# Graphic Design Short Courses

## Graphic Design for Print - Beginner (4 Weeks)
- **Start Dates:** 7 February 2011, 12 March 2011, 4 April 2011, 9 July 2011, 1 August 2011, 3 September 2011, 3 October 2011
- **Class Schedule:**
  - **E1**
  - **WE**

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>S$150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Fee</td>
<td>S$ 670</td>
</tr>
<tr>
<td>Total Course Fee</td>
<td>S$ 820</td>
</tr>
</tbody>
</table>

## Graphic Design for Print - Advanced (4 Weeks)
- **Start Dates:** 7 March 2011, 9 April 2011, 2 May 2011, 6 August 2011, 29 August 2011, 1 October 2011, 31 October 2011
- **Class Schedule:**
  - **E1**
  - **WE**

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</table>

- **Course duration:** 4 weeks - 24 hours
- **Class schedule:**
  - **Evening1 classes:** Mon - Tues 6.00pm - 9.00pm
  - **Evening2 classes:** Wed - Thurs 6.00pm - 9.00pm
  - **WeekEnd classes:** Saturdays 1.00pm - 7.00pm

*All prices are inclusive of 7% GST*
# Graphic Design

## Overview

### Certificate Short Courses

### Graphic Design for Prints (Beginner)

#### Course Description

This course introduces its students to the world of graphic design and visual communication. The course equips you with skills enabling you to create and design your own publications for print.

Students will learn how to implement and edit their own photographs as well as creating artificial graphics both bitmap and vector.

**Who should take this course?**

The Graphic Design course is intended for everybody who enjoys experimenting with visual editing tools for graphics, photos or for layouts.

**You would benefit from this course if:**

- You want to learn how to create professional designs and layouts
- You already have skills in that field but you want to work more efficiently
- You want to develop your visual “eye”
- You are passionate about visual design
- You intend to study further in this area.

#### Contents

- Elements of design
- Fundamentals of graphics and typography
- Professional skills in Adobe Photoshop, Adobe Illustrator

#### Software Used

- Adobe Photoshop (Types, Photo Retouching, Paint)
- Adobe Illustrator (Basics, Transformation, Text, Symbols, Path, Filters)

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### Graphic Design for Prints (Advanced)

#### Course Description

This is an advanced course to graphic design for prints. This course will enable the students to achieve professional knowledge in graphic designing by going through a simulation of professional design workflow from creative briefs to final artwork.

**Who should take this course?**

The Advanced Graphic Design course is intended for those who have completed Beginner Graphic Design course, and are looking at advancing their skills to a higher level.

**You would benefit from this course if:**

- You want to learn how to create professional designs and layouts
- You already have skills in that field but you want to work more efficiently
- You want to develop your visual “eye”
- You are passionate about visual design
- You intend to study further in this area.

#### Contents

- Elements of design, fundamentals of graphics and typography, professional skills in Adobe Photoshop, Adobe Illustrator

#### Software Used

- Adobe Photoshop (Types, Photo Retouching, Paint), Adobe Illustrator (Basics, Transformation, Text, Symbols, Path, Filters)
**APPLICATION FORM SHORT COURSE**

### 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
- Date of birth (day / month / year)

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

### 3. Citizenship and Residency

- Singapore Citizen NRIC No: 
- Singapore Permanent Resident NRIC No: 
- Other Please specify:

### 4. Highest Qualification

Please provide details of your highest education

You must attach certified copies of documentary evidence for all courses stated

- Year from
- Year to
- Name of Educational Institute & Name of Courses studies.

### 5. Course Selection

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

- Course of study
- Full course name

- Intake commencement date (day / month / year)

### 6. Emergency contact details

- Name
- Relation to applicant
- Phone number (include country and area code if outside Singapore)

### 7. 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
SAE INSTITUTE PTE LTD

REGISTRATION AGREEMENT

I, ___________________________, 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

Full Name

Authorised Signature of the PEI / SAE Institute

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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 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 81/a SAE Institute and/or its appointed agents.
   v) “Student” - the signatory of these terms and conditions.
   vi) “Workstation/Studio” - the studios and practical workstations located within the Institute premises.

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 paid 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 program.
   (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

More than [14] days before the Commencement Date [95]

After [7] days or more after the Commencement Date [75]

More than [30] days after the Commencement Date [50]

More than [14] days after the Commencement Date [0]

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

3.4 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.

3.5 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.

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

3.7 Non attendance of classes by the student does not constitute formal cancellation of the programme.

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

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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.

4.3 In the event of changes to scheduled programs prior to the date of commencement, the student shall be notified of these changes in writing.

5 Equipment Use

5.1 The student acknowledges that during their use of the workstation(s) or studio(s) 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 enrolments 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-Claus 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 administering, delivery and/or assessment of a student's program of study or the conferring 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 law and student data may be communicated to any authority who may legally claim access to such records.

7.5 With the exception of the provisions outlined in Sub-Claus 7.2, 7.3, and 7.4, student data will not be 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 communicated to any authority who may legally claim access to such records.

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

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

10 Grievances and Complaints

10.1 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.

For more information: +65 6333 4384 or visit www.sae.edu