



# JE EDUCATIONAL COLLEGE PTE LTD

(A Member of JE Educational Group)

Trusted College Since 1986

Website: [www.jegroup.edu.sg](http://www.jegroup.edu.sg) ; ☎ +65-6565 9786, +65-6560 5559



## ENROLMENT FORM

CONFIDENTIAL

### PERSONAL PARTICULARS

Name: \_\_\_\_\_ NRIC / Passport No. \_\_\_\_\_ Fin. No. \_\_\_\_\_

Address: \_\_\_\_\_ S ( )

Tel No. (Hp) \_\_\_\_\_ (Office) \_\_\_\_\_ (Res) \_\_\_\_\_

Educational Qualification: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_ Sex: M ( ) F ( )

Email Address: \_\_\_\_\_ Race: Chinese ( ) Malay ( ) Indian ( ) Others ( )

Nationality: Singaporean ( ) PR ( ) Others ( ) Please specify: \_\_\_\_\_

Pass Type: Dependent Pass ( ) WP ( ) Long Term Visit ( ) Short Term Visit ( ) Diplomatic ( )

Course interested: \_\_\_\_\_

Class interested: Weekdays: Morning ( ) Afternoon ( ) Evening ( )  
Weekends: Morning ( ) Afternoon ( )

### How do you come to know us? Please tick. ( ✓ )

1. Newspaper ( ) 2. JE's Students ( ) 3. Walk-in ( ) 4. Banners ( )  
 5. From friends ( ) 6. JE website ( ) 7. Other websites ( ) 8. Flyers/ brochures ( )  
 9. Others, please specify: \_\_\_\_\_

### Company Particulars (If sponsored by Company)

Company Name: \_\_\_\_\_ Officer: \_\_\_\_\_

Company Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Application Fee\*: \_\_\_\_\_

Course Fee: \_\_\_\_\_

Textbook/ Material Fee: \_\_\_\_\_

FPS: \_\_\_\_\_

Others: \_\_\_\_\_

Full Payment: ( ) Installment: ( )

Payment: Cash/ NETS/ Cheque

Bank/ No: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Receipt/ Invoice No: \_\_\_\_\_

Balance Payment: \_\_\_\_\_

Consultant Name: \_\_\_\_\_

### Management Approval

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

\* Non-refundable

Remarks: \_\_\_\_\_

**Note: JE is committed to maintaining the confidentiality of Student's personal particulars and undertakes not to divulge the information to any third party unless required by law or other statutory regulations**

College Address : 1 KAY SIANG ROAD #11-01/02 Singapore 248922 (Near Redhill MRT)  
 Telephone : 6565-9786 / 6560-5559  
 Email : [info@jegroup.edu.sg](mailto:info@jegroup.edu.sg)  
 Website : [www.jegroup.edu.sg](http://www.jegroup.edu.sg)  
 CPE Registered College Registration No # 200300756Z (3/6/2018 – 2/6/2022)



QAIC / SG / 382



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## TERMS AND CONDITIONS

### 1. RULES AND RESPONSIBILITIES

- 1.1. All applications must be accompanied with application fees.
- 1.2. It is the student's responsibilities to ensure that he/ she fulfils the entry requirement for the respective course that he/ she has registered.
- 1.3. All students are to strictly adhere to the schedule of study. Late comers will not be given time extension.
- 1.4. It is the student's responsibility to notify the College immediately of any change of address and telephone number; otherwise the College is not responsible for delay or non-notification of changes of day/ time of the course and examination registration date.
- 1.5. It is the student's responsibility to register for the exam prior to the closing date. The College assist students with the registration. The examination matters are updated on the Examination noticeboards, and students are advised to check the registration and examination matters.
- 1.6. Eating and drinking in the classrooms and library are strictly prohibited. Smoking is strictly prohibited in the College premises at all times.

