

## APPLICATION FOR STUDENT ADMISSION

COURSE DETAILS 课程详情			
Course Title 课程			
Mode of Study 学习方式		Intake 招生	
Type of Applicant 申请类型		Year 入学年份	
PARTICULARS OF PARTICIPANT 申请人详情			
Full Name as in NRIC/Passport (Surname in BLOCK LETTERS) 姓名 (如生身份证/护照上)		Gender 性别	
		Date of Birth 出生日期	
		Age 年龄	
Name in Chinese (If applicable) 中文名 (如适用)		Nationality 国籍	
NRIC/Passport/FIN 生身份证号码/护照号码		Country of Birth 出生国家	
Occupation (if any) 职业 (如适用)			
Residential Address 住址		Postal Code 邮政编号	
Mailing Address (if different from Residential Address) 邮箱地址 (如果与以上住址不同)		Postal Code 邮政编号	
Contact Details 联络方式			
Mobile Number 手机号码		Residential 住址号码	
Email 电子邮箱			
For applicants under 18 years old 未满18岁申请人			
Name of Parent/Guardian 监护人/家长姓名		NRIC/Passport/FIN 生身份证号码/护照号码	
Relationship with Student 关系		Contact Number 联络方式	
Email 电子邮箱			

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ANTECEDENTS 前科	
Have you ever been refused entry into or deported from any country, including Singapore? 您是否曾被任何国家，包括新加坡，拒绝入境或驱逐出境？	Yes / No 是 / 否
Have you ever been convicted in a court of law in any country, including Singapore? 您是否曾被在任何国家，包括新加坡，被法院判有罪？	Yes / No 是 / 否
Have you ever been prohibited from entering Singapore? 您是否曾被禁止入境新加坡？	Yes / No 是 / 否
Have you ever entered Singapore using a different Passport or Name? 您是否曾使用不同的护照或姓名入境新加坡？	Yes / No 是 / 否
If any of the answer is "YES", please furnish details on a separate sheet of paper 如果任何一个问题是“是”，请另附详情。	

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EDUCATIONAL BACKGROUND 教育资历							
Name of Schools / Colleges / Universities 学校/学院/ 大学名称 (In Chronological Order 按年份顺序)	Country 国家 e.g.(a) USA (b) PRC 例如 (a) 美国 (b) 中国	State or Province 州/省 e.g.(a) California (B) Hubei 例如 (a) 加利福尼亚 (b) 湖北	Language of Instruction 教学语言	Period 时期		Highest Educational Qualification 最高教育 资格 (if Honours Degree, please state Class / Division 如果是荣誉学位, 请注明等级/分区)	Educational Certificate Number 教育 证书号码
				From 从 (DD/MM/YYYY)	To 结束 (DD/MM/YYYY)		
Obtained a pass in English? 英文程度及格	Yes 是		No 否			IELTS score 雅思成绩 (if applicable 如适用)	
OTHER PROFESSIONAL COURSES / AWARDS 其他专业课程/奖项							
Title of Course 课程名称	Awarding Institution 颁发机构	Period 时期		Qualification Awarded 获得的资格	Certificate Number 证书编号		
		From 从 (DD/MM/YYYY)	To 结束 (DD/MM/YYYY)				

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EMPLOYMENT HISTORY (IF APPLICABLE) 就业经历(如使用)					
Name of Organisation 就业组织/机构	Country 国家/地区	Period 时期		Position Held 担任职位	Nature of Duties 指责性质
		From 从 (DD/MM/YYYY)	To 结束 (DD/MM/YYYY)		

EMERGENCY CONTACT AND MEDICAL HISTORY 紧急联系和医疗史					
EMERGENCY CONTACT 紧急联系					
Name 姓名		Contact Number 联系号码			
Relationship 关系		Address 住址			
Email 电子邮件					
MEDICAL HISTORY 医疗史					
Have you ever suffered, or are suffering from any medical condition, illness, disease, mental illness, or physical impairment? 您是否曾经患有或目前患有任何医疗情况、疾病、精神疾病或身体障碍?					
Yes 是		No 否			
If "YES", please provide details below 如果是“是”，请在以下提供详情。					

