



# MDIS

**Management Development  
Institute of Singapore**

Malaysia • Tajikistan • Uzbekistan

Please affix a  
recent passport-  
sized photograph  
here

## INTERNATIONAL STUDENT APPLICATION FORM

### Important Note:

- This application form is applicable to international students only.
- Incomplete applications will not be processed. Please complete all information requested on the application form.
- A non-refundable application fee of S\$481.50 (inclusive of 7% GST) must be made payable to "MDIS Pte Ltd".
- All supporting documentation should be attached to your application.

### Confidentiality Clause:

*MDIS is committed in maintaining the confidentiality of personal information and undertakes not to divulge any of the applicants' personal information to any third party without the prior consent of the applicants.*

## 1. PERSONAL DETAILS

Have you studied at MDIS before?  YES  NO

Name (as per Passport)

Passport Number:  Nationality:

Email Address:  Mobile Number:

Gender  M  F

## 2. PROGRAMME SELECTION

Programme: \_\_\_\_\_

Intake & Batch No: \_\_\_\_\_

Choice of University (Please tick the appropriate box):

- Bangor University, UK
- Edinburgh Napier University, UK
- Leeds Beckett University, UK
- Northumbria University, UK
- Teesside University, UK
- University of Roehampton, UK
- University of Sunderland, UK
- University of Central Oklahoma, USA
- Others: \_\_\_\_\_

### To be completed by Agent

Country:
Agent (Company):
Staff-in-charge:
<b>For official use only</b>
Country Manager in-charge:
Payment Date (Reg. Fee):
Payment Amount (Reg. Fee):
Receipt No.:
UMS SID No.:
UMS Registered Date.:
Process for: COL / Matric / STP
MOU School (if any):

Choice of Programme (Please tick the appropriate box)

### Undergraduate Degree

- Accounting and Finance
- Accounting and Financial Management
- Airline and Airport Management
- Biomedical Science
- Broadcast Media Production
- Business Management and Finance
- Business and Management
- Business and Marketing
- Cybersecurity and Networks
- Electronic and Electrical
- Fashion Communication and Promotion
- Fashion Product and Promotion
- Healthcare Management
- Health Sciences
- Information Technology
- International Tourism and Hospitality Management
- Mechanical
- Media, Culture and Communication
- Nutrition Science
- Psychological and Behavioural Science
- Safety, Health and Environmental Management

### Postgraduate Degree

- Business Administration
- Business Administration (Online)
- Business Administration (Health Management) (E-Learning)
- Business Administration (Hospitality and Tourism Management) (E-Learning)
- Business Administration (Human Resource Management)
- Business Administration (Leadership and Innovation) (E-Learning)
- Business Administration (Marketing) (E-Learning)
- Business Administration in Banking and Finance
- Business Administration in International Marketing
- Cybersecurity
- Education Studies
- Healthcare Management
- Project Management
- Public Health
- Tourism and Hospitality

## 3. ENGLISH LANGUAGE PROFICIENCY

Have you taken a formal English Language Test? Yes No

If yes, please provide the following information.

Awarding Body:  TOEFL: \_\_\_\_\_  IELTS: \_\_\_\_\_  Others (please state): \_\_\_\_\_

Reading: \_\_\_\_\_ Listening: \_\_\_\_\_ Speaking: \_\_\_\_\_ Writing: \_\_\_\_\_ Overall: \_\_\_\_\_

Date Awarded: DD - MM - YYYY

## 4. HOW DID YOU FIND OUT ABOUT MDIS?

- MDIS Website
- Search Engine (Google/Yahoo/Bing/Others)
- Newspaper/Magazine/Journals
- Social media (Facebook/Twitter/Others)
- Agents
- Friends/Relatives
- Exhibition/Seminar/Workshop
- Others: \_\_\_\_\_

## 5. DECLARATION

### FOR AGE YEARS UNDER 18 STUDENTS ONLY (SIGNED BY THE PARENTS)

I \_\_\_\_\_, parent / guardian of \_\_\_\_\_ understand and give / do not give consent to MDIS for providing me with my son's/ daughter's / ward's information related to academic results, attendance, conduct and any relevant matters during his or her studies at MDIS. I request you to copy all official correspondence from MDIS to me via the details noted below:

SMS: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### FOR AGE YEARS ABOVE 18 STUDENTS ONLY

I \_\_\_\_\_, understand and give / do not give consent to MDIS for providing my parents / guardian information related to my academic results, attendance, conduct and any relevant matters during my studies at MDIS. I request you to copy all official correspondence from MDIS to my parents /guardian upon request, via the details noted below:

SMS: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I, the undersigned, hereby affirm to the authenticity of the information provided on this application form.

