



FIRST MEDIA DESIGN SCHOOL

报名表格

(Programme Application Form)

请贴上最近
拍摄的护照型照片
(Please attach
original recent
passport-size
photograph)

1. 报读课程 (请选择FMDS册子所列明的培训课程) Programme Applying For (Please specify the programme title as stated in the FMDS brochures)				
课程名称 Programme Name: Encircle where applicable		Diploma: Fashion Design	Intake: Jan / April / July / Oct	
Advanced Diploma: Visual Comm (Graphic Design)	Advanced Diploma: New Media Animation	Diploma: Visual Comm (Graphic Design)	FT	PT
Advanced Diploma: Fashion Design and Merchandising	Advanced Diploma: New Media Film Making	Diploma: Visual Comm (Multimedia)	<input type="checkbox"/>	<input type="checkbox"/>

2. 个人资料 (Personal Particulars)				Student ID -	
姓名 (与身份证/护照相同)*先生/小姐/女士 Name (as it appears in NRIC/Passport*) Mr/Miss/Mrs			性别 Gender <input type="checkbox"/> 男性 (Male) <input type="checkbox"/> 女性 (Female)		
身份证号码/护照号码 NRIC No. & Passport No*.			出生日期 Date of Birth		年龄 Age
地址 Address			邮区 Postal Code		
			国家 Country		
电话 (住家) Telephone (Home)	电话 (公司) Telephone (Office)	手机 Mobile	传真 Facsimile	电邮地址 E-Mail Address*	
职业 Occupation					

3. 监护人 (非新加坡公民) Guardians (For non-Singaporeans)				
姓名 Name	关系 Relationship	出生日期 Date of Birth	身份证号码 NRIC No.	职业 Occupation

4. 近亲/联络人在紧急情况下 Next of Kin/Contact Person in Case of Emergency *Compulsory Field			
姓名 Name	关系 Relationship	职业 Occupation	联络电话号码 Contact No

5. FMDS学生过去/现今入学记录 (Past/Current Enrolment as a FMDS Student)	
入学年份 Year of Enrolment	毕业/退学年份 (如有) Year of Completion/Withdrawal (if applicable)
现今报读/完成的课程名称 (如有) Programme Name Currently Pursuing/Completed (if applicable)	
过去曾享有的豁免权 (如有) Exemptions Given In The Past (if applicable)	

6. 教育程度 (Education Qualifications)					
课程学期 Duration		全职/兼职 FT/PT	学府名称 Name of Institution	修读课程名称 Name of Course Studied	最高学历 Highest Qualification Attained
从 (月份/年份) From (mm/yy)	至 (月份/年份) To (mm/yy)				

7. 现今/过去就业资料 (Present/Past Employment Details)				
公司名称 Company Name	职衔 Designation	历程 Period		职务简介 Job Description
		从 (月份/年份) From (mm/yy)	至 (月份/年份) To (mm/yy)	

8. 申请者清单 (Applicant's Checklist)	
(1) 学历副本一份 (包括剑桥 'O' 水准会考成绩) 1 copy of all educational qualifications attained (including GCE 'O' Level qualification)	<input type="checkbox"/>
(2) 学业成绩详尽誊本一份 1 copy of detailed result transcripts	<input type="checkbox"/>
(3) 个人身份证明文件一份 (例如身份证/护照) 1 copy of personal identification document (e.g. Identity Card/Passport)	<input type="checkbox"/>
(4) 2张最近拍摄的护照型照片 (新加坡公民/永久居民) 或4张最近拍摄的护照型照片 (非新加坡公民) 2 copies of original recent passport-size photographs(Singaporeans/Singapore PRs) or 4 copies of original recent passport-size photographs(Non-Singaporeans)	<input type="checkbox"/>
(5) 付予 "First Media Design School Pte Ltd" 的695.50新元 (本地学生) 1,027.20新元 申请费付加128.40新元学生证费 (国际学生) (不予退还) Application fee (non-refundable) is payable to "First Media Design School Pte Ltd" Local students - Application fee S\$695.50 International students - Application fee S\$1,027.20 , Student Pass application fee S\$128.40	<input type="checkbox"/>