### 2. PAYMENT OF FEES

- 2.1. All course fees on installment basis must be paid on or before the due date. In the event of any delay or default in payment of the course fees, JE College shall be entitled to levy an additional administrative charge of \$15 per month (Part-time course) or \$30 (Full-time course) until such outstanding payment is settled in full.
- 2.2. Notwithstanding any absence or failure by the student to attend any classes or lessons for any reason whatsoever, the student remains liable to make payment for any fees due.
- 2.3. Cheques are to be crossed and made payable to JE Educational College Pte Ltd. Please do not issue post-dated cheques.
- 2.4. JE hereby confirms and undertakes to the student that it has in place a Fee Protection Scheme with Lonpac Insurance Bhd by way of an insurance facility. (It is applicable to courses, duration of which is more than 50 hours.)

### 3. WITHDRAWAL/ REFUND

- 3.1 All withdrawal should be made in writing to JE Educational College.

| % of the aggregate amount of total course fees | If student's written notice of withdrawal is received          |
|--|--|
| 50%  | More than 21 days before the Commencement Date                 |
| 20%  | Before, but not more than 21 days before the Commencement Date |
| 0%   | After the Commencement Date                                    |

- 3.2 JE is entitled to less any other charges besides Application Fee, fees payable to third parties or charges incurred.
- 3.3 In the event that the school is unable to commence the class after 3 months, a full refund will be made to the student. However, in this circumstance, if student withdraws within 3 months, normal refund policy applies.

### 4. MEDICAL INSURANCE

JE hereby confirms and undertakes to the student that it has in place a Medical Insurance Scheme with **AIA (American International Assurance Company Limited)** for all students as required by CPE under EduTrust Certification Scheme. A Singapore Citizen/ PR or Non-Student Pass International student who is protected by his/her own medical insurance coverage in Singapore can opt out from the Medical Insurance Scheme arranged by JE.

**It is compulsory to tick for opt-in or opt-out of the Medical Insurance Scheme.**

Medical Insurance Scheme: Opt-in (  )      Opt-out (  )      Signature: \_\_\_\_\_

Reason: \_\_\_\_\_

### 5. DECLARATION BY STUDENT

I declare that the information given by me is true and correct. I have read and understand the terms and Conditions and hereby agree to abide by the rules and regulations of the College. I am fully aware that my name and results of achievement will be utilized by the College for publicity and marketing purposes.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\* Refer to [www.jegroup.edu.sg](http://www.jegroup.edu.sg) or Student Handbook for full details of JE's policies.

JEFRM STD 027 - Enrolment Form Ver. 2.4/JE (Updated 03/06/2018)

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## ENROLMENT FORM 报名表

## CONFIDENTIAL

### PERSONAL PARTICULARS 个人详情

Name 姓名: \_\_\_\_\_ IC/ Fin. No. 登记号码 \_\_\_\_\_

Address 住址: \_\_\_\_\_ 邮编 S ( ) \_\_\_\_\_

Tel No. (Hp 手机) \_\_\_\_\_ (Office 办公室) \_\_\_\_\_ (Res 家庭) \_\_\_\_\_

Educational Qualification 学历: \_\_\_\_\_ Date Of Birth 出生日期: \_\_\_\_\_ Sex: M 男 ( ) F 女 ( )

Email Address 电邮: \_\_\_\_\_

Race 种族: Chinese 华人 ( ) Malay 马来人 ( ) Indian 印度人 ( ) Others 其它 ( )

Nationality 国籍: Singaporean 新加坡人 ( ) PR 永久居民 ( ) Others 其它 ( ) Please specify 请注明: \_\_\_\_\_

Course interested 感兴趣的课程: \_\_\_\_\_

Class interested 感兴趣的课程: Weekdays 工作日: Morning 早上 ( ) Afternoon 下午 ( ) Evening 晚上 ( )  
Weekends 周末: Morning 早上 ( ) Afternoon 下午 ( )

How do you come to know us? Please tick. ( ✓ ) 您如何知道我们? 请打勾 ( ✓ )

- 1. Newspaper 报纸 ( )
- 2. JE's Students JE 学生 ( )
- 3. Walk-in 步入 ( )
- 4. Banners 布条 ( )
- 5. From friends 从朋友处 ( )
- 6. JE website JE 网站 ( )
- 7. Other websites 其它网站 ( )
- 8. Flyers/ brochures 传单 ( )
- 9. Others, please specify 其他, 请注明: \_\_\_\_\_