I acknowledge that \_\_\_\_\_ (MDIS staff/Agent) has explained the above details to me and I understand that any false or misleading information may result in denial of admissionary expulsion from MDIS. I declare that I have read the instructions on this application form and all the information provided is complete and correct.

I declare that I have read the terms & conditions on this application form and I hereby authorise the Institute to conduct authenticity verification from the awarding organisation(s) of my declared academic qualifications. I understand that the final acceptance into the course is subject to the approval of the Student's Pass application from the Immigration & Checkpoints Authority of Singapore (ICA) and meeting the admission requirements of the course.

I consent to the collection, use and disclosing of my personal data by MDIS for the purpose of processing my application for study, administration and funding purposes (where applicable), subject to the provisions of the Personal Data Protection Act (PDPA) in Singapore.

Were you issued a Training Work Permit by Ministry of Manpower (MOM) before?

Yes

No

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of MDIS Representative and/or Agent

**www.mdiss.edu.sg**

Management Development Institute of Singapore  
Reg.No. 201001793H  
19 September 2022 to 17 September 2024

A member of the Singapore Association for Private Education (SAPE)



Cert No: EDU-2-2016  
Validity: 30/12/2018 - 29/03/2023



CERT NO.: 97-3-0767  
ISO 9001:2015

**6. INFORMATION REQUIRED FOR ONLINE APPLICATION FOR A STUDENT PASS (for eForms 16)**

## NOTE:

- 1) All fields with \*are mandatory (compulsory). Any empty fields will be deemed as NIL/ NA
- 2) Strictly use only English characters to avoid errors when submitting online
- 3) Strictly use only **BLOCK LETTERS**
- 4) Please note that your signature in this form **MUST BE** the same as your passport signature.
- 5) The Institute shall not be responsible should the application be rejected due to the omission of certain information by you.

## WARNING

IT IS AN OFFENCE UNDER THE IMMIGRATION ACT TO MAKE ANY FALSE STATEMENT, REPRESENTATION OR DECLARATION IN CONNECTION WITH THIS APPLICATION

**PART A - PARTICULARS OF APPLICANT**

Foreign Identification No. (FIN) <i>(if applicable)</i>		Cancellation Date of Foreign Identification (Student Pass)	
Full Name in BLOCK LETTERS (Underline Surname) *		Alias, if any	Birth Certificate No.*
Race*	Religion*	Sex*	Date of Birth (DD/MM/YYYY) *
Email Address	Nationality*	Province/State*	Country of birth*
Expiry Date of Employment/Dependant's Pass if any (DD/MM/YYYY)	Occupation (If student, put FULL TIME STUDENT)		Marital Status * Single/Married/Divorce/Widowed
Type of Travel Document Held <b>INTERNATIONAL PASSPORT</b>	Serial No. of Travel Document Held		Issue Date of Travel Document (DD/MM/YYYY)
Country of Issue of Travel Document	Place of Issue of Travel Document		Expiry Date of Travel Document (DD/MM/YYYY)
Parents' AND/OR Step-Parents' Residential Status:			
Father:		NRIC:	
<input type="checkbox"/> Singapore Citizen/Permanent Resident		_____	
<input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)		FIN No: _____	
<input type="checkbox"/> None of the above			
Mother:		NRIC:	
<input type="checkbox"/> Singapore Citizen/Permanent Resident		_____	
<input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)		FIN No: _____	
<input type="checkbox"/> None of the above			
Step-Father/ Step-Mother: (Pls select one)		NRIC:	
<input type="checkbox"/> Singapore Citizen/Permanent Resident		_____	
<input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)		FIN No: _____	
<input type="checkbox"/> None of the above			

Residential Address in Singapore

House/Blk No: \_\_\_\_\_ Floor No: \_\_\_\_\_ Unit No: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Street Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

List countries in which applicant has resided for one year or more during the last five years: \*

Country	Address	Period of Stay	
		From (DD/MM/YYYY)	To (DD/MM/YYYY)

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 it "YES", please furnish details:

**PART B - DECLARATION BY APPLICANT**

I hereby declare that all the particulars furnished by me in this application are true and correct.

