



APPLICATION FORM

Please affix recent photo here

Thank you for choosing to study at RHA Academy. Please read the terms and conditions before completing this form. It is important that you complete all sections of this application form in **BLOCK CAPITALS**. Incomplete application forms without all the supporting documents will not be processed.

All complete applications must reach RHA Academy at least 2 weeks before course commencement.

1. PERSONAL DETAILS

Gender: Male Female

Name (as per NRIC/Passport):

Grid for name entry

NRIC / FIN

Date of Birth

Citizenship

Mobile Number

Email address

Address for correspondence:

House/ Blk No _____ Floor No: _____ Unit No: _____ Postal Code: _____

Street Name: _____

Emergency Contact:

Name

Relationship

Mobile Number

Email address

2. COURSE SELECTION

Course name: _____

Intake (month): _____ Course Consultant: _____ Study Mode: Full-Time Part-Time

3. ENGLISH LANGUAGE PROFICIENCY (Choose one of the following)

I have undertaken courses (secondary/high school/university) conducted in English for at least 3 years. (Please provide documentary evidence)

I have taken a formal English Language Test (e.g. IELTS, TOEFL) within the last (2) years. (Please provide documentary evidence)

4. EDUCATIONAL QUALIFICATIONS

Please list your qualifications starting with your most recent education.

Qualification	Institution	Country	From (mm/yy)	To (mm/yy)

5. EMPLOYMENT HISTORY (Reverse Chronological Order)

Name of Company	Country	Period of employment (DD/MM/YY)		Position Held	Nature of Duties
		From	To		

6. HOW DID YOU FIND OUT ABOUT RHA ACADEMY?

- | | |
|---|---|
| <input type="checkbox"/> RHA ACADEMY Website | <input type="checkbox"/> Education Fair/ Roadshow |
| <input type="checkbox"/> Newspaper advertisement / Magazine / Journal | <input type="checkbox"/> Family/Friends |
| <input type="checkbox"/> Website (Google/Yahoo/Others) | <input type="checkbox"/> Others : _____ |
| <input type="checkbox"/> Social Media (Facebook/Twitter/Others) : _____ | |

7. APPLICATION CHECKLIST

A complete application should consist of the following:

- 1 passport-sized photograph
- Copies of Educational Certificates & Transcripts and Evidence of English Language Proficiency
- Copy of CV (may be required to present documentary proof of present or previous employment)
- Application fee of S\$107 payable to 'RHA Academy Pte Ltd'
 Payment can be made through eNETS, VISA/MasterCard, Cheque or PayNow. Our bank details are as follows:
 Name : RHA Academy Pte Ltd
 Bank : DBS Bank Ltd
 Branch : Marina Bay Financial Centre Branch
 12 Marina Boulevard Level 3, Marina Bay Financial Centre Tower 3, S (018982)
 Account No: 288-903535-4 / Swift Code: DBSSSGSG
 PayNow UEN 201718658R (Remarks: Reg Fee)
- RHA Academy will not collect photocopies of NRIC/FIN card in accordance with the PDPA guidelines, but will sight the original card to verify your identity

8. COMPANY SPONSORSHIP (if applicable)

For company-sponsored applicants, payment must be made in full in accordance with the instalment schedule. Course fee payment can be made with a company cheque or company Giro before the commencement of the course. For company-sponsored applicants, he/she is liable to pay the Academy the outstanding tuition fee in the event of any of the following:

- Applicant withdraws from the course
- Applicant is no longer with the company
- Sponsor has a change of circumstances

As part of the professional development plan at our organisation, our company will be sponsoring the above-mentioned applicant to pursue their course of study at RHA Academy. We confirm that information given in this form is true, complete and accurate and that we have not withheld or distorted any information or particulars required under this Form.

Please bill our company accordingly and we undertake to pay the tuition fees on behalf of the applicant.

Signature of Company Authorized Personnel: _____ Date: _____

Name and Designation of Company Authorized Personnel: _____

Company Stamp: _____

9. TERMS & CONDITIONS

Tuition Fee Payment Policy

Tuition fees are payable in instalments as stated in PEI-Student Contract. A late payment fee of \$64.20 (inclusive of 7% GST) will be imposed if payment is received after the due date.

