



*Since 1989*

**Our Vision**

To become the premier provider of  
quality design education and training in Asia

**Our Mission**

We provide quality and Innovative  
Design education and training to Inspire students  
to achieve professional excellence

**Our Core Values**

Professionalism  
Innovation  
Care

**APPLICATION FOR ENROLMENT  
DESIGN ENHANCEMENT PROGRAMME**



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Attach passport-size photo here

Please complete all sections in **BLOCK LETTERS**  
Tick boxes where appropriate  
Attach certified copies of documents where required

## Section 1: Personal Details

Name (As in NRIC/Passport; Underline surname):		NRIC/Passport No:	Date of Birth:	Gender: Male Female
Nationality:	Employment Status: Singapore Citizens    Permanent Resident S-Pass                      Employment Pass Student Pass              Work Permit  Others (specify): _____	Occupation:		
		Email:		
Home Address:		Contact No.:		
		Postal Code:		

## Section 2: Academic Background

Highest Academic Qualifications:
Name of Educational Institution / Country:
Year Qualification Obtained:

## Section 3: Next Of Kin

Name:	Relationship:	Contact No.:	Nationality:
Address:			
		State:	Postal Code:



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## Section 4: Programme Details

Adobe Photoshop	Autodesk 3ds Max	Autodesk AutoCAD
Adobe Dreamweaver	Adobe Flash	Adobe Fireworks
Google SketchUp	Perspective Drawing	Furniture Product Knowledge
Developing Brief, Proposal & Quotation for Design Services (BPQ)	Managing Successful Portfolios	

## Section 5: Company Sponsorship (If applicable)

Companies sponsoring the applicant under the **Skilled Development Fund (SDF) Scheme** are liable to pay the Inspiration the full course fees in the event of any of the following circumstances:

- Applicants withdraw from the course
- Applicants fail to complete the course within the Institute’s stipulated time frame of the course
- Applicants are no longer under the employment of the sponsored company
- SDF Claim is rejected by SDF

### Company Certification

We certify that all information made on this Application for Enrolment form is true and complete to the best of our knowledge. We agree that any misrepresentation is sufficient grounds for rejecting the application. We authorise any investigation of the above information for the purpose of verification. If admitted, the company-sponsored applicant will not be asked to absent himself/herself from lesson except for urgent assignments.

Signature and Date: ..... Company Stamp: .....

Name of Official: ..... Designation: .....

## Section 6: Other Information

How did you find out about Inspiration Design International School?

- |   |   |
|---|---|
| <input type="checkbox"/> Friends                          | <input type="checkbox"/> Internet   |
| <input type="checkbox"/> Others ( <i>Please specify</i> ) | <input type="checkbox"/> Newspaper ( <i>Please indicate name of Newspaper</i> ) |

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## Section 7: Confidentiality Clause

- The student acknowledges that personal information provided in this Form will be used by Inspiration Design International School solely for the purpose of course registration and applications within the School and with the relevant authorities, and for the purpose of internal marketing.
- Inspiration Design International School is committed to maintaining the confidentiality of all the information provided in this Form, and undertakes not to divulge to any third party any information provided, without prior written consent of the student.

SIGNED BY:

.....  
Name of Applicant

.....  
Date

## Section 8: For Official Use Only

Is the student's application accepted		Yes	No
Course Commencement Date:	Duration of course:	SDF Application Yes      No	Grant Category: \$          %
Deposit Amount Paid:		Receipt No:	
Preview Conducted by:		Name of course consultant:	
Signature		Signature	

## Section 9: Checklist for Documents

Copy of Applicant's Identity Card or Passport

Passport Size Photograph

Copies of Applicant's latest educational transcript and certificates (Original language and English translated)



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## ENROLMENT TERMS & CONDITIONS

The following TERMS & CONDITIONS apply to all programmes delivered wholly or partly by the Inspiration Design International School. Applicants are strongly advised to familiarise themselves with these terms and conditions. Once signed, the applicant is legally bound by these terms and conditions, which are covered under the laws of Singapore.

### 1. Fee Payment

- Registration and course fees are to be paid upon application.

### 2. Withdrawals and Refund Policy

- All applications for course withdrawal and refunds must be made in writing and supported by the necessary documents.
- The date of notification is the date when written notice is received by the school. Proof of postage by the student is not proof of receipt by the school.

#### Withdrawal for Cause and Refund

- i. The student shall be entitled to immediately withdraw from the course by giving written notice to the school of his/her intention to do so under the following circumstances:
  - a. The school fails to commence the course on the commencement date;
  - b. The school fails to complete the course by the completion date;
  - c. The school terminates the course prior to the completion of the course; or
  - d. The Student's Pass application is rejected by the Immigration and Checkpoints Authority (ICA).
- ii. For circumstances listed above, the school shall, within seven (7) working days after notifying the student, refund to the student the entire amount of the course fees.

### 3. Class Attendance

- Students are advised to attend classes regularly and punctually. There will be no makeup classes conducted for absent students.
- For short course one-on-one coaching, students are eligible to revise the schedule only once. Students who cannot attend the course should inform the school at least one day in advance. There will be no makeup lessons for students who have been absent otherwise.

### 4. Issuance of Certificate

- Only students who complete the course shall be awarded the Certificate.
- Students who do not meet the required attendance (70% of the course) will not be issued the Certificate.

### 5. Miscellaneous

- The operating hours of the school is between 9.30am to 9.00pm.
- Where a public holiday falls within the week of the course, makeup lessons will only be carried forward to the next week.



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- The school reserves the right to make replacements and/or modifications to the course structure, syllabus and any other course details, where it deems appropriate. The school reserves the right to replace the certifying and/or moderating institution of the course of study at any time.
- The student shoulders the responsibility of updating the school on any changes to mailing and/or contact address and numbers, failing which, the school will not be responsible for any consequential loss

**These terms and conditions are subject to change without prior notice.**

## **DECLARATION**

I, \_\_\_\_\_ (Name of Student), \_\_\_\_\_ (NRIC/Passport No.)  
have read, fully understood and accept the terms and conditions of enrolment into the school. I further agree to abide by all the rules and regulations of the school and agree to pay the fee(s) as they are due.

I hereby confirm that I have read and understood the description of the programme applied for.

I accept that the school reserves the right to amend the course schedules, class structures, and school rules before and during my course of study. All the information I have provided in this enrolment form is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date