I undertake not to Study without a Student's Pass.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the Student Pass has been issued.

I further undertake not to be engaged in any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid, without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caring.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I give my consent for your department to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for immigration facilities.

I have read and agreed to the declaration, and I authorized the Management Development Institute of Singapore (MDIS) to submit the application for student pass online on my behalf.

.....  
Date

.....  
Signature of Applicant

PART C - APPLICANT'S PARENTS AND/OR STEP PARENTS						
Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore		Occupation
	Father			<input type="checkbox"/> Singapore Citizen/Permanent Resident	NRIC: _____	
<input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)				FIN No: _____		
<input type="checkbox"/> None of the above						
	Mother			<input type="checkbox"/> Singapore Citizen/Permanent Resident	NRIC: _____	
<input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)				FIN No: _____		
<input type="checkbox"/> None of the above						
	Step-Father (if yes)			<input type="checkbox"/> Singapore Citizen/Permanent Resident	NRIC: _____	
<input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)				FIN No: _____		
<input type="checkbox"/> None of the above						
	Step-Mother (if yes)			<input type="checkbox"/> Singapore Citizen/Permanent Resident	NRIC: _____	
<input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)				FIN No: _____		
<input type="checkbox"/> None of the above						

PART D - APPLICANT'S SPOUSE (IF APPLICABLE)						
Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore		Occupation
	Spouse			<input type="checkbox"/> Singapore Citizen/Permanent Resident	NRIC: _____	
<input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)				FIN No: _____		
<input type="checkbox"/> None of the above						

PART E - APPLICANT'S SIBLINGS				
Full Name (As appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore
				<input type="checkbox"/> Singapore Citizen/Permanent Resident      NRIC: _____ <input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)      FIN No: _____ <input type="checkbox"/> None of the above
				<input type="checkbox"/> Singapore Citizen/Permanent Resident      NRIC: _____ <input type="checkbox"/> Resident (Long-term social visit pass/Work Permit/Dependent Pass/Employment Pass)      FIN No: _____ <input type="checkbox"/> None of the above

PART F - APPLICANT'S EDUCATIONAL BACKGROUND							
Name of Schools/Colleges/Universities (In Chronological Order)	Country	State or Province	Language of Instruction	Period of Study		Highest Educational Qualification (Academic/Professional) (If Honours Degree, please state Class/Division)	Education Certificate No.
				From (DD/MM/YYYY)	To (DD/MM/YYYY)		
Obtained a pass in English:		YES / NO					

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

<b>PART G1 - GAP EXPLANATION FOR SUBMISSION (ADDITIONAL INFORMATION)</b>
Remarks:

<b>PART H - APPLICANT'S FINANCIAL SUPPORT (TO BE COMPLETED FROM VISA-REQUIRED COUNTRIES)</b>					
Applicant	Average Monthly Income for past 6 months:	S\$	Applicant's Spouse	Average Monthly Income for past 6 months:	S\$
	Current Saving	S\$		Current Saving	S\$
Applicant's Father	Average Monthly Income for past 6 months:	S\$	Applicant's Mother	Average Monthly Income for past 6 months:	S\$
	Current Saving	S\$		Current Saving	S\$
Other Financial supports from immediate family members:		YES / NO			
If Yes, please state:					

<b>PART H1 - APPLICANT'S SINGAPORE CITIZEN / PERMANENT RESIDENT PARENTS' / STEP PARENTS' ADDITIONAL INFORMATION</b>	
<b>FATHER'S</b>	
* Marital Status: Single / Married / Divorced / Widowed _____	* Custody of Applicant (if applicable): Father / Mother / Other
* Marriage Certificate No: _____	* Marriage Date: _____
* Divorced Certificate No: _____	* Divorced Date: _____
<b>MOTHER'S</b>	
* Marital Status: Single / Married / Divorced / Widowed _____	* Custody of Applicant (if applicable): Father / Mother / Other
* Marriage Certificate No: _____	* Marriage Date: _____
* Divorced Certificate No: _____	* Divorced Date: _____
<b>STEP-PARENT'S</b>	
* Marital Status: Single / Married / Divorced / Widowed _____	* Custody of Applicant (if applicable): Father / Mother / Other
* Marriage Certificate No: _____	* Marriage Date: _____
* Divorced Certificate No: _____	* Divorced Date: _____

