

INTERNATIONAL APPLICATION FORM *effective date 01/11/2013*



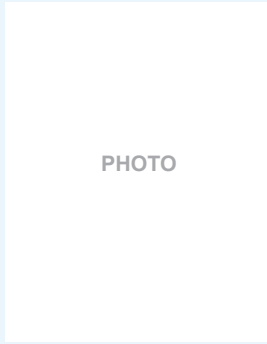
SAE Institute Bangkok, Thailand

4, 4/5 Rajadamri Road
Zen World Level 12M
(CentralWorld Plaza)
Pathumwan Bangkok 10330

Tel : +66(0)2 6586560-62
E-mail : info@saethailand.com

Private & Confidential

- Please complete, sign and date this form and post or email to the campus you are applying to.
Address Details can be found online or on the rear of the Course Prospectus.
- Please print in BLOCK LETTERS and use a BLACK or BLUE pen.
- Print X in the appropriate boxes.
- Make sure you read and agree to all terms & conditions, Policies & Procedures of the booklet.



Further information is available online.

1. Personal details

Please complete the following information as it appears on your current passport or identification.

Title

Surname or family name

First given name

Other given names

Previous name (if applicable)

Date of birth (day / month / year)

 / /

Male Female

Please ensure that a certified copy of photographic identification is attached. (eg. Drivers Licence, Passport) Only one copy is required throughout this application.

2. Contact information

Phone number (include country and area code if outside Thailand)

Phone number (include country and area code if outside Thailand)

Mobile number (include country and area code if outside Thailand)

Fax number (include country and area code if outside Thailand)

Email address

3. Address information

Permanent home address

Address

Suburb, town or city

State

Country

Postcode / Zip Code

Postal address

Same as permanent home address

Address

Suburb, town or city

State

Country

Postcode / Zip Code

4. Emergency contact details

Given name

Surname or family name

Relation to applicant

Home phone number (include country and area code if outside Thailand)

Mobile phone number (include country and area code if outside Thailand)

Email address

11. Course selection

What course do you wish to apply for with SAE Institute.

Course of study

Full course name

Load: Fulltime

Intake commencement date (day / month / year)

 / /

Tuition payment method?

Upfront payment

Package

12. Academic credit

Will you be applying for Recognition of Prior Learning (RPL) or Direct Credit Transfer (DCT)?

No Yes

If yes:

Please request the application form from SAE Institute Admin.

13. Advisory note to students

Please refer and sign the Advisory Note which is attached at the back of this application form.

14. Recruitment Agent

Company Name and Stamp.

15. Student Declaration

I understand that:

- the documents submitted for my application become the property of SAE Institute
- SAE Institute may reverse any decision made on the basis of incorrect or incomplete information provided by me
- SAE Institute reserves the right to inspect and verify the originals of supplied documents

I declare that:

- I am seeking admission as a fee paying student for education purposes only
- I will be responsible for the full costs of the program for which I am seeking admission and for my travel and living costs
- I have read the instructions on this application form and that the information provided by me in this application is true and complete
- I have read and understood all of the terms and conditions of enrolment set out in the local Registration Agreement and agree to abide by these terms and conditions.

I authorise SAE Institute to:

- send electronic communication and information relating to my application
- release personal information relevant to my application and visa documentation to: my nominated authorised SAE Agent, relevant government(s) and their agencies; associated SAE Group institutes, companies, or their agents
- contact any persons, institutions, companies or entities mentioned in this application in order to verify claims made by me

Applicant's signature

Date

Place

Official Use Only

Entered in CAS

Place allocated

Confirmation letter sent

					Amount	Date	Receipt No.
Processed By		Form Received	___/___/___	Reg Fee	THB	___/___/___	
Course Code		Total Fees Due	THB	Course Fee	THB		
Agent Use Only	Agent:		Fee:	THB			

Continuous Improvement and Changes

SAE Institute adopts a process of continuous improvement, therefore all courses, resources, equipment and units of study are subject to change.

SAE Institute reserves the right to vary the units of study offered in any trimester.

SAE INSTITUTE THAILAND

I, _____ PRINT YOUR NAME _____ have read and fully understood the terms of this Agreement and attached Application Form. I have read and understood the costs and associated with my Program, as stated in the attached "Program Costs and Commencement Dates" Document. If accepted for study, I will abide by the terms and conditions set forth in this Registration Agreement and any other rules and regulations which may be communicated to me by SAE Institute prior to and during my enrolment. I acknowledge that the information I have provided on the reverse side of this document is true and correct to the best of my knowledge. I hereby authorise SAE Institute to use my photograph, audio / video material, statement and name in any promotional material relevant to the College. All materials produced during my program of study will remain the property of SAE. By my signature, I agree to all terms of this agreement.

