



*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**



Since 1989

## APPLICATION FOR ENROLMENT

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

### Section 1: Programme Details 课程资料

- Advanced Diploma in Interior Design 高级大专课程
- Diploma in Interior Design 大专课程
- Certificate in Interior Design & Decorative Techniques 室内设计和装饰

Full-Time Study 全日制

Part-Time Study 半日制

### Section 2: Academic Background 学历

Highest Academic Qualifications: 最高学历

*\*Please attach a copy of certificate & transcript*

附上文凭和成绩单复印件

Name of Educational Institution / Country: 学院的名称和国家

Year Qualification Obtained: 考获学历的年份

### Section 3: English Language Proficiency 英文程度

Have you studied at secondary or tertiary level with English as the medium of instruction?  Yes

你曾经读过中学或大学程度以英文为主的课程吗?  No

Have you taken a test of your English proficiency level?  Yes

是否参加过英文证书考试?  No

If yes, indicate the test and score obtained. 如果有, 请详细说明考试种类和分数。

IELTS \_\_\_\_\_ TOEFL \_\_\_\_\_ Other \_\_\_\_\_

*\* Please attach documentary evidence of your studies in English, certified copies of your English Test results or other proof of your proficiency in English. 附上证书复印件*



Since 1989

<b>Section 4: Personal Details 个人资料</b>			
Name (as in NRIC / Passport): 英文姓名 (如同身份证/护照)		NRIC / Passport No.: 身份证/护照号码	Attach passport-size photo here
		<i>*Please attach a copy of NRIC / Passport 附上身份证/护照复印件</i>	
Date of Birth: 出生日期	Gender: 性别 <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	Nationality: 国籍	
Home Address: 住家地址		Postal Code: 邮编	
Tel (R): 住家电话	Tel (HP): 手机电话	Tel (O): 办公联络电话	
Fax No.: 传真号码	Email: 电子邮件		
<b>Section 5: International Students Only 只限国际学生</b>			
Address in Home Country: 国内住址			
		State: 县	Postal Code: 邮编
Tel (R) Home Country: 国内住家电话		Tel (HP) Home Country: 国内手机电话	
Guarantor's Name (if any): 担保人姓名			
Guarantor's Address: 担保人住家地址			
		State: 县	Postal Code: 邮编
Guarantor's Tel (R): 担保人住家电话		Guarantor's Tel (HP): 担保人手机电话	
<b>Section 6: Working Experience 工作经验</b>			
Current Employment: 目前的工作 <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>(If yes, please provide the following details)</i>			
Company:		Designation:	
Job Description: 工作性质			
Last Employment (if any): 最后的工作 <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>(If yes, please provide the following details)</i>			
Company:		Designation	
Job Description: 工作性质			



Since 1989

## Section 7: Next-of-Kin 紧急情况下应联络的家属

Name: 姓名		Relationship: 关系
Address: 住家地址		
State: 县		Postal Code: 邮编
Tel (R): 住家电话	Tel (HP): 手机电话	Tel (O): 办公联络电话

## Section 8: Other Information 其它资料

Do you have a disability, impairment or long term medical condition which may affect your studies? (If yes, please provide details) 是否有残缺或任何须长期医治的病症而会影响到您的学习? (如果有, 请详细说明)  Yes  No

Have you ever committed any criminal offences or have been rejected entry into Singapore? (If yes, please provide details) 是否曾经有过犯罪行为或被拒绝来新加坡的记录? (如果有, 请详细说明)  Yes  No

How did you find out about Inspiration Design International School? 如何认识科艺设计学院

Friends 朋友  Internet 网络

Others (Please specify) 其它 (请详细说明)  Newspaper (Please indicate name of Newspaper) 报纸 (请写明报纸种类)

\_\_\_\_\_

## Section 9: Confidentiality Clause 保密条款

- ❖ 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.  
学生同意学校利用此表格所填写的私人资料建立学校内部档案。
- ❖ 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 the prior written consent of the Student.  
学校将会保密学生的私人资料, 在没有得到学生同意之前, 学校不会提供以上资料给第三者。

\_\_\_\_\_  
Name of Applicant  
申请者姓名

\_\_\_\_\_  
Signature of Applicant  
申请者签名

\_\_\_\_\_  
Date  
日期



Since 1989

## Section 10: For Official Use Only 只限办公人员填写

Is the student's application accepted? 是否接受学生入学申请  Yes  
(If no, please state reasons) (如果拒绝, 请详细说明原因)  No

Entry Test Required? 是否参加入学考试  Yes  
 No

Date of Test : 考试日期

Course Commencement Date: 课程开课日期

Duration of Course : 课程周期

Deposit Amount Paid : 所付押金款额

Receipt No.: 收据编号

Name of Course Consultant : 课程负责人姓名

Signature: 签名

## Section 11: Checklist for Documents 清单

- Copy of Applicant's Identity Card or Passport 学生身份证或者护照复印件
- Three passport sized photographs 护照尺寸的照片三张
- Copies of Applicant's latest educational transcript and certificates (Original language and English Translated)  
学生最高学历证书和成绩单复印件
- Updated Resume if Applicant has working experience for more than one year.  
如果学生有至少一年工作经验,请提供简历
- Application Fee & Course Fee to be made payable to "Inspiration Design International Pte Ltd"  
学生的学费须付给 "Inspiration Design International Pte Ltd"
- Letter of Offer 学生录取通知书
- Student Pass Application Form 学生申请表格
- Standard Student Contract 学生合约
- Student Escrow Confirmation with Payment Schedule 学生鉴定信和须缴纳学费清单
- Documentation Checklist 全部所需文件检查单



