



APPLICATION FOR ADMISSION 入学申请表格

Thank you for your decision to choose SDH Institute as your education partner.

感谢您选择 SDH Institute 作为您的教育伙伴

Please help us to process your application promptly by completing this form. Incomplete or inaccurate information could delay the processing of your application.

请完整填写这张表格以便于我们能够及时的处理您的申请，不完整或不准确的信息可能延误对您的申请的处理

Please print or write clearly in **BLOCK letter**. All applications shall include the supporting documents in the Supporting Documents Checklist enclosed.

请用大写字体打印或书写。填写好的入学申请表格必须连同证明文件清单上的所有文件一起提交

Notes 备注:

1. Students will receive the **Letter of Offer** and enter into a **Standard Student Contract** upon admission.
学生将收到入学通知书，被录取的学生要签署标准学生合同
2. All SDH INSTITUTE's students are required to buy an insurance policy under the EduTrust's **Fee Protection Scheme (FPS)**.
所有 SDH INSTITUTE 学生必须购买学费保障保险
3. All full-time SDH INSTITUTE's students will join the school's group **medical insurance** policy.
所有全日制的 SDH INSTITUTE 学生必须加入学校统一的住院医疗保险计划

SDH Institute Address (学校地址):

51 Anson Road, #13-51 Anson Centre Singapore 079904

(Nearest MRT station is Tanjong Pagar, Exit H)

Tel: +65 6506 1288 Fax: +65 6506 1287 Website: www.sdh.edu.sg email: info@sdh.edu.sg

COURSE APPLICATION FORM

课程申请表格

Passport Photo
申请者
护照照片

ALL information declared by the applicant is strictly confidential and it will be used solely for school purpose ONLY.

请清楚填写每项资料,不可有任何空缺.(All the spaces in this form must be filled in. There should be no blank spaces. Print/Write in **BLOCK**)

PART A – PARTICULARS OF APPLICANT *申请者资料

Full-Name as in NRIC/Passport (underline surname) *申请者姓名	Student Name (in Native Language) 学生姓名	Gender *性别	
Passport/NRIC No. *护照号码	Nationality *国籍	Race *种族	
Date of Birth (DD/MM/YY) *出生日期	Country of Birth *出生国家 Province/State of Birth *出生地	Birth Certificate No. 出生证号码	
Type of Pass / 工作签证类别 *if applicable	Expiry Date of the Pass / 签证有效期限 (DD/MM/YY)	Foreign Identification No (FIN) 身份证号码	
Country & Place of Issue (Passport) *颁发护照国家 & 护照签发地点	Issue Date (Passport) (DD/MM/YY) *护照有效日期	Expiry Date (Passport) (DD/MM/YY) *护照失效日期	
Occupation 职业	Marital Status *婚姻状况	Religion *宗教信仰	
Home Country Address *原国家住址	E-mail Address *电子邮箱		
Singapore Address *新加坡住址	Contact No. (Home Country & Singapore) *联系电话		
Course Title *报读课程	<input type="checkbox"/> Preparatory 预备班 <input type="checkbox"/> Certificate 证书课程 <input type="checkbox"/> Diploma 大专课程 <input type="checkbox"/> Advanced Diploma 高级大专课程 <input type="checkbox"/> Others 其他 _____		Commencing Intake *入学时间
	<input type="checkbox"/> Bachelor Degree 学士课程 <input type="checkbox"/> Master Degree 硕士课程	Course Title 课程名称: _____	Session: <input type="checkbox"/> Full-Time 全日制 <input type="checkbox"/> Part-Time 业余