### Company Particulars (If sponsored by Company) 公司详情 (若由公司赞助)

Company Name 公司名称: \_\_\_\_\_ Officer 负责人: \_\_\_\_\_

Company Address 公司地址: \_\_\_\_\_

### FOR OFFICIAL USE ONLY 官方使用

|   |   |
|---|---|
| Course Fee 课程费: _____                           | Payment 付款: Cash 现金/ NETS 电子转帐/ Cheque 支票 |
| Application Fee* 申请费: _____                     | Bank/ No 银行号码: _____                      |
| Textbook/ Material Fee 书/材料费: _____             | Amount Paid 所付金额: _____                   |
| Others 其他: _____                                | Receipt/ Invoice No 收据/帐单号码: _____        |
| Full Payment 全额付款: ( ) Installment 分期付款: ( )    | Balance Payment 余款: _____                 |
| Management's Approval 管理者批准: Signature 签名 _____ | Consultant Name 接待者: _____                |
|   | Management's Name: _____                  |

\* Non-refundable

Remarks: \_\_\_\_\_

JEFRM STD027A - Enrolment Form Chinese Ver. 2.1/JE (Updated 03/06/2018)

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## 条款和条例

### 1. 规则及责任

- 1.1 所有学生须严格遵守学习时间表。迟到者将不会有课程时间的迟长。
- 1.2 教室范围内是严格禁止进食或喝饮料。
- 1.3 吸烟在学院范围内是严格禁止的。
- 1.4 在学生变换电话号码或住址时，学生有责任立即通知学院。否则当学院对于课程时间，日期的变化或考试报名的事项而不能及时通知到学生，学院不负任何责任。
- 1.5 JE 特此承诺给学生学院提供学费保障计划，此项计划的实施是通过 Lonpac 保险公司完成的。
- 1.6 学生有责任确保自己是可以达到所报课程的入学要求的。
- 1.7 报名考试是学生的责任，但是学院可以协助学生完成报名工作。
- 1.8 我完全知道，我的名字和成绩结果将利用学院宣传和市场推广的目的。

### 2. 付款

- 2.1 所有以分期付款形式支付的款项须在到期日或到期日前付清。
- 2.2 对于付款的拖延或欠款，JE 教育学院有权收取额外的行政手续费，15 元/月（业余课程）或 30 元/月（全日制课程），直至费用缴清为止。
- 2.3 学生在未通知学校停止课程的情况下，自行停止上课，学生仍需支付应付的学费直至学校收到学生以书面形式呈交的表格并获得批准后。
- 2.4 以支票形式付款时，收款人处请写“JE Educational College Pte Ltd”。支票日期请不要晚于付款日期。

### 3. 退学/退款

- 3.1 所有退学都应该以书面形式递交给 JE 教育学院

| 学费总数的百分比 | 依据收到学生的书面退学报告的日期为准 |
|----------|--------------------|
| 50%      | 课程开始日期前 21 天或以上    |
| 20%      | 课程开始日期前，但少于 21 天   |
| 0%       | 课程开始后              |

- 3.2 在退还学费时，JE 教育学院有权减除申请费，付于第三方的费用，已发生的款项及其它费用。
- 3.3 如果学校在三个月内不能开始课程，学生将会得到全额的退款。然而，如果学生在三个月内自动退出课程，则按照普通的退款政策执行。

### 4. 医疗保险

JE 教育学院特此承诺我们根据实行教育信得过证书计划的私立学校委员会要求，提供给所有学生医疗保险服务。此项保险计划由 AIA 保险公司承保。新加坡公民，永久居民或持非学生证的国际学生如在新加坡有自己的医疗保险，可以选择退出由 JE 教育学院所安排的此项医疗保险计划。

医疗保险计划： 选择 ( ) 退出 ( )

我声明以上我所填写的信息是真实并正确的。我已经阅读并了解上述的条款和条件，特此同意遵守学院的各项规章制度。

\_\_\_\_\_  
学生签名

\_\_\_\_\_  
日期

\*如要了解更多关于学校的政策，请查询网站[www.jegorup.edu.sg](http://www.jegorup.edu.sg) 或学生手册。

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