

General Instructions for Application to NUS-SHHK Intensive Mandarin Programme

1. Complete the application form in English.
2. Ensure that the name written corresponds to the name printed in your passport/identity card.
3. If your name consists of non-English letters/vowels/characters, please replace them with the corresponding English alphabetical character(s).
4. Attach 1 recent passport size photo.
5. Certified true copies of supporting documents required during application are:
 - a. Identity card or passport showing your personal information
 - b. Highest education certificate
 - c. Valid pass* issued by the Government of the Republic of Singapore, if applicable
6. Supporting documents which are not in English must be accompanied by an official certified English translation of the contents.
7. All fields in the application form are mandatory.
8. Application Form and supporting documents can be submitted through
 - Email: enquiries@shhkca.com.sg; or
 - By post to:

Singapore Hokkien Huay Kuan Cultural Academy
5 Sennett Road
Singapore 466781
9. Application deadlines:
 - Singapore citizens/permanent residents: at least 2 weeks before the commencement date of the course
 - Non Singapore citizens/non-permanent residents: at least 8 weeks before the commencement date of the course.

Your Application Checklist

1. Application Form
 - a. All fields are duly completed
 - b. 1 passport size photograph attached
 - c. Signature on application form
2. Certified true copies of:
 - a. Identity Card (for Singapore Citizens/Permanent Residents) or Passport**
 - b. Highest education certificate
 - c. Official certified English translation of non-English certificates
 - d. Valid pass* issued by the Government of the Republic of Singapore

Type: _____

*Professional Pass, Dependent Pass, Long-term Social Visit Pass, S-Pass, Work Permit, Student Pass etc

**Identity card or passport must show the photo, nationality and personal information of applicant

PART A: COURSE INFORMATION 课程资料			
Course Title 课程名称:	INTENSIVE MANDARIN PROGRAMME		
Course Start Date 开课日期:			
PART B: APPLICANT DETAILS 申请者资料			
Full Name 姓名 (as in Identity Card or Passport):			
Identity Card No 身份证号码/ Passport No 护照号码:		Nationality 国籍:	
Gender 性别:	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	Date of Birth 出生日期 (DD/MM/YYYY):	
Contact Number 联络号码:	(country code) (area code)		
Email Address 电邮:			
Address (Home Country) 户籍住址:			
Address (Singapore) 新加坡住址:			
Highest Qualification 最高学历:	<input type="checkbox"/> Postgraduate 硕士博士学位 <input type="checkbox"/> Degree 本科学位 <input type="checkbox"/> Diploma 文凭 <input type="checkbox"/> Others : please specify		
Employment status 就业状况:	<input type="checkbox"/> Employed 受聘人士 <input type="checkbox"/> Self-employed 自雇人士 <input type="checkbox"/> Unemployed 无业人士 Designation 职位: <input type="checkbox"/> Retiree 退休人士 <input type="checkbox"/> Student 学生 _____		
Is your company sponsoring your course 学费是否获得雇主的赞助/资助? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否			
If yes, please specify company name 如有, 请注明公司: _____			
I understand and agree that the National University of Singapore and Singapore Hokkien Huay Kuan Cultural Academy ("NUS-SHHKCA") will collect and use the information I provided in this application form, together with other information NUS-SHHKCA may obtain about me for the purposes of assessing my application. By signing on this application form, I expressly consent that NUS-SHHKCA may disclose my information to any other agents in order to fulfill these purposes.			
<input type="checkbox"/> By ticking this box, I expressly indicate that I wish for NUS-SHHKCA to mail, email or sms more information of other courses and/or activities of SHHKCA to me.			
PART C: DECLARATION 声明			

I have read the terms and conditions overleaf, and I agree to comply by the said terms and conditions, and abide by the decisions of the National University of Singapore and Singapore Hokkien Huay Kuan Cultural Academy. 本人已阅读了所列条件并同意遵守新加坡国立大学与新加坡福建会馆文化学院对于课程报名的决定与所列条件。

Signature of Applicant 签名:

Date 日期:

TERMS AND CONDITIONS

Registration

1. Application forms must be duly completed with all supporting documents duly submitted and accompanied with full payment
2. All courses are subject to confirmation and applicants will be notified of their application status via email about two (2) weeks (for Singapore Citizens/Permanent Residents) and eight (8) weeks (non-Singapore citizens/non-Permanent Residents) before the scheduled commencement of the course.