List of Countries in which applicant has resided for one year or more during the last 5 years (starting from latest residential address) 列出过去 5 年居住超过 1 年的国家和地区			
Country/Place 国家:		Address 地址:	
Period of Stay 居住期间: from 从 _____ (mm/yy) (月/年) to 至 _____ (mm/yy) (月/年)			
Have you ever been refused entry into or deported from any country, including Singapore? 你是否曾经被拒绝进入或离开任何国家? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted in a court of law in any country, including Singapore? 你是否曾在任何国家犯法庭判罪? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been prohibited from entering Singapore? 你是否曾被拒绝进入新加坡? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever entered Singapore using a different Passport or Name? 你是否用过其他的护照或姓名进入新加坡? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If any of the answers is "Yes", give details below: 问题 1-4 如回答“是”，请注明详细情况			
Declaration by Local Sponsor 本地担保			
<input type="checkbox"/> Local Sponsor (school) 学校 <input type="checkbox"/> Local Sponsor (individual) 本地担保人 <input type="checkbox"/> Self-sponsor 个人			
For application sponsored by an individual only. If sponsored by an individual (Singapore citizen/PR), please provide the photocopy of Local Sponsor's NRIC and complete the following: 如由新加坡本地人担保，请提供本地担保人的身份证复印件并填写以下部分			
*Singapore NRIC No. <input type="checkbox"/> _____ 身份证号码		<input type="checkbox"/> Pink <input type="checkbox"/> Blue	
		*Full Name in BLOCK LETTER 姓名:	
*Relationship to Applicant 与申请人的关系:	*Contact No 联系号码:	*Gender 性别: <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	*Date of Birth 出生日期:

PART B – PARTICULARS OF NEXT OF KIN * 亲属的基本资料

Next of Kin	Full Name 姓名	Relationship 亲属关系	Date of Birth (DD/MM/YYYY) 出生年月日	Nationality 国籍	Residential status in Singapore (if PR, please provide Fin No)	Occupation 职务	Contact Details (Telephone / Email) 联系电话/电邮
Applicant's Parents 申请者的父母							
Applicant's Spouse 申请者的配偶							
Applicant's Siblings 申请者的兄弟姐妹							

***If the applicant's parents are Permanent Resident (PR), please provide Marriage Certificate**

PART C – APPLICANT'S FINANCIAL SUPPORT * 申请者的财务状况 (IF AN ENTRY VISA TO SINGAPORE IS REQUIRED)

(Please indicate the amount in respective country's currency)

申请者 (APPLICANT)	过去6个月的平均薪水 Average monthly income for past 6mths		配偶 (SPOUSE)	过去6个月的平均薪水 Average monthly income for past 6mths	
	银行存款 (例如定期存款) Current Saving (eg. Fixed Deposit)			银行存款 (例如定期存款) Current Saving (eg. Fixed Deposit)	
父亲 (FATHER)	过去6个月的平均薪水 Average monthly income for past 6mths		母亲 (MOTHER)	过去6个月的平均薪水 Average monthly income for past 6mths	
	银行存款 (例如定期存款) Current Saving (eg. Fixed Deposit)			银行存款 (例如定期存款) Current Saving (eg. Fixed Deposit)	

其他亲属的经济或财务状况
Other financial support from immediate family
members

有 Yes 没有
(如有, 请将资料填写在另一张纸) If 'Yes', please details on a separate sheet)

(If insufficient space, please use a separate sheet of paper 若此表格不够填写空间, 请写在另一张纸)

PART D – APPLICANT’S EDUCATIONAL BACKGROUND*申请者的教育背景

School Name 学校名称 (中英文)	Country 国家	State or Province 省份	Language of Instruction 授课语言	Period of Study (DD/MM/YYYY) 学习的起止时间		Qualification 教育程度	Certificate No. 文凭编号
1.							
2.							
3.							
4.							
5.							
6.							

*Have you obtained a pass in English? 英文是否有及格 Yes 是 No 否

PART E – APPLICANT’S EMPLOYMENT HISTORY *申请者的工作经历

Name of Companies 公司名称 (中英文)	Country 国家	Period of Working (DD/MM/YYYY) 工作的起止时间	Position Held 职务	Nature of Duties 职责	Salary / month 月薪
1.					
2.					
3.					
4.					
5.					