Refund Policy

A. Refund for Withdrawal Due to Non-Delivery of Course:

RHA Academy will notify the Student within three (3) working days upon knowledge of any of the following:

- i. It does not commence the Course on the Course Commencement Date
- ii. It terminates the Course before the Course Commencement Date
- iii. It does not complete the Course by the Course Completion Date
- iv. It terminates the Course before the Course Completion Date;
- v. It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A (Standard PEI-Student Contract) within any stipulated timeline set by CPE: or
- vi. The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA)

B. Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the course for any reasons other than those stated (i) to (vi), RHA Academy will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the refund table below:

% of [the amount fees paid as per Standard PEI-Student Contract	If Student's written notice of withdrawal is received:
85%	more than 60 days before the Course Commencement Date
70%	before, but not more than 60 days before the Course Commencement Date
30%	before, but not more than 30 days before the Course Commencement Date
10%	after, but not more than 7 days after the Course Commencement Date
0%	more than 7 days after the Course Commencement Date

C. Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties. The Student will be refunded the highest percentage (stated in the refund table) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

In the event that a student wishes to withdraw from the course, the application fee and administrative fee are not refundable. Students are liable to pay, where applicable, fees that are imposed by the government authorities or other external partners.

Fee Protection Scheme

In compliance to the Committee for Private Education guideline for PEI, to protect course fees paid by students in the form of fee collection caps and fee protection schemes; RHA Academy has opted to collect up to two months of course fees from students at any one time.

For more information on Fee Protection Scheme and refund policy, please refer to below links:

[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)

<https://www.ssg.gov.sg/cpe/student-services/student-resources/student-advisories/understand-the-payment-terms-and-refund-policy-in-your-student-contract.html>

10. PRE-COURSE COUNSELLING CHECKLIST

I hereby acknowledge and have been briefed on the following:

Please tick (✓) or indicate "NA" if not applicable, in the box next to each item.

SECTION A: SCHOOL AND PROGRAMME INFORMATION

	School Information – Location and general facilities
	Programme Information – Course Admission and English Language proficiency requirements, Course and Module Outlines, Course duration, Type of Award, Awarding Body and Career Prospects.
	Student Support services

SECTION B: FEES PAYABLE, PAYMENT METHODS AND STUDENT CONTRACT

	Tuition fees and any other relevant fees payable to RHA Academy; including available modes of payment
	Advisory Note and Student Contract has been explained and has to be signed and dated before course fee payment can be made.

SECTION C: FEE PROTECTION SCHEME

	RHA Academy has opted to collect up to two months of course fees from students at any one time.
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SECTION D: COMMITTEE FOR PRIVATE EDUCATION (CPE) IS PART OF SKILLSFUTURE SINGAPORE (SSG)

	Established under the Private Education Act, CPE is a statutory board empowered with the legislative power to regulate the private education sector. In addition to its role as the sectoral regulator of private education institutions, the Committee facilitates capability development efforts to uplift standards in the local private education industry. For more information please visit the CPE website at www.cpe.gov.sg .
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SECTION E: WITHDRAWAL/REFUND/TRANSFER POLICY AND PROCEDURE

	RHA Academy Refund Policy and Procedures
	RHA Academy Transfer/Withdrawal Policy and Procedures

SECTION F: FOR STUDENTS ON SVP, LTVP, EP, WP & DEPENDENT PASS

	ICA, MOM or the relevant authority issues the various passes for the valid stay of foreigners. It is the student's responsibility to ensure that they have a valid pass to remain in Singapore during the course of his/her study.
	In the event that the student does not have a valid pass to attend any part of the course, there will be no refund of course fees, and the student may not fulfill the requirement of course completion, thus not being able to complete the course enrolled.

11. DECLARATION

- By submitting this application form to RHA Academy, I, the undersigned, hereby warrant that all information submitted is true and accurate; and affirm the authenticity of the information provided on this application form.
- I understand RHA Academy reserves the right to void my application at any point of time, and withdraw the offer without any refund of application or course fees paid; should I provide any false information, intentionally or unintentionally.
- I authorize RHA Academy to conduct education and employment verifications on information provided in this form.
- I understand that any personal data provided in this form may be processed by RHA Academy or any of its vendors and/or subcontractors ("RHA Academy's connected entities") both locally and overseas and I expressly consent to such processing for the purposes specified in RHA's Privacy Policy. Please refer to RHA's Privacy Policy at www.rha.edu.sg for more details.
- I warrant that I have obtained all necessary consents from any third parties for RHA Academy to disclose any personal data belonging to such third parties as well as for the onward disclosure or processing of such third-party personal data by RHA Academy.
- I understand that any personal data disclosed by me herein will be retained by RHA Academy's connected entities as long as any of the purposes set out in RHA's Privacy Policy remain valid.
- I understand that in connection with the raising of awareness and general publicity of RHA Academy and its courses, images (including voice recordings, likeness, photographs and video recordings) of students may be displayed or printed for educational and promotional purposes in appropriate and lawful manner, and I agree to allow RHA Academy to use such images of me for such purposes.
- I understand RHA Academy undertakes responsibility in maintaining the confidentiality of my personal data and not to divulge or transfer to any third party without my explicit consent.
- I agree to abide by RHA Academy's regulations and policies which may be amended from time to time.
- I have been briefed on the information as described in the pre-course counselling checklist. I have read, understood, and accept the terms as listed in this application form.