Fees Payable*

Course Fees	SGD 3,800.00 per module
Registration Fees	SGD 150.00 per student
Materials Fees	SGD 100.00 per module

*all fees above are subject to prevailing Goods & Services Tax (GST) in Singapore

Payment

1. Acceptable modes of payment are as follows:
 - a. Cash
 - b. Cheque (crossed and made payable to "Singapore Hokkien Huay Kuan Cultural Academy" – please indicate your name, contact number & course title at the back of cheque)
 - c. NETS (usual daily withdrawal limit is SGD2,000/- per day)
 - d. Telegraphic transfer / Cashier's Order

Withdrawal of course

1. All withdrawals from the course shall be administered in accordance with the below mentioned clauses on refunds.
2. A withdrawal request shall be submitted in writing to SHHKCA and the applicant will be informed of the outcome within one (1) week upon receipt of the withdrawal application.
3. Applicants who do not show up for the course shall be considered as conferred a "withdrawal without notice" status and any and all course fees paid will be forfeited.

Refund Policy

1. Course fees are refundable based on the following conditions:

Written notice of Withdrawal is received	Percentage of Refund*
More than 30 calendar days before course commencement date	100%
21 to 30 calendar days before course commencement date	50%
Less than 21 calendar days	0%

* refund of course fees is subject to an administrative charge of S\$50.00 (prevailing GST rate will apply).
Application fee is non-refundable.

Placement Test

1. The level(s)/module(s) of the courses(s) enrolled into by applicants will be subject to the results of the Placement Test and interview conducted by NUS CLS.
2. The date of the Placement Test will be made known to applicants after they have received a confirmation of their admission into the course.

Deferment/Transfer Policy

1. Where an applicant wishes to defer before the commencement of any courses(s), the written request is to be submitted at least two (2) weeks (for Singapore Citizens/Permanent Residents) and four (4) weeks ((for non-Singapore citizens/non-Permanent Residents) before course commencement. The applicant will be informed of the outcome of the written request within one (1) week upon receipt of the application of deferment/transfer.

Certificates

1. The Certificate of Proficiency (awarded by National University of Singapore) is issued to an applicant who has met the assessment criteria and the required attendance requirements.
2. The Certificate of Attendance (awarded by SHHK Cultural Academy) is issued to an applicant who has met the minimum attendance requirement of 75%.

Other information

1. SHHKCA reserves the right to cancel or postpone any course(s) and/or lesson(s) at its absolute discretion by giving applicants a reasonable period of notification. In the event that the applicant's chosen course(s) is cancelled prior to its commencement, SHHKCA will process a full refund of course fees and application fees already paid (if applicable).
2. SHHKCA reserves the absolute right to change the course schedule by giving a reasonable period of notification.
3. Inaccurate or false information or omission of material information provided will render your application invalid.
4. SHHKCA reserves the right to reject applications that are incomplete or inaccurate.
5. You acknowledge and agree that as part of the application to the course and during the course, SHHKCA may collect, use and/or disclose your personal data (as defined under the Personal Data Protection Act 2012) in accordance with the laws and our Privacy Policy which can be found at <http://www.shhkca.com.sg/privacy-policy>
6. There will be no refund or make-up lessons if the participant fails to attend any lessons.
7. All correspondence with SHHKCA will be sent to applicants via email (as per the email address provided in the application form).
8. SHHKCA reserves the absolute right to amend, modify and/or change the terms and conditions stated herein.
9. For further enquiries, please email enquiries@shhkca.com.sg