NOTES TO THE APPLICANT 入学须知

Students have to abide by the rules and regulations set by the School. 学生必须遵守学校的规章制度

1. Before the students register, they should know the period of course, the course outline and the fees. 学生在报名前应了解课程时间,课程概要和相关的费用等.
2. Students are supposed to concentrate on their studies, hand up their work on time and obtain good grades. 学生应以学业为重,按时完成作业,争取好成绩.
3. Students have to be punctual for lessons and obtain at least 90% attendance for International Student and 75% for Local Student. 学生上课不许迟到或早退,出席率必须维持在 90%(国际学生)及 75%(本地学生)以上.
4. Foreign students with student pass are not allowed to work. 法律规定国际学生在新加坡学习期间不许打工.
5. Upon completion of the course, without valid reason and approval from the relevant authorities, students must go back to their country at the specified time. Students must surrender their Student Pass and Embarkation Card to the Singapore Immigration within 7 days of cessation of course. Students who violate the law will have his/her security deposit, where applicable, confiscated and deported. 修读期满后,如无其他合法的理由和政府的批准,学生必须在限期内返回原籍地,在课程结束后七天内学生必须通知并将学生准证和入境卡交还新加坡移民厅,违反者将被没收担保金(如有)和遣送回国.
6. During their stay in Singapore, foreign students have to obey the rules and regulations. The School will not be held responsible if the student's students pass application is not renewed or if the student is deported by Immigration. 学生在新加坡学习期间必须遵守移民厅条款和新加坡政府的法律及规定.如果学生的学生准证续签申请被拒绝或学生违犯法律而被遣送回国,学校将不对此负责.
7. Applicant's particulars obtained are solely for the purpose of completing course submission. SDH Institute will ensure that all student's information is kept confidential at all times and shall seek consent from student should his/her particulars be used for other purposes. 学校不会向申请者以外之第三者提供申请人资料.申请人的个人资料只用于课程申请用途.如需要将申请人资料用于其他用途,学校将先获得申请人同意之后才使用.

APPLICATION FEE 报名费

1. Application fee of S\$351* for International Student and S\$107* for Local Student is payable upon submission of this application. The Application Fee is non-refundable and non-transferable. 国际学生报名费是 S\$351*,本地学生是 S\$107*,报名费是不退还的.

*Inclusive 7% Goods and Services Tax (GST). 其中包括 7%的消费税

FEE PROTECTION SCHEME (FPS) 学费保障计划

ALL students will be covered by **FPS (Insurance)** for the course fees paid throughout their studies with SDH Institute under Lonpac Insurance Bhd. 所有学生都须加入 Lonpac 保险公司的学费保障保险计划以保障他们交付给学校的学费.

MEDICAL INSURANCE COVERAGE 医疗保险

ALL full-time students are covered by Group Hospital & Surgical Insurance and Group Personal Accident with **AXA Insurance (Singapore) Pte Limited**. The benefits include:

所有全日制学生都须加入 AXA 保险(新加坡)私人有限公司提供的住院及手术保险和个人意外保险,内容如下:

1. Annual limit of S\$20,000 for hospitalization and surgical expenses 每年限额为 S\$20,000 的住院及手术保险和个人意外保险
2. B1 Ward Entitlement (in Singapore government/Singaporean Restructured Hospitals) up to the overall maximum limit per policy period. B1 病房(政府和重组后的医院)的住院费至保险计划的最大限
3. 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) 在新加坡及海外 24 小时覆盖(如果学生参与学校有关的活动)
4. Accidental Death or Total Permanent Disablement coverage of up to S\$20,000. 意外死亡或永久残障保险金 S\$ 20,000

**Students can refer to the "Product Summary – Group SmartCare Executive (Private Education Institution) handout or school website stating the policy's terms and conditions, the claim procedure, any exclusion etc.* 欲更详细知道以上保险计划政策的条款,索赔程序,任何排除等事项,学生可以参考的保险计划的产品摘要 及学校网页.