Signature of Applicant / Applicant's Parent or Guardian

Date

Place

I.D. / Passport Number

Authorised Signature / SAE Institute

Full Name

Date

1) Definitions

The Following terms are used in this agreement:

- "Administration Fee" – Means the fee incurred by the College in processing students' administration.
- "Registration Fee" – means the fee to reserve a place in a course offered by the College.
- "Exam Fee" – means international administration fees.
- "Tuition Fee" – means the fee for the education provided to the student.
- "Course Fee" – means the total fee for participating in a course.
- "Course" – means the program of study in which a student is enrolled.
- "Date of Commencement" - means the first day on which the course of study commenced or will commence.
- "College" – means SAE Institute Thailand.
- "Applicant" – means a person applying for a position in a course offered by the College.
- "Student" – means a participant in one of the courses offered by the College.
- "Local Student" – means a Thai National or permanent resident of Thailand who does not require a student visa to study at the College.
- "International Student" – means a national or Resident of a country other than Thailand who requires a student visa to study at the College.
- "Studio"- means the production rooms and practical workstations located within the College's premises.

2) Registration and Course Fees

- The Student agrees to pay the full registration fee and course fees as indicated in the current fee schedule upon submission of the SAE application form.
- Payment of tuition fees by instalments is only available to local students; the first instalment must be paid at the time of registration. Remaining instalments must be paid in the first week of each month after the course date of commencement.
- Failure to pay the full course fees can result in the applicant forfeiting their position in the course.
- Tuition fees must be paid at least two weeks prior to the course date of commencement.
- In the event the full registration fee is not paid upon submission of the application form, the College reserves the right to cancel the applicants place in a course and the position may be offered to other applicants.
- An administration charge of 1,000 Baht will be levied for any late payment of fees.
- The registration fee, exam fee are non refundable.
- The applicant acknowledges the College reserves the right to refuse any enrolment.
- Fees can be paid by credit card, cash or cheque, made payable to **Mahajak Education Co, Ltd.**

3) Changes of Contact Details

- It is the responsibilities of the student to notify the College immediately if they have any changes in address or other contact details.

4) Cancellation, Deferment and Termination

- If a student discontinues or cancels their position in a course after the date of commencement, the tuition fees, registration fee and exam fee are non refundable.
- If a student has selected to pay the course fees by instalments, a cancellation fee equal to 30% of the tuition fees must also be paid at the time of notice of cancellation.
- Cancellation must be submitted in writing one month prior to the date of cancellation.
- If an applicant cancels their position in a course prior to the date of commencement, the registration fee and exam fee is non refundable. A cancellation fee equal 30% of the tuition fee must also be paid. Any course fees that have been paid are refundable.
- Students may defer their studies upon giving one month's written notice.
- At the time of deferment, all fees must be paid up to the end of the one-month deferment notification period and in addition, a deferment fee equal to a further 10% of the tuition fees must be paid.
- The deferment fee is credited towards future course fees upon re-commencement.
- The deferment is valid for one calendar year, calculated from the date of deferment.
- In alignment of SAE Student Discipline Policy, if a student's conduct is deemed unsuitable to attend the College, the General Manager reserves the right to terminate the student's course of study. All course fees must be paid at the time of termination. The student will not be allowed access to the College after the time of termination.
- Non-attendance does not constitute a course cancellation, deferment or termination.

5) Attendance

- SAE operates a 90% attendance requirement for all courses.
- Attendance records are documented and will affect the final course status of students.
- Students must inform the College if they cannot attend class for more than three lessons.
- Where applicable, medical certificates or other relevant documentation must be provided by students in order to justify poor attendance.

6) Course Content and Lecture Schedule

- SAE Institute reserves the right to modify the course date of commencement. In this event students will be notified in writing.
- Prior to the commencement of subject of study, students will be advised of lecture times and locations.
- For operational reasons, students may be required to attend lectures outside of these times and/or days. In this event the College will advise students of any changes at the earliest opportunity.
- It is SAE International policy to upgrade its curricula and practical equipment on an on-going basis and in line with changing industry trends. Should a change of this nature be inevitable the implementation of these changes will be organized so as not to disadvantage any course participants.

7) Credit, Exemptions and RPL

- Academic credit and/or exemptions may be granted through Recognition of Prior Learning. The RPL process must be carried out prior to the course commencement date.
- Request for RPL must be made in writing.
- Certified evidence of previous education and/or relevant industry experience will be required for the RPL process.
- An administration fee must be paid in order to proceed with the RPL process.
- Applicants should not assume that their request for RPL has been approved until confirmation in writing from SAE Institute Thailand Management has been received.
- The College General Manager may only approve requests for RPL.

