

| APPLICANT'S INFORMATION & PARTICULARS | | |
|--|--|--|
| <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Others: _____ Full Name (as printed as IC/ Passport)/ Underline Family surname | | Name in Chinese characters (If Applicable) |
| Other Names: | | Passport/IC No |
| Tel (Home): | Date of Birth: ____(Day) ____ (Mth) ____ (Yr) | Passport Date of Issue: |
| Handphone: | | |
| Race: | Religion: | Passport Date of Expiry: |
| Occupation: | Nationality | Place of Birth /Country |
| Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed | | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Email address: | | Fax No: |
| Current Singapore Mailing Address: | | |
| Country: _____ Postal Code: _____ | | |
| Overseas Address: | | |
| Country: _____ Postal Code: _____ | | |
| GUARDIAN / PARENT INFORMATION & PARTICULARS (Must fill up if the student is under 21 old years) | | |
| <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Others: _____ Full Name (as printed as IC/ Passport)/ Underline Family surname | | Name in Chinese characters (If Applicable) |
| Other Names: | | Passport/IC No: |
| Tel (Home): | Date of Birth: ____(Day) ____ (Mth) ____ (Yr) | Passport Date of Issue: |
| Handphone: | | |
| Race: | Religion: | Passport Date of Expiry: |
| Occupation: | Nationality | Place of Birth /Country |
| Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed | | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Email address: | | Fax No: |



Current Singapore Mailing Address:

Country: _____ Postal Code: _____

Overseas Address:

Country: _____ Postal Code: _____

ACADEMIC/ PROFESSIONAL QUALIFICATIONS OBTAINED

| Name of school | Country (State) | Language in Instructions | Period of education | | Qualification awarded |
|----------------|-----------------|--------------------------|---------------------|----|-----------------------|
| | | | From | To | |
| | | | | | |
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Would like to hear more about information about other courses provided by IBISO or IBISO strategic partner.

Yes/No, Please state the type of courses that you are interested in : _____

ENGLISH LANGUAGE PROFICIENCY

Poor Fair Good Excellent
 Please provide details:

Have you taken any of the followings examinations?
 TOEFL Year: _____ Result: _____
 IELTS Year: _____ Result: _____
 "O" Level Year: _____ Result: _____

ACADEMIC / PROFESSIONAL COURSE DECIDED

- Certificate in _____
- Diploma in _____
- Advanced Diploma in _____
- Others: _____

DECLARATION

All applicants must fill up and signs this portion

- I, we have read and understood and will agree to bound by the Terms & Conditions as stated this application form.
- I, we declare that all the information given by me / us is true and correct.
- I, we agree to pay all fees according to payment schedule.
- I, we also agree to sign Student Contract with School.

Signature of applicant

Signature of parents/guardian/ Company Sponsored *

* Please delete as appropriate.

Admission Policy

The student is required to meet the min requirement of the course he/she had enrolled. If the applicant is below 21 years, parents/guardian of the applicants required to sign the application.

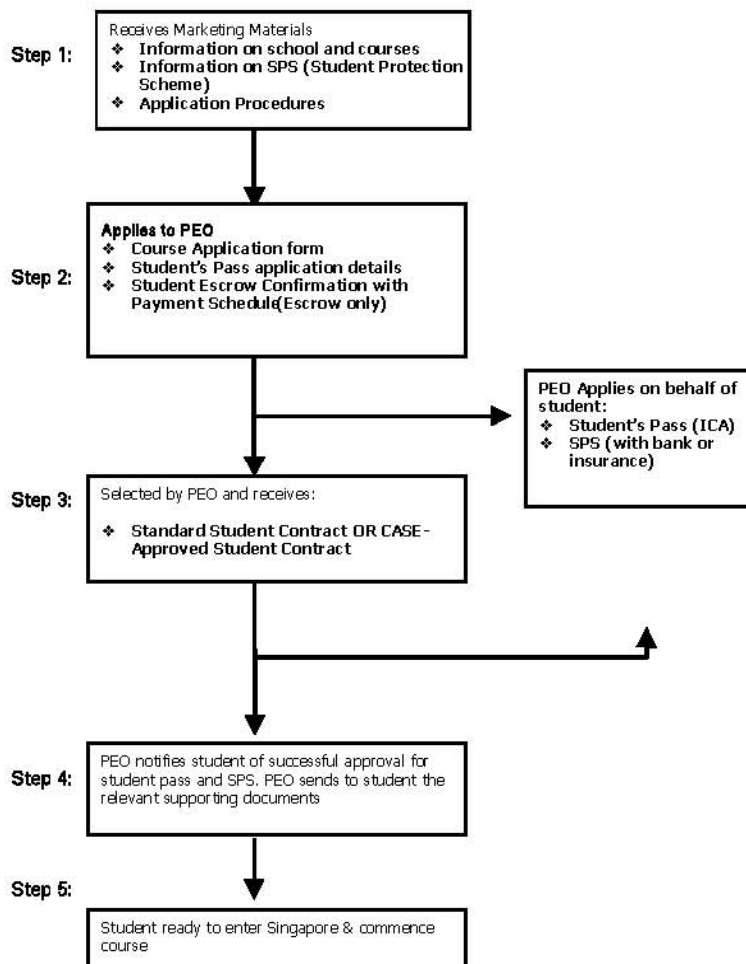
Students have to enter into the Standard Student Contract with IBISO as part of the framework of Case Trust stipulated by Consumer Association of Singapore, which among other matters outlines, the refund policies and the Student Protection Scheme.

