



PUNNIYA LANGUAGE & COMPUTER CENTRE

Reg No: 52956742C

No.1, Sophia Road, #05-22, Peace Centre, Singapore – 228149. Tel: 6337 9652 /

HP: 9655 0857 Fax: 6336 5457 / Email: punniya_edu@yahoo.com.sg

Website: www.punniya.com.sg

Passport

Size

Photograph

Course Application Form

Please complete this form in **BLOCK LETTERS** using **black ink** and return it to your local representative or direct to the admission Office together with the application fee, supporting document and 3 recent passport-size photographs.

APPLICANT'S PARTICULARS

[] Mr. [] Miss [] Mrs. [] Others _____

Full Name (as printed in Passport) Underline Family name

Sex: [] Male [] Female

Date of Birth: _____

Passport No: _____

Race: _____

Religion: _____

Passport Date of Issues: _____

Nationality: _____

Country & Place of Birth _____

Passport Date of Expiry: _____

Occupation, if any: _____

Material Status:

[] Single [] Married Other: _____

Local address: _____

Country: _____ Postal Code: _____

Local Contact: (Home) _____ (HP): _____ (Email): _____

For Foreign Students

Student Pass No. & Expiry Date : _____

Overseas Address: _____

Overseas contact (Home/HP) _____

All Student Pass Holders will sign the Student Protection Scheme (SPS) and Student Contract (SC). Local Student will sign the Student Contract(SC). Details of the SPS and SC are in our website and Student Handbook.

TYPE OF QUALIFICATION AND AWARDED INSTITUTE

Please give details of your school/college/university (in chronological order)

Name of school	Country	State/province	Period of Study		Degree, Diploma or Certificate Awarded
			From	To	

ACADEMIC COURSE PROFICIENCY

LANGUAGE COURSE: English for foreign Student: <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> PET <input type="checkbox"/> FCE <input type="checkbox"/> Certificate in Advanced English <input type="checkbox"/> Certificate of Proficiency in English <input type="checkbox"/> Business English Certificate 1 <input type="checkbox"/> Business English Certificate 2 <input type="checkbox"/> Business English Certificate 3 <input type="checkbox"/> IELTS (International English Language Testing System) <input type="checkbox"/> Spoken English	COMPUTER COURSE: <input type="checkbox"/> Ms-office <input type="checkbox"/> Certificate in Oracle 8.0 and VB 6.0 <input type="checkbox"/> C <input type="checkbox"/> C++ <input type="checkbox"/> Certificate in Java Programming <input type="checkbox"/> Certificate in Oracle DBA <input type="checkbox"/> Multimedia Technology <input type="checkbox"/> AutoCAD <input type="checkbox"/> Pro / E <input type="checkbox"/> 3D Max <input type="checkbox"/> Unigraphics <input type="checkbox"/> DCA
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Course:
Start Date: _____ **Completion Date:** _____

ENQUIRY COURSE SELECTION

How did you hear/know of Punniya Language Computer & Centre?
 Advertisement Friends / Relative Website school
 Email Newsletter Exhibition Agent: _____

DECLARATION

All applicant must complete this section
ii have read, understood and agree to be bound by the Terms and Conditions as stated in this application form.
• I have read the Cancellation and Refund Policy and agree to abide to these terms.
• I hereby declare that the information supplied by me is true and correct.
• I agree to pay all fees owing by the due date.
• I agree that on acceptance of the Application by the School, the Application for Admission Form will become the Contract of Enrolment.

Signature of applicant Date: _____

(Signature of parent/guardian)if applicant is below 21 years of age Date: _____

**PAYMENT CHECKLIST
- FOR OFFICIAL USE ONLY-**

Applicant is under Company sponsored (DBS) / Self-sponsored

Course Fee payment : - 1st installment amount S\$ _____

Payment mode : Cash / NETS / Cheque _____

Date of Payment received : _____

Verified by Staff (Name) : _____

TERMS AND CONDITIONS OF ENROLMENT

ADMISSION POLICY

The student is required to meet all entry requirements for the respective courses / programmes prior to submitting his/her application for processing. Admission for foreign students is based Student Pass application approval by ICA.