The following Terms and Conditions apply to all students of SDH Institute in Singapore. All fees and monies when mentioned are in Singapore currency. Once signed, these terms and conditions are legally binding under the laws and jurisdiction of the Republic of Singapore. 以上的条款和条件适用于所有在新加坡 SDH Institute 的学生.所有提及的费用都以新加坡货币为计算单位.一旦签署,这些条款和条件在新加坡共和国具有法律约束力.

TERMS AND CONDITIONS 条款和条件

1. Admission Policy 入学政策

Admission to SDH Institute (henceforth known as the School) is opened to all individuals regardless of gender, race, religion or nationality. Selection for admission is based on an overall assessment of the individual's potential. Students with approved admission will be provided with **Letter of Offer** from the School. The School reserves the rights to reject an application and to review a student's progress periodically. The School may, at its discretion, cancel a student's registration for lack of academic progress, failure to honor fees payable or failure to abide by the Rules and Regulations outlined in the **Student Handbook**. The School reserves the right to delay or not to conduct a course if there are insufficient student numbers. SDH Institute (从此称为学校)招收所有个人无论其性别、种族、宗教或国籍。入学的标准基于个人潜力的整体评价。核准入学的学生将获得由学校提供入学通知书。学校保留权利拒绝申请,并定期检查学生的进步。学生如果缺乏学术进展,未能付清学费或不能遵守学校规章制度,学校可自行取消学生学籍。如果没有足够的学生,学校有权延迟或不进行课程。

Important Notes 重要声明:

- a. All prospective students (both local and international) will enter into a **Standard Student Contract** with our school upon receiving the Letter of Offer and receipt of the **In-Principle Approval (IPA)** of a Student's Pass from the ICA for foreign students. 所有即将进入本校的学生(本地和国际)收到学校的录取通知书后必须签署标准学生合同,国际学生还会收到新加坡移民厅发的学生准证原则上批准信。
- b. The exact amount of course fees, the payment terms, refund policy and information relating to the course will be clearly specified in the Standard Student Contract. 学费的确切金额,付款条件,退款政策和有关的课程讯息将明确规定在标准学生合同中。
- c. All students' particulars obtained are solely for the purpose of completing course submission. SDH INSTITUTE will ensure that all Student Information is kept confidential at all times and will seek consent from students should their particulars be used for other purposes. 申请人的个人资料只用于课程申请用途。SDH INSTITUTE将确保所有学生的资料始终保密。如需要将资料用于其他用途,学校将先获得学生同意之后才使用。
- d. We undertake to use best efforts to assist the Student if he/she requires a Student's Pass from the ICA. The Student's Pass issued is non-transferable and will expire upon the student ceasing to be our student. 我们承诺尽最大努力协助学生向新加坡移民厅办理学生准证的申请。学生准证是不可转让,学生在SDH INSTITUTE的学习完成后其学生证便到期。
- e. Students must maintain good conduct at all times and must observe the conditions under which the Student Pass is granted by ICA and the law of the Republic of Singapore. Any student found to be in violation of any rules, regulations or law will be subject to appropriate disciplinary action by the relevant authorities. 学生必须在所有时间维持良好的行为,遵守新加坡共和国法律。如违反任何规则,规例或法律的学生,有关当局将采取适当的行动。

2. Transfer and Withdrawal Policy 课程转换和退学政策

Transfer of Program 课程转换

- a. All requests for transfer to another program offered by the school must be accompanied by a duly completed "**Student Request Form**". 所有课程转换请求学生必须填写完整SDH Institute学生请求表表格。
- b. Approval of transfer will be granted on a case-by-case basis subject to admissions and program requirements and approval from the school's external education partner. 课程转换的批准将先审核学生是否符合转换课程的入学要求和(如需要)经过学校的教育合作伙伴的批准后,按照个别个案授予。
- c. Students who are aged 18 years and below, parental/guardian approval is required prior to request for transfer. 18岁或未满18岁的学生,如需转换课程必须经家长或监护人同意。
- d. Students who are under Company's sponsorship, company approval need to be given in writing. 公司赞助的学生,需要提交公司的同意书。
- e. The school will access and process any request for transfer within 4 weeks. 学校办理课程转换手续一般不超过4个工作星期。
- f. For more details about the Transfer policy and its procedures, please refer to the student handbook on the School website. 关于转学政策和程序的更多细节,请参考学校网站上的学生手册。