Since 1989

## ENROLMENT TERMS & CONDITIONS

The following TERMS & CONDITIONS apply to all programmes delivered wholly or partly by 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

- ❖ Students are to refer to the 'Student Escrow Confirmation with Payment Schedule' and abide by it.
- ❖ Registration fees are to be paid upon application.
- ❖ The school has the right to impose a charge of S\$50.00 per week if fees are not paid in full by the due date.
- ❖ It is the responsibility of the student to ensure that sufficient funds are available before school fee(s) are due.

### 2. 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.
- ❖ In the event that request for refund has been approved, and if the applicant has been issued a training kit or materials, he/she must return all items in the training kit in its original, intact and unused condition. In the event that items in the training kit have been used, the applicant will be charged for the used item based on retail price.

#### Withdrawal for Cause and Refund

1. 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:
  - i) The school fails to commence the course on the commencement date;
  - ii) The school fails to complete the course by the completion date;
  - iii) The school terminates the course prior to the completion of the course; or
  - iv) The Student's Pass application is rejected by the Immigration and Checkpoints Authority (ICA).
2. For circumstances listed above, the school shall, within seven (7) working days after notifying the student, refund to the student:
  - i) The entire amount of the Course Fees ; and
  - ii) The Miscellaneous Fees.

#### Withdrawal Without Cause and Refund

1. Where the student withdraws from the course for any reason other than those set out above, the school shall, as soon as practicable after receiving the student's written notice of withdrawal (and in any event no more than 7 working days after receiving such notice) refund to the student the following sums (less any applicable bank administrative charges):
  - 90% of the total course fees will be refunded:  
If the applicant informs the school in written notice on withdrawal more than 14 days before the commencement date.
  - 50% of the total course fees will be refunded:  
If the applicant informs the school in written notice on withdrawal before, but not more than 14 days before the commencement date.
  - 25% of the total course fees will be refunded:  
If the applicant informs the school in written notice on withdrawal after, but not more than 7 days after the commencement date.



Since 1989

- 0% of the total course fees will be refunded:  
If the applicant informs the school in written notice on withdrawal more than 7 days after the commencement of the course, but not more than 14 days after the commencement date.
  - 0% of the total course fees will be refunded:  
If the applicant failed to inform the school in written notice on withdrawal more than 14 days after the course commencement date.
2. All applicable bank administrative charges, enrolment fees, and any properly payable/paid fees under the Fee Protection Scheme (FPS) is not refundable under any circumstances.
  3. Any refund approved will be paid to the student within 7 days after receiving the student's written notice of withdrawal.
  4. At any time during the course, the school may ask the student to leave without notice, and refund of the course fees subjected to terms stated in the Standard Student Contract (SSC), if the student, in the reasonable opinion of the school, has:
    - a. Been guilty of any misconduct or neglect in the discharge of his/her duties hereunder; or
    - b. Breaches any material provision of the SSC; or
    - c. Commits any act of criminal breach of trust or dishonesty

### **Cooling-Off Period**

The school provides the student with a cooling-off period of 7 working days after the signing of the SSC. Within these 7 days and regardless whether the course commencement date has passed, the student can submit written notice of withdrawal and receive the maximum refund amount stipulated above (less any course fees consumed by the student if the withdrawal date is later than the course commencement date and the student has started the course, any school administrative charges and any applicable bank administrative charges). Any dispute in respect of how much course fees have been consumed shall be referred to mediation at the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre, and only in respect of such decision, the decision of the SMC or SIArb shall be final and binding on all parties.

The school will also bring to the student's notice Schedule 3 of the SSC by notifying the student of his rights under the cooling-off period, and receive written acknowledgement as provided therein by the Student that Schedule 3 has been brought to his notice. In the event that the notice in Schedule 3 has not been brought to the student's attention, the cooling-off period of 7 working days shall only commence from the date that Schedule 3 has been brought to the student's notice, and the student has acknowledged the same. The student shall have the right to withdraw from the course and receive a refund as stated above anytime before the notice in Schedule 3 has been brought to the student's attention.