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HOW DID YOU HEAR ABOUT TSMC? 您是如何得知本校?		
	TSMC's Website 本校网站	
	TSMC / FM Short Courses 本校/FM 短期课程	Name of Course 课程名称
	Publicity Events 宣传活动	Name of Event 活动名称
	Agent 中介	Name of Agent 中介名
	Social media 社交媒体	Name of Platform 平台
	Word of Mouth 介绍	Name of Introducer 介绍人姓名

APPLICATION CHECKLIST FOR DIPLOMA IN MUSIC AND DIPLOMA IN MUSIC BUSINESS 音乐大专和音乐商业大专申请清单	
	Copy of NRIC (for Singapore Citizens/Singapore Permanent Residents), Passport/FIN card/Birth Certificate (for International Students) 身份证副本 (新加坡公民/新加坡永久居民), 护照/FIN 居留卡/出生证明 (国际学生)
	1-minute Self-Introduction Video 1 分钟自我介绍视频
	Copy of academic transcripts / certificates 学术成绩单/证书副本
	Personal photo with plain background 个人照片 (简单单色背景)
	Portfolio of 3 sample words 3 个样品作品组合

APPLICATION CHECKLIST FOR CERTIFICATE IN ENGLISH I AND II 英语预备课程 I 和 II 申请清单	
	Copy of Passport/FIN card/Birth Certificate (for International Students) 护照/FIN 居留卡/出生证明 (国际学生)
	Copy of academic transcripts / certificates 学术成绩单/证书副本
	Copy of IELTS results / certificates (if applicable) 雅思成绩/证书副本 (如适用)
	Personal photo with plain background 个人照片 (简单单色背景)

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.

您可通过电子邮件将您的申请表提交至 [admissions@tsmcollege.edu.sg](mailto:admissions@tsmcollege.edu.sg)。请在提交申请表时支付申请费 (不可退款)。本校收到申请费后, 才会进行申请表的审核与办理。

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### DECLARATION & ACKNOWLEDGEMENT 声明与确认

*\*The Chinese translation is a guide of understanding; the English declaration and acknowledgment takes precedence. 中文翻译仅供参考，以英文声明与确认为准。*

- 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. 我确认, 尽我所知, 我再此申请中提供的信息均为真实、准确和完整。我理解, 如果提供的信息被证明是不准确的, 无论是有意还是无意的, 亚洲音乐学院申请和任何录取将无效。
- I authorise the College to verify the information in this application and consent to the use of my personal information to do the same. 我授权学院核实此申请中的资料, 并同意使用我的个人资料进行核实。
- I hereby declare that all the particulars furnished by me in this application are true and correct. 我声明我在此申请中提供的资料均为真实和正确的。
- I acknowledge I have a responsibility to behave honestly, ethically, and professionally in all my dealings with TSMC through which I am studying. 我确认我有责任在与我在亚洲音乐学院的学习的所有交往中诚实、道德和专业地行事。
- I agree to act in accordance with the regulations, statutes and disciplinary procedures and the policies of TSMC. 我同意遵守亚洲音乐学院的规定、条例、纪律程序和政策。
- 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. 我同意, 我会尊重和礼貌的对待亚洲音乐学院所有教职员工和学生社区的成员, 包括学术、教学、行政和专业人员以及其他学生, 不论其性别、年龄、种族、社会背景、残疾、性取向或宗教信仰和习俗。
- 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. 我同意, 我有责任重视亚洲音乐学院学生和员工的多样性, 尊重他人特有和表达不同观点的权利, 并在表达观点时充分考虑他人的感受和相关伦理和文化影响。
- I understand if I engage in threatening, harassing, discriminatory or bullying behaviour 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. 我理解, 如果我对亚洲音乐学院的其他学生和工作人员 (包括在线交流) 进行威胁、骚扰、歧视或欺凌行为, 我可能会面临刑事起诉, 以及亚洲音乐学院选择的任何制裁。
- I give my consent for TSMC to obtain and verify information from or with any source as appropriate. 我同意亚洲音乐学院根据需要从任何适当的来源获取和核实资料。
- I have read, understood and accept the Refund Policy and other terms and conditions as found on the School website 我已阅读、理解并接受学校网站上的退款政策和其他条款和条件。 (<https://tsmcollege.edu.sg/students/prospective-students/refund-withdrawal-transfer-policy/>)

Applicant's Signature 申请人签名

Date 日期

# 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