8) Incomplete Status Upon Course Completion

- Once the delivery of the course has been completed, if the course grade is less than a pass, the course will be deemed incomplete.
- In this event the student will be required to retake an entire module or subject of study or repeat assessment items at additional (pro-rata) administration fees.
- This system is available for one calendar year, calculated from the course end date.
- In the event clause b) is not undertaken by a student whose status is incomplete within one calendar year of the course end date, the student must re register in a course and be subject to a minimum of 30% course fees, calculated at the time of re registration. Further fees may apply calculated on the requirements to pass the course.
- In the event of clause d), according to SAE International policies and procedures, an extra exam fee must be paid to SAE International before a qualification will be printed.

Admissions Check List:

To prevent any delays in the admission process, please attach the following documents:

- Completed application form
- Signed registration agreement
- Payment of registration fee
- Photocopy of education qualifications, transcripts etc.
- Photocopy of ID or passport (all pages)
- Two passport sized photos

(A member of the SAE Group of Companies)

Mahajak Education Co, Ltd.

Updated 2013

POLICIES AND PROCEDURES

SAE Institute is a world-class provider of audio, multimedia, games, animation and filmmaking education with a commitment to the principles of cultural diversity, equal opportunity and ethical work practices.

The following information is provided to ensure a clear understanding of SAE Institute's operating policies and procedures and we encourage all prospective students to read these pages carefully. If you have any questions regarding the governance of SAE Institute's programs, please contact your local Institute who will be glad to assist.

ADMISSION Applicants for all courses must be a minimum age of 17 years. All applicants should provide evidence of 10-12 years of school-level education. Applications are reviewed by Admissions and appropriate determinations made regarding applicants' suitability for courses.

ENROLMENT IN PERSON Enrolment in person is accepted during office hours, preferably by appointment.

ENROLMENT BY MAIL Enrolment by mail will be accepted if all admission requirements have been met, pending the availability of selected courses.

COLLEGE TOURS The Institute is open daily for studio tours and career interviews. Arrangements for a personal inspection can be made by telephone.

PUBLIC HOLIDAYS Interruptions to our courses are kept to a minimum. The dates for all forthcoming holidays are displayed on Institute notice boards. The Institute observes all official public holidays.

RECOGNITION OF PRIOR LEARNING (RPL) Students enrolling in our programs may request credit for previous relevant training and substantial, demonstrable industry experience. If credit is given, program length may be shortened (applicable to local students only) and the tuition fees may also be reduced accordingly. Applicants will need to provide suitable evidence in order to qualify for recognition of prior learning and/or experience and credit is awarded at the discretion of the General Manager. For international students, the subsequent study undertaken with SAE Institute in Thailand must be on a full-time basis. More details regarding RPL procedures and associated costs can be obtained from your local SAE Institute.

MUTUAL RECOGNITION SAE recognises the qualifications and statements of attainment issued by other Private Education Organisations and Government Educational Facilities.

TEACHING METHODS Courses at SAE Institute are taught through a combination of formal lectures, seminars and tutorials. In addition, students are required to undertake a significant amount of supervised laboratory work utilising Institute practical facilities including computer workstations, audio and film studios.

ASSESSMENT METHODS Assessment methods adopted will be dependent upon the program for which a student is enrolled but will generally include written and oral examination, practical demonstration and assignments, and written submissions. Grading incorporates standard marking and competency-based criteria.

TEACHING HOURS Lectures are three hours in duration with a twenty minute break.

BREAKS Courses are scheduled continuously throughout the year except for Public Holidays and a two week break in December.

CLASS SIZES Most classes are limited to approximately 20 students. Studio time is usually allocated on an individual basis. Some special practical lectures are conducted in small groups.

PRACTICAL BOOKINGS Practical time is allocated on an individual or group basis and fully supervised by our qualified staff. Practical

sessions can be booked by students on a weekly basis during the operating hours of the Institute. Practical assignments must be completed within the specified deadlines and attendance at supervised sessions is mandatory.

STUDENT CONSULTATION SAE Institute Thailand recognise the need for students to have a quality educational experience and attain high levels of learning. In recognition that the student experience is a collective responsibility, academic staff, college management and support staff provides a variety of formal and informal consultative mechanisms for students.

INCOMPLETE STATUS UPON COURSE COMPLETION Once the delivery of the course has been completed, if the course grade is less than a pass, the course will be deemed incomplete. In this event the student will be required to retake an entire module or subject of study or repeat assessment items at additional (pro-rata) administration fees. This system is available for one calendar year, calculated from the course end date. Beyond this time period the students' status will be re evaluated, course completion administration and costs will be re determined.