9. 宣誓与签名 (Declaration and Signature)
<p>本人希望报读此表格首页第二节所列的课程，并保证本人在此申请表格所提供的资料，以及所附上的证明文件均属正确及完整。本人清楚知道提供虚假或误导性的资料，可能导致申请被回绝或遭到被学校立即开除的处分。本人同意让学校在有必要的情况下向任何其他教育学府要求提供本人的学历记录或相关证明。同样地，本人也同意让学校在其他教育学府有所要求时，向他们披露本人的学历记录，从而对我所提出的申请进行核对证明。本人也清楚知道课程开始之后，所有已付学费均不予退款。本人已听取了有关工作人员负责人谨此表明了解和接受学校所列明的条例与规则。</p> <p>I wish to be considered for admission to the course that I have indicated in Section 2 on the 1st page of this Application Form, and I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it is correct and complete. I acknowledge that the provision of false or misleading information may result in non-acceptance of this application or immediate expulsion from the school. I authorise the school where necessary to obtain from any other educational institution evidence of my academic record or to seek other corroborating evidence with respect to my application. Similarly I authorise the school to release details of my academic records as requested by other education institutions to assist and corroborate the processing of applications I may make to such institutions. I am also aware that all fees paid are non-refundable upon course commencement. I hereby declare that I have been briefed by the relevant staff in charge and accept the TERMS AND CONDITIONS stated by the school.</p>
<p>_____</p> <p>签名 Signature 日期 Date</p>

官方使用 (For Official Use)	
Application Fee (tick if paid where applicable) (for local students) S\$695.50 <input type="checkbox"/> (for international students) S\$1,027.20 <input type="checkbox"/> Student Pass application fee S\$128.40 <input type="checkbox"/>	FPS A/C Created: Yes/No _____ Date: _____ Attended By: _____ Name/Signature/Date _____ Checked By: _____ Name/Signature/Date _____
Tuition Grant: _____ Original Total Course Fee (before Tuition Grant) _____	Student Bank Account No & Bank Name*:
Total Course Fee (after Tuition Grant) _____	Comments

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Attendance

- First Media Design School is obliged to report to the Immigration & Checkpoints Authority (ICA) on international students who have failed to attend classes two days or more without any valid reason or have not attended classes regularly i.e. the attendance is 90% or lower in any month of the course without any valid reason. The attendance requirement of 75% (local student) and 90% (international student) will be tabulated on a monthly basis; attendance for all 3 units in a module will be computed to form this percentage. Students with regular absenteeism will be referred to the Faculty Head/Vice-Principal for counselling and in addition their parents will be informed.

Students who still do not improve in attendance to meet the above attendance requirements, will be barred from taking their final assessment towards the end of the term and will be deemed to have failed the whole module. This will also lead to the cancellation of Student Passes.

- On top of the attendance requirement stipulated above, the number of medical certificate/letter of excuse produced within a month must not exceed 10 times (full-time students) / 6 times (part-time students) for the entire module. Students who exceed this rate will have to retake the entire module during another term. This is in view that students who are regularly absent from classes will not have learnt much from the class under such circumstances and it is in the best interest of the student in concern.
- Project days are compulsory and attendance will be taken into account as part of the overall attendance for students to fulfil the 5 days week studies requirement.
- Local students, who have failed to attend classes for a continuous two days or more without any valid reason or have not attended classes regularly i.e. attendance is 75% or lower in any month of the course without any valid reason, will lead to a Fail grade and a re-unit is required for the unit in question.
- Warning letters will be given accordingly to those who constantly absent themselves from classes. They may also be barred from participating in the final presentation if a 3rd and final warning letter is sent.
- If a student is more than 15 minutes late for a class for 3 consecutive lessons, it will be considered as 1 absentee from class. A student who is more than 30 minutes late for a class will be immediately marked as being absent for the class.
- Attendance is compulsory. In the event of absenteeism due to unforeseen or medical reasons, a letter from the parent/guardian, or a doctor's medical certificate or an excuse letter must be submitted on the following day.
- Students who are unable to attend regular classes with valid reasons are required to submit the "Request for Authorised Leave of Absence" form together with relevant supporting documents to the Administration Office at least one week before the date of absence.
- Students must be punctual for lessons and other School activities.
- All assignments must be handed in on time and students are expected to be adequately prepared for their lessons.
- Students must refrain from attending to private matters during lessons.
- No student may leave a lesson without the permission of the teacher-in-charge.

