

# APPLICATION FOR STUDENT ADMISSION

COURSE DETAILS			
Course Title			
Mode of Study		Intake Year	
Type of Applicant			

PARTICULARS OF APPLICANT			
Full Name (As in NRIC/Passport) (Surname in BLOCK LETTERS)		Gender	
		Date of Birth	
		Age	
Name in Chinese (if applicable)		Occupation (if any)	
NRIC/Passport/FIN		Country of Birth	
Nationality			
Residential Address		Postal Code	
Mailing Address (if different from Residential Address)		Postal Code	
Tel (Mobile)		Tel (Home)	
Email			
<b><i>For applicants under 18 years old</i></b>			
Name of Parent/Guardian		NRIC/Passport/FIN	
Relationship		Email	
		Contact Number	

ANTECEDENTS
<p>Have you ever been refused entry into or deported from any country, including Singapore?</p> <p>Have you ever been convicted in a court of law in any country, including Singapore?</p> <p>Have you ever been prohibited from entering Singapore?</p> <p>Have you ever entered Singapore using a different Passport or Name?</p> <p>If any of the answer is "YES", please furnish details on a separate sheet of paper</p>

## APPLICATION FOR STUDENT ADMISSION

EDUCATIONAL BACKGROUND							
Name of Schools/Colleges/ Universities (In Chronological Order)	Country e.g. (a) USA (b) PRC	State Province or e.g. (a) California, (b) Hubei	Language of Instruction	Period		Highest Educational Qualification (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		
OTHER PROFESSIONAL COURSES/AWARD							
Title of Course	Awarding Institution	Period		Qualification Awarded	Certificate No.		
		From (DD/MM/YYYY)	To (DD/MM/YYYY)				
EMPLOYMENT HISTORY (IF APPLICABLE)							
Name of Organisation	Country	Period		Position Held	Nature of Duties		
		From (DD/MM/YYYY)	To (DD/MM/YYYY)				

## APPLICATION FOR STUDENT ADMISSION

EMERGENCY CONTACT			
Name		Relationship	
Email		Contact No.	
Address			
MEDICAL HISTORY			
Have you ever suffered, or are suffering from any medical condition, illness, disease, mental illness or physical impairment?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If 'YES', please provide details below.			

HOW DID YOU HEAR ABOUT TSMC?	
<input type="checkbox"/>	College Website
<input type="checkbox"/>	TSMC/FM Short Courses      Name of Course:
<input type="checkbox"/>	Publicity Events      Name of Event:
<input type="checkbox"/>	Agent      Name of Agent:
<input type="checkbox"/>	Social Media      Platform:
<input type="checkbox"/>	Word of Mouth      Name of Introducer:

APPLICATION CHECKLIST	
<input type="checkbox"/>	Copy of NRIC (for SC/PR), Passport/FIN card/Birth Certificate (for international students)
<input type="checkbox"/>	1-minute Self-Introduction Video
<input type="checkbox"/>	Copy of academic transcripts / certificates
<input type="checkbox"/>	Personal photo with plain background
<input type="checkbox"/>	Portfolio of 3 Sample Works

You may submit your application via email to [admissions@tsmcollege.edu.sg](mailto:admissions@tsmcollege.edu.sg). We will request payment of your non-refundable application fee upon submission of your application. Applications will not be considered until the application fee is received by us.

## APPLICATION FOR STUDENT ADMISSION

### DECLARATION & ACKNOWLEDGEMENT

- I confirm that all information provided by me in this application is true, accurate and complete to the best of my knowledge. I understand that the application and any offer by The Songwriter Music College will be rendered invalid if the information provided proves to be inaccurate, either intentionally or unintentionally.
- I authorize the College to verify the information in this application and consent to the use of my personal information to do the same.
- 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.
- I have read, understood and accept the Refund Policy and other terms and conditions as found on the School website (<https://tsmcollege.edu.sg/students/prospective-students/refund-withdrawal-transfer-policy/>)

Applicant's Signature

Date

# 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

## PRE-COURSE COUNSELLING CHECKLIST

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

Section A: Programme & School Information	Tick ( ✓ )
School's Information: location, facilities, and infrastructures	
Application requirements and procedures	
Course information and course duration	
Enrolment, transfer, deferment, and withdrawal process	
Student support services	
Section B: Fees Payable	Tick ( ✓ )
Tuition and miscellaneous fees payable, FPS and payment methods	
Refund policy and procedure	
Section C: Student Contract	Tick ( ✓ )
Advisory Note	
Student Contract content and execution process	
Section D: Student Pass	Tick ( ✓ )
Student Pass application process	
Relevant Singapore and immigration laws	

### Section E: Declaration / Disclaimer of Applicant

#### Student's Acknowledgement:

I acknowledge that the TSMC's staff have brought the above-mentioned information during the pre-course counselling session, and I understand its contents and my rights.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature

### Section F: Declaration / Disclaimer of Staff

#### TSMC Staff's Acknowledgement:

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

\_\_\_\_\_  
Name of TSMC's Staff

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**FORM 12  
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) (NRIC/passport no.)*

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

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

with \_\_\_\_\_.  
*(name of PEI)*

\_\_\_\_\_  
*(signature of student or parent / 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 Sound Engineering and Digital Media
- ☐ To arrange for interview
- ☐ Rejected

---

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