LOCAL APPLICATION FORM effective date 03/01/2011
## Application Form Local

### 1. Personal details

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

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<tr>
<th>Title</th>
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<tr>
<td>Surname or family name</td>
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<td>First given name</td>
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<td>Other given names</td>
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<td>Previous name (if applicable)</td>
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<td>Date of birth (day / month / year)</td>
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<td>Male</td>
<td>Female</td>
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</table>

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

### 2. Contact information

- Phone number (include country and area code if outside Singapore)
- Phone number (include country and area code if outside Singapore)
- Mobile number (include country and area code if outside Singapore)
- Fax number (include country and area code if outside Singapore)
- Email address

### 3. Address information

#### Permanent home address

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<th>Address</th>
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<td>Suburb, town or city</td>
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<td>State</td>
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<td>Country</td>
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<td>Postcode / Zip Code</td>
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#### Postal address

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<th>Address</th>
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<td>Postcode / Zip Code</td>
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### 4. Emergency contact details

#### Given name

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<td>Surname or family name</td>
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<td>Relation to applicant</td>
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<td>Home phone number (include country and area code if outside Singapore)</td>
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<td>Mobile phone number (include country and area code if outside Singapore)</td>
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<td>Email address</td>
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### 6. Disabilities

Do you have any disabilities or long-term medical conditions that may affect your studies?

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**If yes:**

Please indicate the area of impairment.

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<td>Other</td>
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### 7. Secondary education

Have you completed or will you complete 12 years of schooling before commencing at SAE Institute?

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**If yes:**

- Year of Completion
- Name of school
- Country
- City
8. Previous SAE Institute

Have you ever studied at another SAE Institute?

No ☐ Yes ☐

If yes:

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<th>City</th>
<th>Country</th>
<th>Assignment grade</th>
<th>Overall grade</th>
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Attach a copy of the final academic transcripts.

9. Previous education

Please provide details of your previous education - Secondary school, Polytechnic, ITE, College, University.
You must attach certified copies of documentary evidence for all courses studied.

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<tr>
<th>Year from</th>
<th>Year to</th>
<th>Name of Educational Institute</th>
<th>Name of Courses studies, with details or major studied and class of honours (if applicable)</th>
<th>Completed</th>
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10. Currently studying

Please provide details for your current studies or current studies you are awaiting results for. (Including High School Certificate or equivalent).
When released, please forward certified copies of these documents to administration.

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<th>Year from</th>
<th>Year to</th>
<th>Name of Educational Institute</th>
<th>Name of Courses studies, with details or major studied and class of honours (if applicable)</th>
<th>Completed</th>
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11. Employment

Please provide relevant employment history

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<tr>
<th>Year from</th>
<th>Year to</th>
<th>Employer</th>
<th>Position and Main Duties</th>
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12. Course selection

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

Course of study

Full course name

Load: Full-time Part-time

Intake commencement date (day / month / year)

Tuition payment method (only applicable to Diploma and Degree students)?

13. 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 Admin.

14. Advisory note to students

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

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 Student 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 [ ]

Processed By [ ] Form Received [ ] Reg Fee [ ]

Course Code [ ] Total Fees Due [ ] Course Fee [ ]

Agent Use Only [ ] Agent: [ ] Fee: [ ]

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.

For more information: +65 6333 4384 or visit www.sae.edu
SAE INSTITUTE PTE LTD

I, have read and fully understood the terms of this Agreement and attached Application Form. 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

Full Name

Authorised Signature of the PEI / SAE Institute

1 Definitions

1.1 The following terms are used in this agreement:

i) “Date of Commencement” - the first day on which the program commences, as displayed in the current SAE brochure/fee schedule.

ii) “Course/Program” - the series of classes in which the student is enrolled.

iii) “Application Fee” - the sum of money paid by the student to reserve a place in one of the Institute’s advertised programs.

iv) “College/School/Institute” - SAE INSTITUTE PTE LTD ROC 2005 0614 84 t/a SAE Institute and/or its appointed agents.

v) “Student” - the signatory of these terms and conditions.

2 Application & Program Fees

2.1 To secure a place in a scheduled program, the full application fee must be received by the Institute prior to the date of course commencement.

2.2 In the event that the student does not pay the full application fee prior to the date of commencement, his or her program may be cancelled by the Institute, and the place offered to other students.

2.3 Course fees are not transferable to any SAE course, SAE Institute or student.

2.4 The student accepts that the Institute has the right to refuse any enrolment. This decision is at the discretion of the Institute Manager.

2.5 The student hereby acknowledges that they have read and understood the contents of this Agreement prior to making any fee payment(s) to SAE Institute.

2.6 Additional minor charges may be levied by your local Institute. Full details are made available in the local Program Cost and Commencement Dates leaflets.

