

## SCHOLARSHIP APPLICATION FORM



Mode of Payment:     Full                                       Installment

Aventis School of Management undertakes to maintain the confidentiality of student’s personal information and not to divulge the information to any third party without the consent of the student.

**INSTRUCTIONS:**

1. Complete the form in FULL and return with respective application processing fee to the following address:

Aventis School of Management 100 Orchard Road, Concorde Hotel, #04-100, Singapore 238840  
Tel: 6720 3333 Fax: 6720 2222

2. Completed application form must be accompanied by:

- A non-refundable application fee of S\$100 (*subjected to prevailing GST*)
- Resume
- Copy of NRIC/Passport
- 1 passport-size photograph
- “CERTIFIED TRUE COPIES” of relevant academic certificates:
  - ‘N’/’O’/’A’ Level certificates
  - Diploma/Degree certificates
  - Relevant result transcripts
  - Other relevant academic documents

Attach your recent photo here

3. Payment for the application processing fee (non-refundable) may be made by cash, NETS, Cheque, Visa or MasterCard. Cheques must be crossed and made payable to the “Aventis School of Management Pte Ltd”.

4. Application Form with incomplete information or no application processing fee will not be considered.

### A. PERSONAL INFORMATION

NRIC/PASSPORT No.

Full Name

*(\*Mr/Ms/Mrs/Dr) (Name as in NRIC/Passport & Underline surname)*

*\*Delete as appropriate Please note that this name will also be used on your examination transcript & certificate. Any future changes must be supported by documentary evidence e.g. deed poll*

Address

Postal Code (                                      )

Contact No (H)  (O)  (HP)

Email

## B. EDUCATIONAL QUALIFICATIONS

From	To	Title of Qualification	Institution
(DD/MM/YY)	(DD/MM/YY)		
(DD/MM/YY)	(DD/MM/YY)		

## C. BUSINESS INFORMATION

Company Name:	
Title:	Division:
Industry:	Number of years in this role:
Total years of working experience:	

## D. COMPANY SPONSORSHIP *(if applicable)*

### COMPANY CERTIFICATION:

We certify that all information made on this application form is true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds for rejecting the application. We authorize any investigation of the above information for the purpose of verification. If admitted, the company-sponsored applicant will not be asked to absent himself/herself from lessons except for urgent assignments.

Name of Company	<input type="text"/>		
Name of Official	<input type="text"/>	Designation	<input type="text"/>
Address	<input type="text"/>		
Contact No.	<input type="text"/>	Email	<input type="text"/>
Signature and Date	<input type="text"/>	Company Stamp	<input type="text"/>

## E. ADDITIONAL INFORMATION

How did you learn about our program? (Please tick)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Press Advertisement        | <input type="checkbox"/> Educational / Career Fair | <input type="checkbox"/> Information Talk |
| <input type="checkbox"/> Brochure                   | <input type="checkbox"/> Internet                  | <input type="checkbox"/> TV / Radio       |
| <input type="checkbox"/> From Our Student / Alumni: |  |   |

Name: \_\_\_\_\_ Program/Intake No: \_\_\_\_\_

I am an existing student:

Program/Intake No: \_\_\_\_\_

## F. DECLARATION *(all applicants must complete)*

When you commence your course or programme with Aventis School of Management, you are deemed to have read, understood and accepted the same upon the terms and conditions set out hereinafter. These terms and conditions form part of the conditions and acceptance for the programme.

### 1. Refund of Fees

1.1. Request for course withdrawal must be made in writing. Any verbal request for withdrawal from the course shall not be entertained. The student must write in to the Senior Manager/Manager of Student Services to request for withdrawal from the course.

1.2. All application processing and membership entrance fees paid to Aventis School of Management are non-refundable. Only the paid course fees are refundable on the following conditions:-

% of [the aggregate amount of] the If the student's written notice of Course Fees and Additional Fees paid	If the student's written notice of Course Fees and Additional Fees paid withdrawal is received
100%	At least 2 weeks before course commencement date
50%	1 week before course commencement date
0%	Less than 1 week before course commencement date

1.3. In the event that a company-sponsored student withdraws, the company is liable to pay any outstanding tuition fees.

1.4. There will be no refund of course fees paid in the event of DEFERMENT regardless of whether the request made is PRIOR TO or AFTER the commencement of the course. The table under paragraph 1.2 is not applicable in the case of deferment.

1.5. No changes in fee installment plans will be entertained.

1.6. In the event where a student applies for a study loan, the membership entrance and subscription fees must be paid PRIOR TO the application of the loan.

1.7. An administrative fee of S\$100.00 (subject to prevailing GST) will be levied on each late installment payment.

1.8. The discretion for approving a refund of fees outside the tabulated conditions under paragraph 1.2 rests with the Institute. The Institute's decision is final.

1.9. In the event of a withdrawal, the student remains liable for any outstanding fees.

1.10. A student remains liable for any remaining unpaid course fees after a withdrawal where the student has signed up for the entire programme.

1.11. All approved refunds shall be made within fourteen (14) days from the date of a letter of approval sent to the student.

### 2. Deferment of Application, Module or Course

2.1. Deferment of an application, module or course will only be considered if it is made before the commencement of the course. Deferment of a module will only be considered if it is made before the commencement of that particular module.

2.2. Deferment of an application or module is allowed only ONCE up to the next available commencement date of the course. Deferment of a course is allowed only ONCE up to a MAXIMUM PERIOD OF ONE (1) YEAR, failing which the applicant will be deemed as having withdrawn from the course. Deferment will only be approved after payment of outstanding fees (if any) has been made.

2.3. All requests for deferment PRIOR TO commencement of course must be made through the Change of Student Status Form and submitted to the Student Services Unit. Deferment through telephone calls or emails will not be entertained.

2.4. The deferment policy applies for registered modules in the respective term. The student is liable for all fees payable for modules / courses that have commenced before the application for deferment (regardless of attendance).

2.5. Approval for deferment is at the sole discretion of the Institute. The Institute's decision is final.

2.6. When the student resumes the course / module, the student shall make payment of re-module fees, outstanding fees of uncompleted modules, as well as remaining course installment payments (if any).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

In case of emergency, please contact:

Name: \_\_\_\_\_ Contact: \_\_\_\_\_



**Aventis School of Management**

100 Orchard Road,

Concorde Hotel (formerly Le Meridien Hotel)

#04-100, Singapore 238840

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