**PART H2 - APPLICANT'S SINGAPORE CITIZEN / PERMANENT RESIDENT PARENTS' / STEP PARENTS'  
ADDITIONAL INFORMATION ON EDUCATION**

FATHER'S / STEP-FATHER'S

\* Name of school / Colleges / Universities: \_\_\_\_\_

\* Country: \_\_\_\_\_

\*Education Certificate No: \_\_\_\_\_

\* Highest Qualification (Academic / Professional) (If Honours Degree, please state Class / Division): \_\_\_\_\_

MOTHER'S / STEP-MOTHER'S

\* Name of school / Colleges / Universities: \_\_\_\_\_

\* Country: \_\_\_\_\_

\*Education Certificate No: \_\_\_\_\_

\* Highest Qualification (Academic / Professional) (If Honours Degree, please state Class / Division): \_\_\_\_\_

**PART H3 - APPLICANT'S SINGAPORE CITIZEN / PERMANENT RESIDENT PARENTS' / STEP PARENTS'  
ADDITIONAL INFORMATION ON CURRENT EMPLOYMENT**

FATHER'S / STEP-FATHER'S

\* Name of Company: \_\_\_\_\_

\* Monthly Income: S\$ \_\_\_\_\_

\* Average Income for the Past 1 year: S\$ \_\_\_\_\_

\* Average Monthly CPF contribution for the past 1 year: S\$ \_\_\_\_\_

MOTHER'S / STEP-MOTHER'S

\* Name of Company: \_\_\_\_\_

\* Monthly Income: S\$ \_\_\_\_\_

\* Average Income for the Past 1 year: S\$ \_\_\_\_\_

\* Average Monthly CPF contribution for the past 1 year: S\$ \_\_\_\_\_

**PART I - APPLICANT'S SINGAPORE CITIZEN / PERMANENT RESIDENT SPOUSE'S  
ADDITIONAL INFORMATION ON EDUCATION AND CURRENT EMPLOYMENT**

EDUCATION DETAILS:

\* Name of school / Colleges / Universities: \_\_\_\_\_

\* Country: \_\_\_\_\_

\*Education Certificate No: \_\_\_\_\_

\* Highest Qualification (Academic / Professional) (If Honours Degree, please state Class / Division): \_\_\_\_\_

CURRENT EMPLOYMENT DETAILS:

\* Name of Company: \_\_\_\_\_

\* Monthly Income: S\$ \_\_\_\_\_

\* Average Income for the Past 1 year: S\$ \_\_\_\_\_

\* Average Monthly CPF contribution for the past 1 year: S\$ \_\_\_\_\_

## 7. IMPORTANT CHECKLIST

Use this checklist to ensure that you have included all relevant documents before submitting your application.

- 1) An application fee of S\$481.50 (non-refundable) made payable to "MDIS Pte Ltd".

The payment of the registration fee can be paid via the following options:

- i) Demand draft (DD) made to 'MDIS Pte Ltd'
- ii) Telegraphic Transfer (TT) made to the following account:

Name: MDIS Pte Ltd

Bank: DBS Bank

Branch: Marina Bay Financial Centre  
12 Marina Boulevard  
Level 3, Marina Bay Financial Centre Tower 3  
Singapore 018982

Account No: 003-911274-2 / Swift code: DBSSSGSG

- 2) The Application form must enclose the following documents which are required for processing the student's pass application. Please tick  boxes as appropriate.
- 1 recent passport-sized photographs of the applicant (against white background)
  - Photocopy of applicant's passport pages showing his/her particulars and travel document's date of validity (At least 1 year)
  - Photocopy of applicant's Birth Certificate/Affidavit
  - Photocopy of applicant's Certified/Notarised copy of Education Results / Certificates and Transcripts (with detailed results)
  - Photocopy of the Student's Pass (For applicants transferred from other schools in Singapore) or notification for cancellation of Student Pass, Visit Pass and Embarkation Form.
  - Must show proof of English Medium Study/First Placement Test Attempted/IELTS/TOEFL
  - University Matriculation Form (if applicable)
- 3) All completed documents must reach MDIS at least 8 weeks (2 months) before course commencement. If there is any late submission, MDIS will not submit the application to ICA. For Students' Passes that are rejected by ICA, the general processing time for appeal takes about 4 weeks (1 month).