3 Cancellation and Fee Refunds

3.1 Application fee is non-refundable.

3.2 A student may apply for a refund of any course fees that have been pre-paid under the following conditions:

i) A student may only apply for a refund if they have completed 50% or less of the enrolled course.

ii) If a student has completed more than 50% of the course, no course fees are refundable.

% of the aggregate amount of the Course Fees and Additional Fees

If Student’s written notice of withdrawal is received

| % of Fee | Date Before Commencement Date | After [7] days or more after the Commencement Date | After [7] days or more after the Commencement Date | After [30] days after the Commencement Date |

| % of Fee | [95] | [75] | [50] | [0] |

3.3 A student may not apply for a refund of any parts of a course that have already been provided.

3.4 A two-month cancellation fee will be applied in the calculation of all refunds and all cancellations.

3.5 All refunds must be applied for in writing. Unless otherwise notified, all refunds will be made payable to the student. Notwithstanding the terms of Clause 3.6, all refunds will be paid within four (4) weeks.

3.6 Notwithstanding the terms outlined in Clause 6 below, course fees will be refunded in full by SAE Institute, in the event that:

i) A course is cancelled prior to commencement by the provider;

ii) The course does not start on the agreed date (see clause 6.2);

iii) The course is not provided in full.

3.7 Refund terms, in the event of provider default, are covered by the provisions of Student Fee Protection Scheme (FPS).

3.8 Non-attendance of classes by the student does not constitute formal cancellation of the program.

3.9 In the event of a refund being given, the Institute will provide a written statement indicating how refunds have been calculated.

4 Course Content and Timetabling

4.1 The student acknowledges that the Institute is entitled to change the content of the program in which the student is enrolled, at any time, allowing for new topics to be introduced and inappropriate topics to be deleted.

4.2 The Institute reserves the right to alter the scheduled times and venues of the classes.

5 Equipment Use

5.1 The student acknowledges that during their use of the workstation(s) or studio he or she will be held accountable for the equipment and accessories at or within that workstation or studio. The student agrees to exercise proper and reasonable care when handling any institute equipment.

5.2 In the event that equipment is not functioning during the student’s practical session, the student agrees to notify an officer of the Institute immediately giving full details regarding the malfunction.

5.3 In the event that equipment in the workstation or studio is damaged or stolen during the student’s use, as a result of failure on his or her part to exercise reasonable care, the student agrees to pay, within twenty one (21) days, all costs relevant to replacing or repairing such equipment.

5.4 The Institute reserves the right to cancel the student’s booked practical time with reasonable cause. All attempts will be made to notify the student of such cancellation.

6 Termination by the Institute

6.1 If a student’s conduct is deemed to be unsuitable, the Manager of the Institute reserves the right to expel the student. All tuition fees are due at the time of expulsion.

6.2 The Institute reserves the right to defer or cancel a course, should enrolment numbers not exceed an acceptable minimum. In the event of such action being taken, applicants will be given written notice. At the written request of the student, monies received by the Institute in lieu of fees towards the cancelled course can be held against a future enrolment or will be refunded in terms of Clause 3 of this agreement.

7 Privacy and Student Data

7.1 Notwithstanding the provisions of Sub-Clauses 7.2, 7.3, and 7.4 below, SAE agrees to treat all student data as confidential.

7.2 Where necessary, student data may be shared with partner organisations directly involved in the administration, delivery and/or assessment of a student’s program of study or the confering of final awards relating to that program.

7.3 Student data may be communicated to Singapore Government.

7.4. SAE Institute will divulge student data where required to by any authority who may legally claim access to such records.

7.5 With the exception of the provisions outlined in Sub-Clauses 7.2, 7.3, and 7.4, student data will not be made available to any third party without the expressed, written permission of the student. The student acknowledges, hereby, their responsibility to communicate this fact to all potentially-interested parties including, but not limited to, next of kin, parents or guardians and/or sponsors.

8 Governing Law

8.1 This Agreement shall be governed by and construed in accordance with the Laws of the Singapore Government, whose courts shall have exclusive jurisdiction for the settlement of any disputes arising hereunder.

8.2 This agreement does not remove the right to take further action under Singapore’s consumer protection laws.

8.3 SAE Institute dispute resolution processes and grievance procedures do not circumscribe the student’s right to pursue other legal remedies.

9 Student Undertaking

9.1 The student agrees to have read and understood all policies described in the SAE Brochure, Registration Supplement and this Registration Agreement and to have been granted the opportunity to ask and have answered, questions relating to the intended course of study.

9.2 This Agreement and enrolment form may not be issued without the local Student Registration Supplement and “Program Costs and Commencement Dates” Document.