Course Withdrawal 退学

- a. All requests on withdrawals and refunds are to be accompanied by a duly completed "**Student Withdrawal Form**" and *parental/guardian approval where applicable. The school shall process the request and refund to the students within 7 working days of the student's written notice according to the Refund Policy applicable to the course. 所有退学退款请求,必须附上填写完整的"学生退学表格"和*家长/监护人的同意书。按照适用于课程的退款政策在7个工作日内退款给学生。
- b. *For students under 18 years of age, the school will seek parental/guardian approval prior to processing the request for withdrawal. 未满18岁的学生,学校会寻求家长/监护人同意后处理退学程序。
- c. For new commencing students – a "cooling-off" period of 7 working days will be given upon signing of the student contract. A student is able to withdraw from the course with a submission of a written notice within these 7 working days, notwithstanding if the course commencement date has passed. The student will be entitled to the maximum refund amount stipulated by in the Standard Student Contract. 新学生在签署学生合同后将有7个工作日冷静期。在这冷静期内,尽管开课日期已过学生也可以提交书面通知退出课程并有权得到学生合同中规定的最大的退款金额。
- d. The refund of fees shall be in accordance with the Refund Policy as set out in the Standard Student Contract. 退款须按照学生合约所载退款政策执行。
- e. The school will access and process any request for withdrawal within 4 weeks. 学校办理课程退学手续一般不超过4个工作星期。
- f. For more details about the Withdrawal policy and its procedures, please refer to the student handbook on the School website. 关于退学政策和程序的更多细节,请参考学校网站上的学生手册。

DECLARATION BY APPLICANT 申明

本人清楚以上条例, 自愿申请报名参加贵院修读有关课程, 并遵守贵院的一切规章制度.

I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS.

1. I confirm that all the information stated in this application form is true, complete and correct. I understand that my application shall be withdrawn by SDH Institute if the information herein provided proves to be false. 本人确认所填写的所有信息都是真实、完整、正确的. 我明白如果所提供的信息不真实有效, 我的申请将被 SDH Institute 撤销.
2. I authorise the School to conduct any inquiry / investigation into the above information for authentication purposes. 我授权学校对以上信息进行任何认证核实调查.
3. I have been advised by the School and/or its agent on the following which is available on the School website: <http://www.sdh.edu.sg>:
学校/代理人已告知以下信息, 信息也可在本学的网站 <http://www.sdh.edu.sg> 获得:
 - School fees and charges; 学校费用及收费
 - Refund policies. 退款政策
4. I am fully aware that while I am a student of the School I shall abide by all the statutes, by-laws, regulations of the School and other regulatory bodies. 我充分意识到我作为贵校的学生时应当遵循的所有法规, 法律, 校规及其他监管机构的监督.
5. I confirm that I have received all information on:
本人确认我已经得到有关以下事项的信息:
 - Fee Protection Scheme 学费保障计划
 - Letter of Offer and SDH Institute's Service Commitment Policies 录取通知书和 SDH Institute 的服务承诺政策
 - Medical Insurance (Per calendar year) 住院医疗保险
 - Course Entry Requirements 课程入学要求

Signature of Applicant : _____
申请人签名

Signature of Parent / Guardian: _____
(If applicant is under 18):
家长/监护人签名(如申请人年龄低于 18 岁)

Date : _____
日期

Date: _____
日期

Authorised Agent: _____
仲介代理

Consultant Name: _____
课程顾问姓名

Remarks 备注: _____

Official Use Only:

