



JE EDUCATIONAL COLLEGE PTE LTD

(A Member of JE Educational Group)

Registered with the Council for Private Education, Singapore
(Previously registered with the Singapore Ministry of Education Since 1987)

An ISO 9001: 2008 Certified College



ENROLMENT FORM

CONFIDENTIAL

PERSONAL PARTICULARS

Name: _____ NRIC / Passport No. _____ Fin. No. _____

Address: _____ S ()

Tel No. (Hp) _____ (Office) _____ (Res) _____

Educational Qualification: _____ Date Of Birth: _____ Sex: M () F ()

Email Address: _____ Race: Chinese () Malay () Indian () Others ()

Nationality: Singaporean () PR () Others () Please specify: _____

Course interested: _____

Class interested: Weekdays: Morning () Afternoon () Evening ()
Weekends: Morning () Afternoon ()

How do you come to know us? Please tick. (✓)

- 1. Newspaper () 2. JE's Students () 3. Walk-in () 4. Banners ()
- 5. From friends () 6. JE website () 7. Other websites () 8. Flyers/ brochures ()
- 9. Others, please specify: _____

Company Particulars (If sponsored by Company)

Company Name: _____ Officer: _____

Company Address: _____

Email: _____ Tel No: _____ Fax No: _____

FOR OFFICIAL USE ONLY

Course Fee: _____	Payment: Cash/ NETS/ Cheque
Application Fee*: _____	Bank/ No: _____
Textbook/ Material Fee: _____	Amount Paid: _____
Others: _____	Receipt/ Invoice No: _____
Full Payment: () Installment: ()	Balance Payment: _____
Date of Full payment: _____	Consultant Name: _____
Date of FPS Insurance: _____	Management Approval
Purchase FPS insurance: Yes. () No. ()	Signature: _____ Name: _____
Updated Student's particular for insurance: ()	

* Non-refundable

Remarks: _____

Note: JE is committed to maintaining the confidentiality of Student's personal particulars and undertakes not to divulge the information to any third party unless required by law or other statutory regulations.





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TERMS AND CONDITIONS

1. RULES AND RESPONSIBILITIES

- 1.1 All students are to strictly adhere to the schedule of study. Late comers will not be given time extension.
- 1.2 Eating and drinking in the classrooms are strictly not allowed.
- 1.3 Smoking is strictly prohibited in the College premises at all times.
- 1.4 It is the student's responsibility to notify the College immediately of any change of address and telephone number; otherwise the College is not responsible for delay or non-notification of changes of day/ time of your course and examination registration date.
- 1.5 JE hereby confirms and undertakes to the student that it has in place a Fee Protection Scheme with **Lonpac Insurance Bhd** by way of an insurance facility.
- 1.6 It is the student's responsibility to ensure that he/ she fulfils the entry requirement for the respective course that he/ she has entered.
- 1.7 It is the student's responsibility to register for exams, but the College can assist students with the registration.

2. PAYMENT OF FEES

- 2.1 All course fees on installment basis must be paid on or before the due date.
- 2.2 In the event of any delay or default in payment of the course fees, JE Educational College shall be entitled to levy an additional Administration charge of \$ 15 per month (Part-time course) or \$ 30 per month (Full-time course) until such outstanding payment is settled in full.
- 2.3 Notwithstanding any absence or failure by the student to attend any classes or lessons for any reason whatsoever, the student remains liable to make payment for any fees due.
- 2.4 Cheques are to be crossed and made payable to JE Educational College Pte Ltd. Please do not issue post-dated cheques.

3. WITHDRAWAL/ REFUND

- 3.1 All withdrawal should be made in writing to JE.

% of the aggregate amount of total course fees	If student's written notice of withdrawal is received
50%	More than 21 days before the Commencement Date
20%	Before, but not more than 21 days before the Commencement Date
0%	After the Commencement Date

- 3.2 JE is entitled to less any other charges besides Application Fee, fees payable to third parties or charges incurred.
- 3.3 In the event that the school is unable to commence the class after 3 months, a full refund will be made to the student. However, in this circumstance, if student withdraws within 3 months, normal refund policy applies.

4. MEDICAL INSURANCE

JE hereby confirms and undertakes to the student that it has in place a Medical Insurance Scheme with **AIA (American International Assurance Company Limited)** for all students as required by CPE under EduTrust Certification Scheme. A Singapore Citizen/ PR or Non-Student Pass International student who is protected by his/her own medical insurance coverage in Singapore can opt out from the Medical Insurance Scheme arranged by JE.

It is compulsory to tick for opt-in or opt-out of the Medical Insurance Scheme.

Medical Insurance Scheme: Opt-in () Opt-out ()

I declare that the information given by me is true and correct. I have read and understand the terms and conditions and hereby agree to abide by the rules and regulations of the College.

Signature of Student

Date

* Refer to www.jegroup.edu.sg or Student Handbook for full details of JE's policies.

Enrolment Form Ver. 2/JE (Updated 28/10/2011)

Address : BLOCK 134 JURONG GATEWAY ROAD #04-307L SINGAPORE 600134 (Beside Jurong National Library)
Telephone : 6565-9786 / 6560-5559 FAX : 6563-3286
Email : info@jegroup.edu.sg / je.com@pacific.net.sg
Website : www.jegroup.edu.sg
CPE Registration No: 200300756Z (3/6/2010 – 2/6/2014)



QAIC / SG / 382