PRIVACY AND STUDENT DATA POLICY Where necessary, student data may be shared with partner organizations directly involved in administering, delivery and/or assessment of a student's course of study or conferring of final awards relating to that course of study. Student data may be communicated to government agencies. SAE Institute Thailand will divulge student data where required to by law and student data may be communicated to any authority who may legally claim access to such data. It is the responsibilities of the student to notify the Institute immediately if they have any changes in address or other contact details.

FEES AND REFUND POLICIES DEFERMENT and CANCELLATION Please refer to the Student Registration Agreement (clause2) and the Student Contract.

ATTENDANCE REQUIREMENTS SAE Institute full-time courses require a minimum attendance of 20 - 25 hours per week for theoretical training, supervised practical laboratories, group work and relevant excursions. Taking into account additional self-directed study time, students may be required to commit to as many as 36 hours per week in total.

SAE Institute operates a minimum attendance requirement of 90% at all formal classes and practical sessions. Failure to meet this requirement, may result in a student not being allowed to continue with a course. In addition, the Institute is required, under Thai law, to monitor foreign student attendance and report breaches of attendance regulations.

Non-attendance of classes or practical sessions does not release a student from their obligation to pay fees and does not constitute a course cancellation or deferment.

ACADEMIC PROBATION Students, who fail to meet course progression requirements whilst being classed as an "At Risk" student, may be placed on Academic Probation by Academic Manager or General Manager. A student placed on Academic Probation must satisfactorily fulfill the conditions imposed on them to continue their enrolment with the Institution. The probationary period will be clearly stipulated in the written notification. Where a student fails to meet the conditions of their Academic Probation, they may be excluded from the Institution.

TRANSFERRING All or part of a program may be completed at any SAE Institute where a similar program is on offer, subject to certain conditions. Fees in credit will be transferred to the new location.

DEFERMENT AND CANCELLATION Please refer to the Registration Agreement (clause4) and the Student Contract.

POLICIES AND PROCEDURES CONT.

ALTERATION OF CURRICULUM AND TIMETABLING It is SAE International policy to upgrade its curricula and practical equipment on an on-going basis and in line with changing industry trends. SAE Institute reserves the right to change the content of a course to allow for new developments and techniques to be incorporated and inappropriate subjects to be omitted.

VISITORS RESPONSIBILITIES Visitors accompanying students to the Institute must abide by the rules and regulations of the Institute and register with Reception. Responsibility for all equipment and fixtures during sessions rests with the student. Guests' personal equipment is not covered by the SAE insurance policies.

TAPES AND OTHER STORAGE MEDIA During the program, students will be required to provide media such as CD-ROMs and DVDs, tapes, discs, secondary storage and backup media including removable hard disk drives and other magnetic, solid-state or optical storage media for their personal use. This includes internal computer hard disk drives and multitrack audio tapes.

EQUIPMENT USE Students are responsible for the care and safekeeping of all equipment used during practical sessions. If equipment is lost or damaged because of a student's failure to observe correct operating procedures or exercise due care, the student will be held liable for the cost of repairing or replacing the equipment.

EQUIPMENT BREAKDOWN In the event of equipment failure during a student's practical session, the student should notify an SAE Technical Support Staff Member giving full details of the malfunction. A student who loses practical time due to equipment breakdown, which has not resulted through any fault of their own, will have their practical time re-scheduled.

RESERVED RIGHTS AND STUDENT CONDUCT Students are expected to conduct themselves in a responsible and considerate manner whilst attending SAE Institute. If a student's conduct is, in the opinion of the General Manager, unsuitable, SAE Institute reserves the right to expel a student. Expulsion may be necessary if:

- The student fails to comply with any of the Institute regulations detailed in this supplement or in material provided after course commencement (including the Student Handbook).
- Fees are not paid.
- The student makes racist or sexist remarks that are offensive to others.
- The student is absent from more than 10% of classes or the incidence of late attendance is more than 10% without medical certification or the prior approval of SAE staff.
- The student's obvious lack of practice and enthusiasm causes a hindrance to the progress of the class.
- A student's standard of personal hygiene is offensive to other students and staff.
- A student is found to be cheating.
- A student undertakes any illegal act whilst on Institute premises or is found guilty of such an act by a Court of Law whilst registered at the Institute.

These reserved rights are not exclusive.

COURSE COMPLETION Students must achieve the attendance requirements of the course in addition to having an average grade of at least a pass in order to graduate.

IDENTIFICATION CARD Current SAE Institute students will be provided with an identification card. The card is used to gain access to Institute facilities. Upon application, students must supply the Institute with 2 passport-size photographs and the student card deposit.

SCHOOL AGE DEPENDENTS If you are intending to come to Thailand with school age dependents, you will be required to pay the full fees for their compulsory schooling.