Student Contract

- It is the standard operating procedure of the school to enter into a Student Contract with the student prior to his or her confirmation of enrolment.

Examination and Certificates

- No certificate will be conferred upon any student if his/her attendance during the course is less than 75%. For foreign student on student pass: 90%
- The School reserves the right to bar any students from taking any scheduled examination or test if his/her attendance is less than 75%. For foreign student on student pass: 90%
- The dates and times for the examinations and/or tests will be scheduled by the School and is at its sole discretion.

Material

- All books, instrument and materials belonging to the School must be handled with proper care.
- Students will be held responsible for any damage caused to such materials, books, equipment, computers, and instruments utilised within the duration of the course.
- All materials distributed by the School are to be kept for personal and private use only.
- All lesson notes will be provided to students through their individual account under the School Management System.

Discipline

- Students must respect the lecturers and staff of the School at all times.
- All work and assignments must be submitted by the time stipulated by the lecturer(s).
- In the event that student is unable to attend any class due to urgent matters, the School must be notified in advance.
- Should any student behave in a disorderly or irresponsible manner, or engage in any act which is detrimental to the image of the School, the School has the right to terminate the student.
- The School reserves the right to re-schedule, re-arrange or cancel any classes at its sole discretion with valid reasons.
- Any students found misbehaving or causing disorder within the School/class will be dealt with severely. Students are liable to expulsion from the School.

Public Holidays

- Any scheduled lesson falling on a public holiday shall be cancelled and no remedial classes will be held for classes cancelled.
- The School observes Public Holidays as gazetted by the Singapore Government.

Fee Protection Scheme (FPS)

- The Fee Protection Scheme (FPS) serves to protect students' fees in the event a private education institution 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 courts.

EduTrust-certified private education institutions are required to adopt the Fee Protection Scheme to provide full protection to all fees paid by their students. All fees refer to all monies paid by the students to be enrolled in a private education institution, excluding the course application fee, agent commission fee (if applicable), miscellaneous fees (non-compulsory and non-standard fee paid only when necessary or where applicable, for example, the re-exam fee or charges for credit card payment etc.) and GST.

FMDS has adopted the Escrow Scheme (the "FPS") by entering into a Master ESCROW agreement with HongKong and Shanghai Banking Corporation Limited (HSBC) and DBS Bank Limited, two of the appointed banks by the Council for Private Education(CPE).

Under this scheme, private education institutions are strictly not allowed to collect any money from their students. Instead, the students are to deposit all their fees into the escrow bank account which their private school has opened with any one of the Council for Private Education-appointed banks. Funds in the account are disbursed to the private education institution on a regular basis only if specific conditions are met.

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Refund Policy & Procedure

Refunds for Withdrawal for Cause

FMDS shall inform the Student immediately within three (3) working days if:

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) It fails, for any reason, to complete the Course by the Course Completion Date;
- (iv) It terminates the Course, for any reason, prior to Course Completion Date; or
- (v) The Student's Pass application is rejected by Immigration and Checkpoint Authority of Singapore (ICA).

FMDS shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (iv), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

Under the above circumstances (i) to (iv), FMDS shall also within seven (7) working days after notifying the Student, refund to the Student:

- The entire amount of the Course Fees; and
- The Miscellaneous Fees.

Refunds for Withdrawal without Cause

Where the Student withdraws from the Course for any reason other than those under circumstances (i) to (iv) shown above, FMDS shall as soon as practicable after receiving the Student's written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice) refund to the Student the following sums (less any applicable bank administrative charges properly paid/payable):

- The School reserves the right to postpone/cancel any classes, with valid reasons and upon ample notice given to the students.
- Course fees paid before or after commencement of the course are refundable in accordance to FMDS refund policy.
- **100%** refund of tuition fees if the applicant's written notice of withdrawal is received **more than thirty (30) days** before the commencement date; or
- **80%** refund of tuition fees if the applicant's written notice of withdrawal is received **before but not more than thirty (30) days** before the commencement date; or
- **50%** refund of tuition fees if the applicant's written notice of withdrawal is received **after but not more than ten (10) days** after the commencement date; or
- **20%** refund of tuition fees if the applicant's written notice of withdrawal is received **more than ten (10) days but not more than 30 days** after the commencement date; or
- **0%** refund of tuition fees if the applicant's written notice of withdrawal is received **more than thirty (30) days** after the commencement date.