Application Received by	Documents Verified by	Application approved by the School Management		Letter of Offer Prepared and Issued by	• Confirmation that IPA, Contract, FPS have been Completed. • P-File Updated
Name & Signature	Name & Signature	Name & Signature	English Proficiency Test? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name & Signature	Name & Signature
Date	Date	Date		Date	Date

Supporting Document Checklist

For Local Students 本地学生

1. Duly completed and signed SDH Institute's Application Form and Pre-Course Counseling Form 正式完成和签署 SDH INSTITUTE 申请表和课程咨询表
2. Photocopy of applicant's NRIC/Work Pass 申请人身份证/工作准证复印件
3. Applicant's education certificates and result transcripts 毕业证书和成绩单的公证书复印件
4. Applicant's updated resume if applicant has worked more than one (1) year 申请者工作简历
5. Three (3) copies of applicant's recent passport-sized photographs 申请人护照照片

For International Students 海外学生

1. Duly completed and signed SDH Institute's Application Form and Pre-Course Counseling Form 正式完成和签署 SDH INSTITUTE 申请表和课程咨询表
2. Applicant's Birth Certificate 申请人才出生证明
 - Notary certificated true copies for both original version and English translation (*if they are not in the English Language*)
公证书复印件一份和英语翻译版一份 (如果公证书不是英文版)
3. Photocopy of applicant's valid passport (the front and back pages showing the person's particulars and important information)
申请人有效的护照照片 (前页和后页有个人详细资料和重要信息) 以防万一, 申请者最好提供护照所有页的复印件
4. Applicant's education certificates and result transcripts 毕业证书和成绩单的公证书复印件
 - Notary certified true copies for both original version and English translation (*if they are not in the English language*)
公证书复印件一份和英语翻译版一份 (如果公证书不是英文版)
5. Documentary proof of financial ability in the form of bank statement/fixed deposit accounts/saving accounts (for visa-required countries)
银行固定存款账户存款证明, 办理签证国家的存款账户证明
 - Minimum S\$30,000 for visa-required countries
办理签证国家的存款账户, 最少 S\$30,000 (新加坡元)
6. Applicant and/or parent's letter of employment with English translation (for visa-required countries).
申请人或其父母的就职证明 (英文版)
 - Employment Letter should indicate the following details and should not be issued more than 1 month ago:
就职证明的发行日期应该不超过一个月
 - a) Company Name (公司名字)
 - b) Date of commencement of work (开工日期)
 - c) Designation (职位)
 - d) Salary per month (月入薪水)
7. Five (5) copies of Applicant's recent passport-sized photographs or scanned copy JPEG file size: 400 X 514.
申请人近期护照照片, 或扫描件, 尺寸大小: 400 X 514
8. Future Plan after completion of the course. **(If the applicant is 25 years old and above.)**
完成课程后的未来计划书 (如果申请人是 25 岁及以上)

Bank Details

Note: All bank charges shall be borne by the student. Fees, imposed by the Singapore Immigration and Checkpoints Authority for the issuance of Student's Pass and other relevant charges for services by third parties such as medical examination, airport pickup and hostel accommodation shall be paid directly by the student to the third parties concerned.

Methods of Payment

All fees are shown in Singapore Dollars. Accepted methods of payment include Cash, eBanking, NETs, Cheque, Credit Card, Telegraphic Transfer (T/T).

An official receipt will be issued upon payment.

Cheques shall be made payable to **SDH Institute Pte Ltd**.

Bank details for Telegraphic Transfer are stated below:

Beneficiary Bank's Details United Overseas Bank Limited, Bendemeer Branch Block 25, Bendemeer Road, #01-561/563 Singapore 330025 Swift Address: UOVBSGSG Bank Code: 7375 Branch Code: 067	Beneficiary Bank's Details UOB Account NO: 379-301-060-3 UOB Account Name: SDH Institute Pte Ltd
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