As for international students the approval is subject to ICA clearance. International students required to fill up necessary forms in order enroll into the course.

Student required to submit the signed application with other supported documents 7 days prior to course commencement.

The student needs to submit the following documents as mentioned in checklist with the application forms.

International Student Application Procedure



Refund Policy

IBISO Creative Inspirational Learning is committed towards maintaining quality and service guarantee. In order to serve the welfare of the students, we have policies to ensure students will served well.

Students requesting for refund of course and service fees needs to write in the following order:

- a. Student's Name
- b. Signed by Guardian Name / Student's parent or guardian (if the student is under twenty one (21) years of age)
- c. Student's Pass Number
- d. Course enrolled / commencement date
- e. Copy of official receipt
- f. Reason(s) for requesting the refund

We will answer to your request as soon as possible after in receipt of the student's notice for withdrawal.

Refund Payment Method (if any)

- a. Approved refund is payable in Singapore dollars.
- b. Approved refund is payable within fourteen (14) working days after receiving written notice for refund of the course or service from the student.

Withdrawal for Cause

We have put in place service guarantees to protect students and students are entitled to immediately withdraw from the course in the event of any of the under-mentioned situations:

- a. IBISO, for any reason, to commence the Course on the Commencement Date;
- b. IBISO, for any reason, to complete the Course by the Completion Date;
- c. IBISO terminates the Course for any reason prior to the completion of the Course
- d. IBISO is in material breach of its obligations under this Agreement.

Refunds for Withdrawal for Cause

Students requesting for transfer, withdrawals, and deferrals needs to write in the following order:

- g. Student's Name
- h. Signed by Guardian Name / Student's parent or guardian (if the student is under twenty one (21) years of age)
- i. Student's Pass Number
- j. Course enrolled / commencement date
- k. Copy of official receipt
- l. Reason(s) for withdrawal

IBISO, will process as soon as possible after receiving the student's notice of withdrawal under the Conditions for Withdrawal from Course (and in any event no more than fourteen (14) days after receiving such notice) refund to the Student the entire amount of the Tuition Fee and the Non-Tuition Fees.

Withdrawal Without Cause and Refunds

If student withdraws from the Course for any reason other than those set out in the circumstances for Withdrawal for Cause, IBISO shall after in receipt of the Student's written notice of withdrawal (and in any event no more than fourteen (14) working days after in receipt of such notice) refund to the Student (less any applicable bank administrative charges properly payable/paid under the Student Protection Scheme) the sum of:

| % of [the aggregate of the Course Fees and Additional Fees] | If Student's written notice of withdrawal is received |
|---|---|
| 100% | More than 65 days before the Commencement Date |
| 50% | 30 to 65 days before the Commencement Date |
| 25% | 1 to 30 days before the Commencement Date |
| 5 % | 0 to 14 days after the Commencement Date |
| 0% | More than 14 days after the Commencement Date |

No Refund

- a. Student's enrolment in the course was cancelled and/or the student is expelled from the course or IBISO Creative Inspirational Learning, for breach of IBISO Creative Inspirational Learning and/or government agencies/authorities rules and regulations and/or laws of Singapore, shall not be eligible for any refund.
- b. Registration fee is non-refundable.

Transfer Policy

IBISO will prepare the student's cancellation letter, attendance of student, original student pass and passport to ICA so as to assist the transfer.

IBISO required at least 14 days to process the application.

Transfer within the school courses subject to School approval. There will be administration fee of \$ 50 for transfer into another course. The student must fulfill the requirement of the course in order for the transfer.

Complaint/ Grievance Policy

IBISO Creative Inspirational Learning is committed towards maintaining quality. In order to serve the welfare of the students, we have policies to ensure students will served well. We will encourage the students to speak to their relevant trainer about their problems that they are facing. If cant resolve by the trainer, we encourage them to speak /write in to Administrator.

Students have any feedback or complaint required to write the following order:

- a. Student's Name
- b. Student's Pass Number
- c. Course enrolled / commencement date
- d. Contact number/ Email address
- e. Nature of complaint/feedback

Once we receive the feedback, we will acknowledge the complaint within 3 days received. Administrator will assist through and resolve within 7 days of complaint. If cant resolve, Manager will be assist student through and will resolve within 21 days of complaint received. If not able to resolve, either of the party can refer the complaint/grievance to CASE.

Payment methods and channels policy

- a. Course fee is payable in Singapore dollars and no Goods and Service Tax required for all courses.
- b. Fees of International students shall be received within the Student Protection Scheme of Casetrust.
- c. Accuracy of charging-To ensures accuracy of charging, we have list clearly all course fees including total amount payable and its breakdown.
- d. Fees can be paid in one of the following methods:
 - Cash,
 - Bank draft,
 - Telegraphic transfer,
 - Combination of the above methods.

Confidentiality Statement

Our school treats all students' information and data with the strictest confidentiality. Any access to student information is limited to staff involved in their daily operation. The students' information obtained is solely for the purposes of completing the course and billing purpose. The student's information will be provide to university or examination body that they have enrolled to.