名应与护照签名保持一致)

Required information for applicant:

申请人所需提供资料如下

- 4 recent passport-sized photographs of the applicant.
(1 photo for application form, 1 for student database, 2 for Singapore Immigration & Checkpoints Authority (ICA))
4张近期护照型照片
(照片用途: 学校申请表格1张, 学籍注册1张, 新加坡移民厅申请表格2张)
- ICA Documents
移民厅申请表格
 - E forms 16 and V36 – to be completed and signed by applicant
电子表16和表V36 – 申请人须亲笔填写并签名
- Photocopy of applicant's passport pages showing his/her particulars and travel document's date of expiry.
有效护照复印件, 显示申请人个人信息及护照有效期
- Photocopy of applicant's Birth Certificate / Affidavit.
申请人出生公证原件
- Photocopy of applicant's Certified / Notarised copy of Education Results/ Certificates & Transcripts
申请人教育证书及其详细成绩的公证书原件
- Letter explaining any gap in timeline (e.g. between education / jobs)
说明信-如出现毕业时间与就业不衔接的情况

- Must show proof of English Medium study/ First Placement Test attempted / IELTS / TOEFL : _____
学校的英语试卷答题纸或雅思、托福成绩
- Photocopy of Parent's date of birth _____
申请人父母的出生公证书原件
- Proof of Parents' Occupation _____ (indicate length, date of commencement, salary and designation)
申请人父母的职业证明原件及翻译件(需列明: 开始工作时间、期限、收入状况及职务)
- Application processing fee of SGD 250 + prevailing GST and student pass processing fee of S\$30 (payable to MDIS).
首期报名费新币250元连同消费税及签证申请新币30的付款证明(自付给MDIS)
- Photocopy of financial ability (e.g. bank statement, fixed deposit / savings account) – VISA Required Country
银行存款证明(如银行对帐单, 定期存单/存款证明) – 如需签证入境
* An amount equivalent to at least SGD \$30,000
最低存款为新币 30,000元等值金额

* Please indicate details:
请列出明细
Bank Statement: _____ Fixed Deposit / Savings: _____
银行对帐单 定期存单 / 储蓄
- Matriculation form for Degree - MBA (if applicable) : _____
MBA入学申请表(如有)
- Work Experience Letter for Degree - MBA
MBA申请人的工作证明
- Letter by applicant indicating interest to study with MDIS (study plan / statement of purpose) – for Master's degree.
学习计划(英文, 包括为什么选择来MDIS学习, 学成后回国打算等)
- Parents' Divorce Certificate (if applicable) : _____
申请人父母的离婚证明(如有)
- Parent's Death Certificate (if applicable) : _____
申请人父母的死亡证明(如有)
- Step-Parents' Marriage Certificate (if applicable) : _____
申请人父母的再婚证明(如有)

All completed items must reach Singapore at least 8 weeks (2 months) before course commencement. Any late submission, MDIS will not submit to ICA. Appeals will take a minimum of 4 weeks from receipts of appeal letters from students.

所有申请文件需在课程开始前8周时间(2个月)递交到新加坡。若学生申报不及时, 学校可酌情不予上交至移民厅。上诉申请需至少4周时间。

- 5) Please note that the conditional acceptance to the course is subject to approval of Student's Pass by Singapore Immigration & Checkpoints Authority (ICA) and the University.
通过新加坡移民和关卡局(ICA)和申请大学的批准, 才为最终录取。

Signature of Applicant: _____ Date: _____
申请人签字 日期

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