

# APPLICATION FOR STUDENT ADMISSION

Notes: \* Tick  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>			<b>IDENTITY NO.:</b>		
Full Name in BLOCK LETTERS (Underline Surname):				Name in Chinese, <i>if applicable</i>	
Alias, <i>if any</i>		Gender * <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (DD/MM/YYYY):	
Race:	Religion:	Nationality:	Province/State & Country of Birth:		
Email Address:		Mode of Study: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time		Course Applied: <input type="checkbox"/> Diploma in Songwriting and Music Performance <input type="checkbox"/> Diploma in Songwriting and Music Production <input type="checkbox"/> Diploma in Sound Engineering and Digital Media <input type="checkbox"/> Diploma in Songwriting and Music Production (E-Learning)	
Occupation, <i>if any</i> :					
Residential Address in Singapore			Postal Code	Tel No.	
GUARDIAN (Compulsory for students below 18 yrs)					
Name		NRIC No		Email	
		Relationship		Contact Number	

**Antecedent\***

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

Have you attended courses provided by TSMC (The Songwriter Music College)?

- Certificate In Contemporary Music Fundamentals  
 Certificate in Digital Audio Workstation Fundamentals  
 None of the above

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)		
Obtained a pass in English?      Yes      No							

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

# PERSONAL DATA PROTECTION ACT

This Data Protection Notice (“**Notice**”) sets out the basis which **THE SONGWRITER MUSIC COLLEGE PTE. LTD.** and **FM POP MUSIC SCHOOL PTE. LTD.** (“**we**”, “**us**”, or “**our**”) may collect, use, disclose or otherwise process personal data of our customers in accordance with the Personal Data Protection Act (“**PDPA**”). This Notice applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

## PERSONAL DATA

1. As used in this Notice:  
“**customer**” means an individual who (a) has contacted us through any means to find out more about any goods or services we provide, or (b) may, or has, entered into a contract with us for the supply of any goods or services by us; and  
“**personal data**” means data, whether true or not, about a customer who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.
2. Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include your name and identification information such as your NRIC number, contact information such as your address, email address or telephone number, nationality, gender, date of birth, marital status, photographs and other audio-visual information, employment information and financial information such as credit card numbers, debit card numbers or bank account information.
3. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

## COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

4. We generally do not collect your personal data unless (a) it is provided to us voluntarily by you directly or via a third party who has been duly authorised by you to disclose your personal data to us (your “**authorised representative**”) after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).
5. We may collect and use your personal data for any or all of the following purposes:
  - (a) performing obligations in the course of or in connection with our provision of the goods and/or services requested by you;
  - (b) verifying your identity;
  - (c) responding to, handling, and processing queries, requests, applications, complaints, and feedback from you;
  - (d) managing your relationship with us;
  - (e) processing payment or credit transactions;
  - (f) sending your marketing information about our goods or services including notifying you of our marketing events, initiatives and promotions, lucky draws, membership and rewards schemes and other promotions;
  - (g) using and publishing of marketing and promotional materials;
  - (h) complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority;

- (i) any other purposes for which you have provided the information;
  - (j) transmitting to any unaffiliated third parties including our third party service providers and agents, and relevant governmental and/or regulatory authorities, whether in Singapore or abroad, for the aforementioned purposes; and
  - (k) any other incidental business purposes related to or in connection with the above.
6. We may disclose your personal data:
- (a) where such disclosure is required for performing obligations in the course of or in connection with our provision of the goods or services requested by you; or
  - (b) to third party service providers, agents and other organisations we have engaged to perform any of the functions listed in clause 5 above for us.
7. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

#### **WITHDRAWING YOUR CONSENT**

8. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at the contact details provided below.
9. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within ten (10) business days of receiving it.
10. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our goods or services to you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 8 above.
11. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

#### **ACCESS TO AND CORRECTION OF PERSONAL DATA**

12. If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold about you, you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below.
13. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.
14. We will respond to your request as soon as reasonably possible. Should we not be able to respond to your request within thirty (30) days after receiving your request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

#### **PROTECTION OF PERSONAL DATA**

15. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus

protection, encryption and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third party service providers and agents only on a need -to-know basis.

16. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

#### **ACCURACY OF PERSONAL DATA**

17. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

#### **RETENTION OF PERSONAL DATA**

18. We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.
19. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

#### **TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE**

20. We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and we will take steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

#### **DATA PROTECTION OFFICER**

21. You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures, or if you wish to make any request, in the following manner:

DPO Name	:	Isaac Ho
Email	:	Isaac.ho@tsmcollege.edu.sg
DPO Contact Number	:	+65 62082727
Address	:	The Yards, 406 Joo Chiat Place, #04-21 Singapore 428084

#### **EFFECT OF NOTICE AND CHANGES TO NOTICE**

22. This Notice applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.
23. We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.

Effective date: 2 March 2022

## RECOMMENDED EQUIPMENT LIST

- **LAPTOP**

- Apple MacBook Pro M1X and above
- Any Windows laptop with a i7 CPU and above (Minimum 512 GB of hard disk space is required)

- **AUDIO INTERFACE**

- Solid State Logic SSL2  
(Compatible with both Mac and Windows system)

- **CONDENSER MICROPHONE**

- Warm Audio  
WA47JR (Entry level)  
WA14 (Mid-tier)  
WA87R2 (Premium level)
- Monkey Banana  
Bonobo (Entry level)  
Mangabey (Mid-tier)

- **STUDIO MONITORS (OPTIONAL)**

- Monkey Banana  
Lemur 5 (Entry level)  
Baboon 6 (Mid-tier)  
Turbo 6 (Premium level)

- **STUDIO HEADPHONES**

- Beyerdynamic DT 770 80 Ohm

- **MIDI CONTROLLER**

- KORG microKEY2 (37 Keys)

- **OTHER ACCESSORIES**

- Microphone Boom Stand
- Microphone Cable (1.5m to 3m)

# PRE-COUNSELLINGCHECKLIST

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

<b>Section A: Programme &amp; School Information</b>	Tick (✓)
School's Information: facilities and infrastructures	
Course Information and course duration	
Enrolmentprocess and entry requirement	
Counseling and student support services	
<b>Section B: Fees Payable</b>	Tick (✓)
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	
<b>Section C: Student Contract &amp; Fee Protection Scheme</b>	Tick (✓)
Terms & conditions of Student Contract	

<b>Section D: Withdrawal/Refund/Transfer Policy</b>	Tick (✓)
The Songwriter Music College Refund Policy and Procedure	
The Songwriter Music College Transfer/Withdrawal Policy and Procedures	

## Section E – DECLARATION/DISCLAIMER OFAPPLICANT

### Student's Acknowledgment:

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

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

**TSMC Marketing Staff's Acknowledgment:**

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

<i>TSMC Marketing Staff's Name:</i>	<i>Signature:</i>	<i>Date:</i>

**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.edu.sg](mailto:admin@tsmcollege.edu.sg). 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 chooses to apply.  
 I give my consent for TSMC to obtain and verify information from or with any source as appropriate.

.....  
*Date*
*Signature of Applicant*



FORM12  
PRIVATE EDUCATION ACT  
(No. 21 of 2009)

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.

- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

*This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.*

I, \_\_\_\_\_, NRIC/Passport number \_\_\_\_\_.  
(name of student/parent/guardian) (NRJC/passport no.)

have read and understood this advisory note before signing the Student Contract

for myself/ my ward\*\* \_\_\_\_\_(NRIC/passport)\_\_\_\_\_  
(name of ward)

with The Songwriter Music College Pte. Ltd.  
-----  
(name of PEI)

\_\_\_\_\_  
(signature of student or parent I guardian)

Date:

*\*Please delete whichever is inapplicable.*

## Student Entry Assessment

Submitted by:

Date received:

Submission item:

- Self-composed melody
- Self-composed lyrics
- Cover songs
- Instrumental performance
- Others (eg. certificates), elaborate \_\_\_\_\_

Format

- YouTube links, provide url \_\_\_\_\_
- Email
- Dropbox
- Google Drive
- Others, provide details \_\_\_\_\_

**\*For Official Use Only**

**Remarks**

**Recommendation:**

- Accepted into Diploma in Songwriting and Music Performance
- Accepted into Diploma in Songwriting and Music Production
- Accepted into Diploma in Songwriting and Music Production (E-Diploma)
- Accepted into Diploma in Sound Engineering and Digital Media
- To arrange for interview
- Rejected

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**Assessor**  
**Name and Date (to sign off)**