## 8. TERMS AND CONDITIONS

### Application Procedures

1. Students are to submit the duly signed MDIS Application Form and supporting documents (refer to Documents Checklist) with application fee payment of S\$481.50 (inclusive of GST).
2. Upon receiving the application, MDIS will issue a Conditional Offer Letter to the students. Admission assessment and Student's Pass applications will be processed.
3. The Standard PEI-Student Contract will be generated and issued to the students when the admission assessment and Student's have been approved.
4. Students are to make the first installment payment of the tuition fee only after signing the Standard PEI-Student Contract.
5. Upon receiving both the signed Standard PEI-Student Contract and proof of installment payment (e.g. TT slip), the In-Principle Approval (IPA) letter will be released to the students.
6. Students will report to MDIS upon arriving in Singapore to complete the formalities and proceed with medical check-up and collection of Student's Pass from Immigration and Checkpoints Authority of Singapore (ICA).

## Course Fees

All fees quoted are subject to other costs arising from government directives.

Non-tuition fees are not included. For more details, please contact our MDIS Representative Office or our authorised agents in your country.

## Fee Payment Policy

Management Development Institute of Singapore Pte Ltd (MDIS Pte Ltd) collects course fees in accordance to the fees structure stipulated in the Standard PEI-Student Contract. An administrative charge of S\$107.00 (inclusive of GST) will be levied on each late installment payment of the course fees. Fees are payable after the Standard PEI-Student Contract has been generated and confirmed/signed by the student.

## Modes of Payment

Payments can be made by cash, NETS (with maximum of S\$2,000.00 per transaction per day), VISA, MasterCard, AMEX, Telegraphic Transfer or Cheque. For cheque payment, please indicate the details of the programme applied for and your personal particulars on the back of the cheque.

Cheques must be crossed and made payable to "MDIS Pte Ltd". The student's name, passport number and course title should be written on the reverse of the cheque.

## Withdrawal / Refund Policy

### Refund for Withdrawal Without Cause

Any request for a refund of course fees paid before / after course commencement shall be subject to the refund policy:

Refund Table:

% of aggregate amount of the fees paid as per MDIS-Student Contract	If a Student's written notice of withdrawal is received
75%	more than 60 days before the Course Commencement Date
25%	before, but not more than 60 days before the Course Commencement Date
10%	after, but not more than 7 days after the Course Commencement Date
5%	more than 7 days after the Course Commencement Date, but not more than 14 days after the Course Commencement Date
0%	more than 14 days after the Course Commencement Date

\*\*\*Note: The above percentage is to be applied to the first instalment amount payable for the particular course. If the actual payment exceeds the first instalment amount, the excess amount shall be fully refunded. If the first instalment payment is less than the first instalment due, the course fee shortage shall be collected from the student.

A cooling-off period of seven (7) working days is applicable for a maximum refund from the date when the contract was signed. The above refund policy also applies to company-sponsored students.

All refunds shall be made within seven (7) working days from receipt of the student's request.

### Refund for Withdrawal with Cause

MDIS Pte Ltd shall inform the student immediately within three (3) working days if:

- i. It fails, for any reason, to commence course prior to the course commencement date;
- ii. It terminates the course, for any reason, prior to the course commencement date;
- iii. It fails, for any reason, to complete the course by the course completion date;
- iv. It terminates the course, for any reason, prior to course completion date;
- v. It has not ensured that the student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A (course details of the Student Contract) within any stipulated timeline set by CPE; or
- vi. The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

MDIS Pte Ltd shall, within seven (7) working days of notifying the student in writing of above circumstances (i) to (vi), provide the student with information and details of an alternative confirmed course arrangement to allow the student to make a timely and appropriate decision on the alternative arrangement.

Students shall be entitled to immediately withdraw from the course by giving written notice to MDIS Pte Ltd of his / her intention to do so.

