

FOUNDATION TEACHING CERTIFICATE IN SPEECH AND DRAMA APPLICATION FORM

PERSONAL PARTICULARS			
FULL NAME (MR. / MS. / MRS.) Name as in NRIC / Passport & Underline surname Please note that this name will be used as your examination transcript & certificate		I/C OR PASSPORT NO.	To attach passport sized photograph
HOME ADDRESS			
E-MAIL:		TEL (H):	
DATE OF BIRTH	SEX	CITIZENSHIP	TEL (H/P):
PLACE OF BIRTH	MARITAL STATUS	AGE GROUP OF CHILDREN YOU ARE WORKING WITH	FAX No.
NO. OF CHILDREN	YEARS OF TEACHING	CURRENT POSITION	

COMPANY SPONSORSHIP YES / NO
If Yes, NAME OF COMPANY : _____
OFFICE TEL: _____ FAX: _____ OFFICE E-MAIL: _____
NAME OF SUPERVISOR: _____ DATE: _____
SIGNATURE: _____

EDUCATIONAL EXPERIENCE			
All copies of transcript, certificates and degree must be stamped "Certified True Copies" and attached with the completed application form. Certification may be made by your company. Please include the name, NRIC No. and position of the person certifying the photocopies. Certification may also be made by a director of Super Teach Pte Ltd upon presentation of the original academic documents.			
STANDARD	NAME OF SCHOOLS / INSTITUTIONS	FROM	TO
'O' LEVELS			
'A' LEVELS			
CERTIFICATE			
DIPLOMA			
DEGREE			
OTHERS			

RELATED WORKING / TEACHING EXPERIENCE (List most recent employment first)

NAME OF COMPANY	DESIGNATION	FROM	To

WITHDRAWAL AND REFUND POLICY

If notice of withdrawal is given in writing, the following conditions apply:

- 3 weeks before commencement – 100% of course fee
- 2 weeks before commencement – 75% of course fee
- Less than 2 weeks – No refund

Note: Verbal notice of withdrawal will not be accepted.

TO APPLY:

- Julia Gabriel School of Education Application Form
- The declaration at the end of this application form to be signed and dated
- A copy of Identity Card / Passport
- 2 passport size photographs
- Certified true copies of educational certificates
- Registration fee of \$50 (excluding GST) non-refundable
- Cost of materials \$200 (excluding GST)

TUITION FEES:

By Full Payment: \$2,800.00 (excluding GST)

By Installments: 1st installment \$1,800 (excluding GST) upon acceptance
2nd installment \$1,000 (excluding GST) by end of 1st term

* Note: All fees are subjected to the prevailing GST rate. Payments are to be made by cash or cheque. All cheques must be crossed and made payable to: Super Teach Pte Ltd. Installment payment is due as per the dates indicated above and all post-dated cheques must be submitted upon registration. All fees must be paid on scheduled.

DECLARATION:

I hereby apply for the course as indicated in this form. I declare that all information given is true and correct.

I understand that any misrepresentation or omission of information is sufficient grounds for rejecting my application. I authorise an investigation of the above information for purpose of verification and agree to abide by the decision of Super Teach Pte Ltd as to eligibility for the course. I understand and accept the rules and regulations of the programme set.

Applicant's Signature _____

Date _____

FOR OFFICE USE ONLY

COURSE INTAKE:		PERIOD:
REGISTRATION FEE	MATERIAL	FEE PAYMENT
AMT: \$	AMT: \$	AMT: \$
MODE:	MODE:	MODE:
DATE:	DATE:	DATE:
RECEIPT NO:	RECEIPT NO:	RECEIPT NO:
INTERVIEW DATE:	BRIDGING COURSE REQUIRED: YES / NO	
INTERVIEWED BY:	OUTCOME: PROCEED / REFUND	