

**APPLICATION FORM**

Course Applying For: Course Commencement Date:(dd/mm/yy)

Mode of Delivery: [ ]  Full-Time [ ]  Part-Time

Aventis Graduate School 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 Graduate School 100 Orchard Road, Concorde Hotel, #04-100, Singapore 238840 | Tel: 6720 3333

1. Completed application form must be accompanied by:
	* A non-refundable application fee of S$200 (PT) / S$400 (FT) (*subjected to prevailing GST*)
	* Resume
	* Copy of NRIC/Passport
	* “CERTIFIED TRUE COPIES” of relevant academic certificates:
* ‘N’/’O’/’A’ Level certificates
* Diploma/Degree certificates and result transcripts
* Other relevant academic documents
1. Payment for the application processing fee (non-refundable) may be made by cash, NETS or Cheque. Cheques must be crossed and made payable to the “Aventis Graduate School Pte Ltd”.
2. Application Form with incomplete information or no application processing fee will not be considered.
3. **PERSONAL INFORMATION**

NRIC/PASSPORT No. Date of Birth

 (dd/mm/yy)

# Full Name

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

 *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*

Identification Type:[ ]  Singapore Citizen [ ]  Singapore PR [ ]  Workpass Holder (WP/SP/EP)\* [ ]  Dependent Pass

 [ ]  Long Term Visit Pass [ ]  Others:

 Have you held a Student’s Pass in the last three (3) months? [ ]  Yes [ ]  No

Nationality Gender: [ ]  Male [ ]  Female

Address

 Postal Code ( )

Contact No Email

*\*Delete as appropriate*

1. **EDUCATIONAL QUALIFICATIONS**

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

1. **EMPLOYMENT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Job Designation** | **Company Name** |
| (DD/MM/YY) | (DD/MM/YY) |  |  |
| (DD/MM/YY) | (DD/MM/YY) |  |  |

1. **COMPANY DETAILS (OPTIONAL)**

***(Applicable for Company Sponsored Applicants only)***

 **COMPANY CERTIFICATION:**

We certify that all information made on this application form is true and complete to the best of our knowledge. We authorise Aventis to contact us directly for any form of evaluation.

 Name of Company

 Name of Official Designation

 Address

 Contact No. Email

Program charges for the applicant in this course will be paid

[ ]  In full, directly by employer [ ]  In full by employer via reimbursement

[ ]  Partially by employer  [ ]  In full, directly by the applicant

Signature and Date Company Stamp

1. **ADDITIONAL INFORMATION**

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

[ ]  Press Advertisement [ ]  Educational / Career Fair [ ]  Information Talk

[ ]  Brochure [ ]  Internet [ ]  Social Media

[ ]  From Our Student / Alumni

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

[ ]  Details of Education Agent:

Education Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person / Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  I am an existing student:

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

1. **DECLARATION *(all applicants must complete)***

When you commence your course or programme with Aventis Graduate School, 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. A written request must be submitted to the Senior Manager/Manager of Student Services for any course withdrawal. Verbal requests will not be accepted.

1.2. Students are entitled to withdraw from the course without penalty during the Cooling-Off Period, which is defined as ten (10) calendar days from the date of signing the contract. A full refund of all Course Fees and Miscellaneous Fees shall be made within seven (07) working days.

1.3. For withdrawals outside the Cooling-Off Period, refunds (if any) shall be made in accordance with the refund policy outlined in Schedule D of the Student Contract.

1.4. All application processing and membership entrance fees paid to Aventis Graduate School are non-refundable.

1.5. Students expelled due to academic or behavioural misconduct (e.g. cheating, plagiarism, drug offences, theft, vandalism) shall not be entitled to any refund of fees paid.

1.6. Approved refunds shall be disbursed within seven (07) working days from the date of email acknowledgment sent to the student.

1.7. In all cases of withdrawal or expulsion, the student (or sponsoring company, if applicable) remains liable for any outstanding course fees under the signed contract.

**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.

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 Application Form- Deferment Request and submitted to the Student Services Department. Deferment through telephone calls 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 instalment payments (if any).

**3. Acknowledgement of PDPA**

**3.1 Notice on Collection, Use, and Disclosure of Personal Data**

As part of your application to Aventis Graduate School, we may need to collect, use, and disclose your personal data. In compliance with the Personal Data Protection Act (PDPA) 2012, this notice outlines the purposes for which your data may be handled and seeks your consent for us to do so.

**3.2 Definition of Personal Data:**

Personal data refers to any information that can identify an individual, either on its own or when combined with other accessible information. This may include, but is not limited to, details such as your name, NRIC or passport number, contact information, address, occupation, and age.

**3.3 Purpose of Collection and Use:**

Your personal data may be used for the following reasons:

* To maintain records of all applicants, as required by legal and institutional policies.
* To evaluate your eligibility and suitability for both internal programmes and those offered through our partner universities.
* To verify the validity of documents and information submitted using the appropriate channels.
* To facilitate your registration and enrolment into the selected programme.

**3.4 If you are successfully enrolled, your data may also be used for:**

* Submitting applications to the Immigration and Checkpoints Authority (ICA) for student passes.
* Supporting promotional or marketing activities conducted by the school.
* Publishing information related to school-organized or school-affiliated events and initiatives.

**3.5 Disclosure of Personal Data**

Your data may be shared with:

* Our partner universities, to support your registration and enrolment process.
* Government agencies such as ICA, SkillsFuture Singapore (SSG), or any relevant authorities for compliance, audit, or regulatory requirements.
* Authorized agents or representatives who assist with your application and enrolment, all of whom are obligated to comply with PDPA standards.
* Insurance providers offering coverage under the Student Fee Protection Scheme.
* Legal authorities or individuals acting under court orders, where disclosure is required by law.

**4. Declaration and Verification of Information**

I confirmed that all information made on this application form is true and complete to the best of my knowledge. I agree that any misrepresentation or omission is sufficient grounds for rejecting the application. I authorize any investigation of the above information for the purpose of verification and acknowledge the PDPA policies as outlined in point 3.0.

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 Signature of Applicant Date

In case of emergency, please contact:

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

*\*Official Use Only - Overleaf*

1. **OFFICIAL USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Documents** | **✔** | **Application Documents** | **✔** |
| 1. Completed Application form |  | 4. Copy of Academic Qualifications and Official transcripts |  |
| 2. Application fee  |  | 5. Copy of ID and/or passport |  |
| 3. English resume / CV |  | 6. Completed form v36 (for international students only) |  |

1. **APPROVAL**

**Student is approved based on following requirement:**

**English proficiency**

[ ]  At least C6 in GCE O Level for English subject or equivalent

[ ]  Pass Aventis English Proficiency Test

[ ]  IELTS Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  TOEFL Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postgraduate Diploma/Professional Graduate Diploma/Graduate Diploma Courses

[ ]  Degree in any discipline (at least 21 years old)

[ ]  Mature candidates (at least 30 years old) with minimum 8 years of working experience in any field

Approval for Master’s Degree:

[ ]  Degree in any discipline (at least 21 years old)

[ ]  Graduate/Postgraduate Diploma from Private Education Institutions or equivalent

[ ]  Mature candidates (at least 30 years old) with minimum 8 years of working experience in any field

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 Verified by Programme Consultant Date