For circumstances under “Refund for Withdrawal with Cause”, MDIS Pte Ltd shall within seven (7) working days refund to the student upon student's request: -

- i. the entire amount of the course fees and
- ii. non-tuition fees

### **Refund Policy – other types of refunds**

All request for other types of refunds (example of overpayment) shall be processed within seven (7) working days after receiving the refund request from the student.

If it is approved, the student will be informed to collect the cheque within seven (7) working days from receipt of the student's request.

### **Withdrawal Policy**

Request for programme withdrawal must be made in writing. A written notice of withdrawal from the programme (“Withdrawal Form”) must be delivered to the Student Services Centre (SSC) at MDIS Campus, 501 Stirling Road, Singapore 148951.

All discounts/rebates/waiver that the student was entitled to shall be forfeited and all outstanding fees have to be paid prior to withdrawal. This includes all non-tuition fees (inclusive of GST) that were waived at point of signing PEI Contract.

MDIS Pte Ltd shall, within three (3) working days of receipt of the withdrawal form, send the student an acknowledgement of their request to their email address.

MDIS Pte Ltd will process and inform the student of the outcome in writing within a time frame of not more than four (4) weeks from receipt of the student's request (for cases with no refund).

### **Transfer Policy**

If a student who has been accepted by MDIS Pte Ltd decides to transfer to another course before or after course commencement, a written notice of transfer must be given to the Student Services Centre (SSC) at MDIS Campus, 501 Stirling Road, Singapore 148951.

If a request for transfer is made before commencement of class, the course fees paid shall be transferred to the new course. Any excess payment will be refunded to the student within seven (7) working days from the date that the student requests to change the course.

If a request for transfer is made after commencement of class:

- The student shall be advised by the respective Student Coordinator to make payment of any outstanding fees before the institute processes his/her transfer request.
- All requests for transfer to a different course within MDIS Pte Ltd or downgrading of academic course must be submitted in writing and supported with an application fee of S\$100.00 (excluding GST) for the first change of programme.
- Any further change of programme by the same student, an application fee of S\$250.00 (excluding GST) shall be charged and is non-refundable regardless of the application outcome.
- Any excess payment will be refunded to the student within seven (7) working days from the date of the student requests to change the course.

Student is required to sign a revised contract for the new course enrolled.

MDIS Pte Ltd will process and inform the student of the outcome in writing within a time frame of not more than four (4) weeks from receipt of the student's request (for cases with no refund).

## **Course Deferment**

All requests for course deferment must be made in writing and supported with application fees of S\$100.00 (excluding GST) which is non-refundable regardless of the application outcome. Students should send their requests for deferment one (1) month prior to the commencement of the term that the student is deferring. All requests must be supported with documentary evidence.

Students who do not meet the following deferment criteria will be advised on the possible rejection of their deferment request.

- a. Student has not deferred for the course before;
- b. Student does not have any outstanding payment;
- c. Student has pending modules for the course.

Should the deferment request be rejected, the student may be required to re-module or be withdrawn from the course.

Application submitted after the commencement of the term will be subjected to approval and additional fees may apply.

Students are allowed to defer up to a maximum period of one (1) year, failing which he/ she may be deemed to have withdrawn from the course and would have to re-apply as a new applicant if he/she wishes to register on the course again. The refund policy will be applicable.

Students must settle all outstanding / overdue payment prior to the application of deferment. All subsequent instalments would follow the payment schedule of the new class the student is resuming in.

Deferment can be extended to another one (1) year with valid reasons, subject to approval.

International students who are approved for deferment will be required to cancel their student passes as required by ICA.

Approval for deferment is the sole discretion of MDIS Pte Ltd. The institute will assess and inform the student of the outcome in writing within a time frame of not more than four (4) weeks from receipt of the student's request.

## **Expulsion and Disciplinary Matters**

The refund policy should apply for students who are expelled by the Academic Affairs Director and/or by University Partners for the following reasons:

- i. Poor performance in his / her examinations
- ii. Poor attendance
- iii. Cheating and Plagiarism
- iv. Misconduct and inappropriate behavior

## **Private Education Act Fee Protection Scheme**

Fee Protection Scheme (FPS) is a pre-requisite that PEIs have to meet in order to apply for EduTrust certification.