10 Grievances and Complaints

All students are encouraged to discuss concerns, academic progress and suggestions with SAE staff. If students are dissatisfied with the outcome of informal discussions, the formal SAE Student Grievances and Complaints Procedures must be followed. These procedures cater for the appointment of an independent mediator or other dispute resolution service in the event of a matter remaining unresolved. Full details on procedures are available on request and are provided in the Student Handbook.
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 of recognition of prior learning and/or experience and credit is awarded at the discretion of the relevant Head of Department. For international students, the subsequent study undertaken with SAE Institute located in Singapore 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 Institution 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, multimedia, animation, games 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 One clock hour is equivalent to 50 minutes of teaching with a 10 minute break.

BREAKS Courses are scheduled continuously throughout the year except for Public Holidays and a two week break around July and 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 SUPPORT Students may seek the advice from their Head of Department (HOD) or Academic Admin Services for any matters regarding attendance, tuition fees, vocational advice and academic progress. Management and other support staff are available by appointment.

LEARNING SUPPORT Students experiencing learning difficulties may request additional learning support. Appropriate support will be recommended on an individual basis after discussion with the Head of Department (HOD).

RETTAKES If a student fails a program, he or she may repeat the required units of the program. For international students this is subject to Singapore’s Immigration Authority’s student visa approval. The retaken portion need not be undertaken on a full-time basis but international students may only retake a program (or components thereof) once and in accordance to ICA’s regulations. Repeated sections will be billed at the program fee current at the time of retake.

PERSONAL DETAILS SAE Institute treats all student data as private and confidential and will, generally, only divulge such information to third parties when required to do so by law or for operational purposes. Parents and sponsors will only be provided with information if expressed, written permission has been granted by the student and students are required to advise such interested parties to this effect. In keeping with Singapore immigration law, certain student data may be communicated to Government authorities. Students are required to immediately inform the Institute of any changes to Singapore contact details. For International Students, failure to do so is considered a breach of visa conditions and will result in cancellation of the visa.

EMAIL ACCOUNT & CONTACT NUMBER Students are required to maintain an active email account and contact number whilst attending the Institute. This will be used to communicate course-related matters and students must ensure that SAE Institute is in possession of their current email address and contact number at all times.

FEES AND REFUND POLICIES Please refer to the Registration Agreement and the Student Contract.

ISSUE OF RECEIPTS For every payment made by the student to SAE Institute, the Institute shall issue a receipt to the student stipulating (i) the amount paid, (ii) the date of payment and (iii) the purpose of such payment (with a proper breakdown of the payment amount, where applicable).

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 Singapore 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.

PROBATION A student who fails to achieve an adequate academic record will be placed on probation for a period up to 8 weeks. If the
student’s academic performance does not improve in that period, he/she may be dismissed.

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 and Student Contract.

CHANGE OF PROGRAM SAE Institute reserves the right to change the content of a program in which students are enrolled to allow for new developments and techniques to be incorporated and inappropriate subjects and software 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 equipments 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 Officer (TSC) 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 studying in 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:

- 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.

GRADUATION REQUIREMENTS For students to graduate they must achieve a pass grade of 16 in all modules and have a minimum attendance record of 90%.

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.

STUDENTS FEE PROTECTION SCHEME (FPS) SAE Institute hereby confirms and undertakes to the Student that it has in place a Fee Protection Scheme which is compulsory for PEIs that wish to collect more than two months of fees at a time from students.

The Fee Protection Scheme (FPS) serves to protect students’ fees in the event a SAE Institute is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if SAE Institute fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore courts.

The insurance provider for SAE Institute located in Singapore is Lonpac Insurance BHD which is the appointed insurance company by Council for Private Education. The insurance fee is 3% (+7% GST) of the insured course fees* and it is payable to SAE Institute together with the course fee.

In the event of withdrawal by the student, the insurance fee will be refundable according to Lonpac Insurance BHD calculation.

For more details on FPS including its benefits, please visit www.cpe.gov.sg

*Insured course fees consists of course fee excluding 7% GST.

SCHOOL AGE DEPENDENTS If you are intending to come to Singapore with school age dependents, you will be required to pay the full fees for their compulsory schooling.
Regulation 25(5)(b)

FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)
PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the “Contract”), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI’s offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI’s policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;

b. The total fees payable, including course fees and other related costs;

c. Dates when respective payments are due;

d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);

e. The Fee Protection Scheme you are subscribed to and its coverage;

f. The dispute resolution methods available; and

g. Information about the PEI’s policies on academic and disciplinary matters.
h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, __________________________, NRIC/Passport number ______________,
(name of student/parent/guardian) (NRIC/passport no.)

have read and understood this advisory note before signing the Student Contract for myself / my ward** (____________________(NRIC/passport)________________)
(name of ward)

with __________________________.
(name of PEI)

________________________________________
(signature of student or parent / guardian)

Date: ______________________________

*Please delete whichever is inapplicable.