

APPLICATION FOR STUDENT ADMISSION

Notes: * Tick where appropriate.

**Delete where appropriate.

- New Application
- Renewal Application
(To continue the same course in the same school)
- Transfer of School or course

- Local Citizen / PR
- Dependent Pass

Intake/Year:

Affix a recent
passport –sized
photograph here

Please Submit to Admission for Processing

PART A – PARTICULARS OF APPLICANT					
Foreign Identification No. (FIN) <i>(if applicable)</i>			IDENTITY NO.:		
Full Name in BLOCK LETTERS (Underline Surname)				Name in Chinese Character, <i>if applicable</i>	
Alias, <i>if any</i>		Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (DD/MM/YYYY)	
Race*	Religion*	Nationality*	Province/State & Country of Birth		
Email Address	Occupation, <i>if any</i>	Course Applied <input type="checkbox"/> Diploma in Songwriting and Music Performance <input type="checkbox"/> Diploma in Songwriting and Music Production		Mode <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
GUARDIAN (Compulsory for students below 18 yrs)					
Name		NRIC No		Email	
		Relationship		Contact Number	
Residential Address in Singapore			Postal Code	Tel No.	

Antecedent*	
Have you ever been refused entry into or deported from any country, including Singapore?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted in a court of law in any country, including Singapore?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been prohibited from entering Singapore?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever entered Singapore using a different Passport or Name?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If any of the answer is "YES", please furnish details on a separate sheet of paper	

APPLICANT'S EDUCATIONAL BACKGROUND							
Name of Schools/Colleges/Universities (In Chronological Order)	Country e.g. (a) USA (b) PRC	State or Province e.g. (a) California (b) Hubei	Language of Instruction	Period of Stay		Highest Educational Qualification (Academic/Professional) (If Honors Degree, please state Class/Division)	Educational Certificate No.
				From (DD/MM/YYYY)	To (DD/MM/YYYY)		

APPLICANT'S EMPLOYMENT HISTORY (IN CHRONOLOGICAL ORDER) – If Applicable					
Name of Companies	Country	Period of Working		Position Held	Nature of Duties
		From (DD/MM/YYYY)	To (DD/MM/YYYY)		

PRE-COUNSELLING CHECKLIST

*Please tick (v) in the box next to each item

Section A: Programme & School Information	Tick (v)
School's Information: facilities and infrastructures	
Course Information and course duration	
Enrolment process and entry requirement	
Counselling and student support services	
Section B: Fees Payable	Tick (v)
The tuition fees, non-tuition fees and any other relevant fees payable to The Songwriter Music College	
Advisory Note and Student Contract must be signed before payment can be made	
Section C: Student Contract & Fee Protection Scheme	Tick (v)
Terms & conditions of Student Contract	
Section D: Withdrawal/Refund/Transfer Policy	Tick (v)
The Songwriter Music College Refund Policy and Procedure	
The Songwriter Music College Transfer/Withdrawal Policy and Procedures	

Section E – DECLARATION/DISCLAIMER OF APPLICANT

Student's Acknowledgement:

I acknowledge that the school's Marketing Staff have brought to my attention the above information during the pre-course counselling session, and I understand its contents and my rights.

TSMC Marketing Staff's Acknowledgement:

I hereby acknowledge that I have covered the above information in the pre-course counselling session to this student.

TSMC Marketing Staff's Name:	Signature:	Date:

College's DISCLAIMER:

Our Data Confidentiality and Security Policy
 All personal data and information provided by the Student to the College shall be kept strictly confidential and used solely for communicating with the Student. Every effort shall be made to ensure that the integrity of personal particulars and confidential information entrusted to the College is not disclosed unless required to by government authorities. The College also undertakes not to divulge any of the Student's personal information to any unauthorised third party without the prior written consent of the Student.

Your privacy matters to us and we would like to seek your consent on the following in demonstration of our commitment to protect your personal data kept with us.

COLLECTION & USE OF PERSONAL DATA
 Any information collected will be used for the purposes of administering and tracking your academic progress in the College.

Through your participation and involvement in any College activities, your photographs and audio/video recordings may be used for internal and external marketing and advertisement purposes in mediums such as printed materials, posters, brochures, websites and social media platforms.

If you are not comfortable with photo taking, you can just cancel the above statement and countersigned.

DISCLOSURE OF YOUR PERSONAL DATA
 Your personal information, including your academic results, will not be disclosed unless required by government authorities. Please note that we will be sending regular progress reports and updates to your recruitment agent (if applicable), and to your parents and/or guardians.

At any time should you wish to withdraw your consent, please approach the staff or email us at admin@tsmcollege.com. Please note that any legal and regulatory requirements will still apply after you withdraw your consent.

Student's Declaration:

I hereby declare that all the particulars furnished by me in this application are true and correct.
 I acknowledge I have a responsibility to behave honestly, ethically and professionally in all my dealings with TSMC through which I am studying
 I agree to act in accordance with the regulations, statutes and disciplinary procedures and the policies of TSMC.
 I agree I have a responsibility to treat all members of the staff and student community from TSMC which include academic, teaching, administration and professional staff and other students), with respect and courtesy regardless of gender, age, ethnicity, social background, disability, sexual preference or religious beliefs and customs.
 I agree I have a responsibility to value the diversity of students and staff from The Songwriter Music College and to respect the rights of others to hold and express a range of viewpoints, and to express views with due consideration for the feelings of others and understanding of relevant ethical and cultural implications.
 I understand if I engage in threatening, harassing, discriminatory or bullying behavior towards other students and staff from The Songwriter Music College (including online communications) I may be liable for criminal prosecution and/or civil action together with any sanctions The Songwriter Music College choose to apply.
 I give my consent for TSMC to obtain and verify information from or with any source as appropriate.

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Date *Signature of Applicant*