FPS serves to protect the international and local students in the event that a PEI is unable to continue operating due to insolvency, and/or closure, as well as if a PEI is unable to pay a judgement sum due to a student.

MDIS Pte Ltd has appointed LONPAC Insurance Bhd to be the FPS providers for our students. The insurance coverage will be for the entire course fee and any course fees arising from an extension of the study period longer than the initially planned study period (if applicable).

## **Certificate of Insurance**

To view the Insurance Certificate, please log on to the MDIS Website <https://www.mdis.edu.sg/current-students-private-education-act-edustrust-certification-scheme>

## **Medical Insurance**

MDIS Pte Ltd has in place a medical insurance scheme by EQ Insurance Company Ltd for all its students (except those students specifically allowed to opt out under the EduTrust certification scheme). The fee payable for the medical insurance is indicated in the fee schedule of the student contract.

This medical insurance scheme shall provide a basic annual coverage limit of not less than S\$20,000.00 per student in the B1 ward in government and restructured hospitals and up to overall maximum limit per policy year, with 24 hours coverage in Singapore and overseas (if the student is involved in the school-related activities) throughout the course duration.

For more information on the Private Education Act, please log on to the following website <https://sso.agc.gov.sg/Act/PEA2009>

## **Claim**

The insurance claim procedure can be found in the EQ Insurance Company Ltd website: <https://www.eqinsurance.com.sg/Product/eq-hospital-surgical>

## **Standard PEI-Student Contract**

The Standard PEI-Student Contract is a legal binding contract between MDIS Pte Ltd and its students that embodies the following mandatory requirements:

- Clear definition of the course details – course title, prerequisites, qualification awarded, course duration
- Full disclosure of all costs for tuition and non-tuition fees
- Commitment to the Fee Protection Scheme
- Clear definition of dispute resolution mechanisms
- Clear definition of the refund policy

All students are required to sign the Standard PEI-Student Contract upon enrolment before making any course fees payment.

## 9. PRE-COURSE COUNSELLING

We thank you for your interest in applying to MDIS Pte Ltd.

Before starting an application, it is the responsibility of our staff and/or authorised agent to provide the following information:

- **School details**  
MDIS has a range of services and facilities to enhance student experience; MDIS's facilities include the fashion and mass communications studios; computer, engineering and life science laboratories; a hospitality training centre, the resource hub and sport facilities like the gymnasium. Other student support services include the Career Assistance Unit and MDIS Experience Workshops.
- **Course details**  
Course information includes admission requirements, English language proficiency, course modules and outlines, course duration, total payable fee throughout the course duration, types of certification awarded at the end of the course, and job prospects after graduation. The course learning outcomes are set to match the aspirations and interests of a prospective student.
- **Fee Protection Scheme (FPS)**  
Information can be found in this application form (page 13).
- **Medical Insurance**  
Information can be found in this application form (page 14).
- **Refund, Transfer and Withdrawal Policy**  
Information can be found in this application form (page 11).
- **Student's Pass Application Procedures**
- **Relevant Singapore laws such as Immigration and Checkpoints Authority of Singapore (ICA) and Ministry of Manpower (MOM)** International students must attain a minimum of 90% attendance on a monthly basis. Students must not engage in the following activities:
  - Attend classes without a valid Student's Pass.
  - Any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid.
  - Misuse controlled drugs or to take part in any political or other activities during the stay in or out of Singapore.
  - Involve in any criminal offences in Singapore.
- **Accommodation and cost of living in Singapore**  
International students can consider staying in MDIS Residences which provides single, double and quad rooms. The cost of living in Singapore varies according to a number of factors including the location and one's preferred lifestyle.
- **General Health Services in Singapore**  
International students can find a General Practitioner (GP) in practically every neighbourhood and outpatient medical services can be sought at private clinics. Consultation charges of a GP range from S\$18.00 to S\$55.00 per visit, excluding medication. In addition, there are eight public hospitals in Singapore: six general hospitals, women's and children's hospital and a psychiatric hospital.

For more information, please visit the Ministry of Health website ([www.moh.gov.sg](http://www.moh.gov.sg)).

I hereby acknowledge that I have received a pre-course counselling from MDIS staff/authorised agent and I fully understand the terms and conditions and my rights.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name and Signature of MDIS Representative and/or Agent

Date: \_\_\_\_\_