



BEDOK COMMERCIAL SCHOOL
Blk 209 New Upper Changi Road
#04-649/651 Singapore 460209
Tel: 62414431 Fax: 62420419
Email address: enquiry@bedokschool.com
Website: www.bedokschool.com

APPLICATION FOR ADMISSION

Please complete the form in **BLOCK LETTERS. (PLEASE NOTE THAT FEES PAID ARE NOT REFUNDABLE)**

I APPLICANT'S PARTICULARS

- Name: (Mr/Ms/Mrs/Md) _____
- NRIC/FIN/Passport No: _____ Nationality: _____
- Date of Birth: _____ Race: _____ Sex: _____ Marital Status: _____
- Address: _____
- Contact No: _____ (H) _____ (Pg/Hp) Email: _____
- Name of Company: _____
- Company's Address: _____
- Contact No: _____ (O) Fax No: _____ Current Position: _____
- Educational Qualifications. Please tick ✓
 GCE 'N' Level (Academic/Technical) GCE 'O' Level GCE 'A' Level Polytechnic Diploma University/College
 Others (Please specify) _____
- Sponsored? YES/NO
If yes please tick ✓ the appropriate: SDF SRP

II COURSE DETAILS

- Course Applied For: _____
- Commencing Date : _____
11. How did you get to know our school? Please tick ✓
- Newspaper
 - Friends/Relatives
 - Others (Please specify) _____

III APPLICANT'S DECLARATION

11. I declare that the particulars stated above are true and correct to the best of my knowledge. I also agree to abide by the rules and regulations of the school.

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Amount/ Deposit Paid: \$

Receipt No:

Cheque No/ Bank (If Any):

Amount Outstanding: \$

Special Remarks:

Enrolled By:

Verify By:

TERMS AND CONDITIONS

1. A valid and binding contract shall be deemed to be have come into existence between the applicant and the School upon the acceptance of the application for admission.
2. The acceptance of the application by the School shall be in writing and for this purpose, a receipt for the course fee issued by the school shall constitute acceptance in writing. No application shall be considered accepted by the school unless the course fee and the prescribed enrollment Fee accompany the application.
3. The required payments must be made in advance before the commencement of the course. All subsequent payments should be made within first 5 working days of each month. Pro rating of fees will not be entertained.
4. Any decision to withdraw from the course should be communicated to the school in writing.
5. After commencement of the course, any withdrawal must be requested in writing and is subject to the school's approval.
6. The School has the right to make appropriate changes in its lecturing staff, courses outline and schedule where it deems necessary.
7. All effort will be made by the school to arrange for the registration of students to sit for the examination. However, no liability can be attached to the school if, by reason of willful suppression or omission of essential particulars on the student's part or other reasons beyond the control of the School, the student is refused exam entry by the examining body.
8. The School reserves the right to reject any application(s) and expel any student if and when necessary. No fees are refundable upon expulsion. The School's decision in all matters pertaining to rules and regulations shall be final.
9. The student is liable to immediate dismissal for any serious misconduct and / or breach the School's rules.
10. The student is to comply with the general safety standards and to observe proper handling procedures of all equipment.
11. Each student must have adequate attendance before a Certificate of Achievement can be issued. Part-time 75%, full-time 80%.
12. The School reserves the rights to expel any student if he or she has not made any payment of fees or has absent for a continuous period of two (2) weeks without obtaining prior permission from the School.
13. The PEO is committed to maintain the confidentiality of students' data.
14. All payment must be paid in Singapore dollars in cash or cheque as stated in the course brochure.

TRANSFER POLICIES

1. Application for transfer to other courses must be made 14 days before the class starts.
2. S\$25.00 transfer fee will be incurred. Application for transfer to other courses must be made 14 days before the class starts.

REFUND POLICIES

OUR REFUND POLICY IS AS FOLLOWS:-

% of [the aggregate amount of the Course Fees and Additional Fees paid under Clause 1.7 and 1.10]	If Student's written notice of withdrawal is received
100%	More than 7 days before the Commencement Date
100%	Before, but not more than 6 days before the Commencement Date
Pro-rated on the number of sessions	After, but not more than 30 days after the Commencement Date
N.A.	More than 30 days after the Commencement Date, but not more than 40 days after the Commencement Date
N.A.	More than 40 days after the Commencement Date

1. If the application for Student Pass is unsuccessful, the admin. and processing fees will not be refundable.
2. Refund will not be considered if the course has commenced.
3. The school's decision of application for refund cases is final and no appeals will be entertained. For any enquiries, please contact 62414431.

FOREIGN STUDENTS

1. The student's pass application fees of \$150 is not refundable.
2. Upon approval of the student's pass, all foreign students will enter into the CASE-STANDARD Student Contract.

ALL COURSES ARE INCLUSIVE OF 7% GST – REGISTRATION NO: M9-000074-G
(15/8/09)