- 1.The School will process the application for the Student Pass only upon receipt of the Registration/Student Pass Application Fee (S\$250) (International Students Only).
- 2.A "Letter of Offer" from Punniya Language & computer centre will be issued to the student after receipt of the completed documents, Registration/Student Pass Application Fee
- 3.All Tuition & Non-Tuition fees must be paid at least 2 weeks before the course commencement date.
- 4.No GSD Charged

REFUND POLICIES

1. Student Pass Application Fee (S\$250)/Registration Fee for Local Students (S\$30).This fee is non-refundable under any circumstances.
- 2.Withdrawal for Cause

PUNNIYA practises the Refund Policy in line with the requirements of the Standard Student Contract endorsed by CASE.

course application deposit

No Deposit is collected upon submission of the Course Application Form.

course fees and additional fees

The Fees that a Student pays for a Course is clearly stated in the Subject Course Brochures, and the Student Contract. The Student can seek a refund on the basis of the Conditions for Refund (stated below).

CONDITIONS FOR REFUND

1. PUNNIYA Obligations not met

Student can seek immediate withdrawal in the event of:

- a)PUNNIYA fails, for any reason, to commence the Course on the Commencement Date
- b)PUNNIYA fails, for any reason, to complete the Course by the Completion Date
- c)PUNNIYA terminates the Course for any reason prior to the completion of the Course

Under these circumstances, PUNNIYA will within 14 days upon receiving the Student's notice of withdrawal, refund to the Student 100% Course Fees and Additional Fees less any applicable charges payable or paid under the Student Protection Scheme.

2. Student seeks transfer or withdrawal from the Course

When a Student decides to withdraw from the Course not because of PUNNIYA not meeting the obligation as stated in paragraph 1 above, then PUNNIYA will within 14 days of receiving the notice of withdrawal consider the refund of the Course Fees and Additional Fees according to the Table below.

% of Tuition fees refundable	If student's written notice of withdrawal is received
75%	More than 14 days before the Commencement Date
50%	Before, but not more than 14 days before the Commencement Date
30%	After, but not more than 7 days after the Commencement Date
15%	More than 7 days after the Commencement Date, but not more than 30 days after the Commencement Date
0%	More than 30 days after the Commencement Date

Notice of withdrawal must be given in writing with the consent of parents/legal guardian if the student is below 21 years old

- A Student, who transfers from the Course to another Course in PUNNIYA, will be deemed to have withdrawn from the Course and the refund applicable is given in the Table above; unless otherwise agreed between PUNNIYA and the Student.
- A Student who withdraws from PUNNIYA to take up a course in another place of learning will be interviewed to provide such information as to help the Student decide that the external transfer is in the Student's best interest.
- In all withdrawal and transfer cases for Foreign Students, PUNNIYA will submit the necessary information and documents to ICA for necessary updates or cancellation of the Student Pass.

3. Student seeks deferment of study

All deferment requests will be looked into and provisions will be made for the Student to enrol at a later date. For Foreign Students, such deferment is not allowed and ICA will be informed on matters regarding the Student Pass.

Refunds of the Course Fees and Additional Fees for deferment cases are subject to the same conditions of course withdrawals as given in the Table in paragraph 2 above; unless otherwise agreed between PUNNIYA and the Student.

CONFIDENTIALITY

Student's personal information and particulars are solely for the purpose of completing course submission and will be kept in strict confidence. Student's particulars are solely for the purposes of completing course submission..

PAYMENTS

Payment of Tuition Fees (via Escrow) is to be made, at least 2 weeks prior to the course commencement date. Payment of Non-Tuition Fees is to be made to the School, at least 2 weeks prior to the course commencement date in Cash, Cheque (in SINGAPORE DOLLARS) to Punniya Language & Computer Centre"

These Terms and Conditions are valid and supersede all previously published Conditions of Acceptance. No variation of these conditions is valid unless agreed, in writing, by the Principal or a Director. The School reserves the right to make changes to these conditions without any prior notice.