Note:

FMDS shall provide the Student with a cooling-off period of [7] working days after signing this Agreement. Within these 7 days and regardless whether the Course Commencement Date has passed, the Student can submit written notice of withdrawal to FMDS and receive the Maximum Refund amount stipulated by FMDS under Clause 2.4 of the standard student contract (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, any FMDS administrative charges which are stipulated in the Miscellaneous Fees and any applicable bank administrative charges properly paid/payable under Clause 3). Any dispute in respect of how much Course Fees have been consumed pursuant to this clause shall be referred to mediation at the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre pursuant to Clause 5.4, and only in respect of such decision, the decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) shall be final and binding on all parties.

FMDS shall also bring to the Student's notice Schedule 3 by notifying the student of his rights under the cooling-off period, and receive written acknowledgement as provided therein by the Student that Schedule 3 has been brought to his notice. In the event that the notice in Schedule 3 has not been brought to the Student's attention, the cooling-off period of [7] working days shall only commence from the date that Schedule 3 has been brought to the Student's notice, and the Student has acknowledged the same. The Student shall have the right to withdraw from the Course and receive a refund as stated in this Clause 2.5 anytime before the notice in Schedule 3 has been brought to the Student's attention.

This Clause 2.5 takes precedence over the FMDS's refund policy stated in Clause 2.4.

Transfer/Withdrawal Policy & Procedure

- Transfer means a student changes the course of study or requests for change of level of course, but remains as a student of FMDS.
- A student, who seeks transfer to another school, or to return to his/her native country for whatever reason, is deemed to have terminated from the course and withdrawn from FMDS.
- Requests for withdrawal/transfer must be done formally through the Administration Office, request through telephone calls will not be entertained.
- Once a student has enrolled for an Advanced Diploma programme, he/she will not be allowed to transfer to a Diploma level programme. Due diligence will be taken to ensure that prospective students are well aware of this guideline during pre-course counseling.
- Students intending to transfer from the course he/she is attending to a different course conducted by the School, must complete the "Change of Level/Course" form obtainable from the Administrative Office.
- Students intending to withdraw from the course must obtain and complete the "Course Withdrawal & Refund Form" and submit it to the Administration Office.
- All transfer/withdrawal requests will be subjected to an interview session with the School's Vice-Principal.
- An official letter will be issued to student on the outcome not more than 4 weeks from the transfer request date and not more than 4 days from withdrawal request date.
- For withdrawal case, refund of fees shall be in accordance with the School's Refund Policy.

International Students

Transfer - For international students holding on to a student pass, they are required to reapply for a new student pass once the School approves the request for transfer. The School will assist the student in the application process which takes about 4 weeks to be processed by ICA.

Withdrawal - For international students who's application for withdrawal has been granted by the School, students are required to return their student pass to the Immigration & Checkpoint Authorities of Singapore (ICA). A temporary VISA will be issued to the student in concern by ICA before being required to leave Singapore within a stated period of time.

Note that duration of VISA issued will be decided by ICA and the School takes no say or responsibilities in this.

Miscellaneous

- The above rules and regulations are subject to changes and students will be informed accordingly.
- Students are to notify the School of any changes in their addresses or telephone numbers immediately, failing which the School is not responsible for any consequential loss.

Confidentiality of Student Data

- The School will safeguard according to strict standards of security and confidentiality any information obtained from the Students. We will limit the collection and use of student information to the minimum.
- Every effort shall be made to ensure that the integrity of the student's personal particulars and confidential information entrusted to the School is not compromised unless required to by law.
- The School undertake not to divulge any of the Student's personal information to any unauthorized third party without the prior written consent of the Student.