### **3. Transfer / Withdrawal Policy**

#### Transfers

- i. A transfer occurs when a student moves from one course to another within the School. Inspiration Design International School does not facilitate transfer of student from one course to another as the School only offers one course.
- ii. Course transfer can be considered by the school provided valid reasons are provided in writing to substantiate the transfer request. The request will be approved by the Principal with inputs from the teacher. Course transfer is approved only when student meets new course requirement. For students below the age of 18, a letter of consent from the parents/guardian is required for transfer application.
- iii. A student will be considered officially withdrawn from the current once the approval for course transfer is effected. Student will have to sign a new Student Contract based on the new course that she/he decides to enrol in. Student will be required to pay an admin transfer fee for processing of the transfer application.
- iv. There will be no refund of school fees to the student for approved transfer case. The school will compute the additional amount of money required based on the fees already paid. Student are required to pay the difference between the tuition fee for the new course and the amount of money remaining (i.e. original tuition



Since 1989

fee minus the sum of money based on the fees consumed for attending the original course) plus any admin fees incurred such as the transaction fees for FPS.

- v. ICA and CPE will be informed due to the student's change in course details. Where the status of the student pass is concerned, the school will liaise with ICA to make any update requirement accordingly.
- vi. Acknowledgement of the transfer request will be made within 3 days to the student applying for transfer of course. The approved transfer request will be made known to student in writing within 2 weeks.

## Withdrawal

- i. Students who decide not to complete his or her course of study for whatever reason will be considered to have terminated his course of study and withdrawn from the School. Specifically, a withdrawal is defined as:
  - Withdrawing from Inspiration Design International School (completed or partial) and applying to another school in Singapore; or
  - Withdrawing from Inspiration Design International School (completed or partial) and returning to his/her native country.
- ii. All applications for course withdrawals must be made in writing and supported by the necessary documents. For students under the age of 18, a formal letter from his/her parent/guardian is required for withdrawal. The date of notification is the date upon which written notice is received by the school. Proof of postage by the student is not proof of receipt by the School. Administrative charges will apply.
- iii. The withdrawal process will take 4 weeks from the date of receipt of the withdrawal application.
- iv. Students who wish to withdraw from the course after commencement shall adhere to the terms and conditions of refund stipulated in the Standard Student Contract (SSC). All notices from the student must be in writing.
- v. There is a course termination admin fee charged for students who decide to withdraw from the school. Students withdrawing 15 days after the commencement date of the course are liable to pay the unpaid course fee due to Inspiration Design International School, and are subject to the terms and conditions of refund, as stipulated in the SSC.
- vi. In the case of any withdrawal, a counselling session will be held between the student and the school staff to understand the reasons for withdrawal, and where appropriate to offer alternative courses to the student. The student makes the final decision on whether to remain at Inspiration Design International School or to proceed with the withdrawal or transfer.
- vii. Students with medical conditions or family commitments must support their claims with official documented evidence given to the school.
- viii. All requests pertaining to withdrawal matters are submitted to the Principal for consideration and decision.
- ix. Acknowledgement of the withdrawal request will be made within 3 days to student applying for withdrawal. The approved withdrawal request will be made known to student in writing within 2 weeks.
- x. ICA and CPE will be informed after the student's withdrawal request is approved. The school will update SOLAR+ on student status to the Immigration and Checkpoints Authority (ICA) for international students who withdraw from their courses. The student will be required to surrender their Student's Pass to the ICA within 7 days from the date of the cancellation. The student will be informed by the school once the changes to his/her student status are effected and confirmed.
- xi. For students who are caught by the authorities for committing criminal acts which are against Singapore's laws, they will be regarded as withdrawal without any valid cause, and no refund of fees will be made to the student regardless of whether the course has commenced or not. The school will take action to terminate the Student's Pass if the authorities (e.g. ICA) have not done so.



Since 1989

## 4. Deferment Policy

- i. Students who wish to defer the whole course, or the remaining part of the course, must send a letter or submit a Student Request Form to the school stating his or her reasons for doing so. The date of notification is the date upon which the application is received by the school. Proof of postage by the student is not proof of receipt by the School.
- ii. Students who have signed up for a course but are unable to join in on the commencement date are allowed to defer the course for a maximum period of 1 year starting from the date of enrolment. After this one year grace period, the student will have to re-enrol and pay the enrolment fee and deposit again. For current students who wish to defer their next module, the one year grace period begins from the commencement date of the deferred module.
- iii. Students deferring their studies are required to pay the tuition fees in effect at the time of their re-enrolment. Application for deferment will only be accepted upon the completion of a module. All fees paid will be kept by the School as fee payment for the student when he or she recommences the course. Please note that there will be a one-time administration charge of SGD 100.
- iv. The time frame for processing deferment request is 7 days from the date of receipt of deferment application.
- v. Deferments are granted at the sole discretion of the school and will be considered on a case-to-case basis. The school is not responsible for difficulties arising from a student's voluntary variation of his or her class schedule.

## 5. English Language Requirement

- ❖ Students are required to achieve the following minimum proficiency in English Language :
  - GCE 'O' Level: C6 in English Language; or
  - GCE 'N' Level: C5 in English Language; or equivalent
- ❖ If the above proficiency level is not achieved or students do not have evidence of their level of proficiency, they will be required to attend the English course programme at Inspiration Design International School.

## 6. Class Attendance

- ❖ Students are advised to attend classes regularly and punctually. There will be no remedial classes conducted for absent students.
- ❖ Student pass holders are required by the Immigration & Checkpoints Authority (ICA) to achieve at least 90% class attendance per month. Failure to do so may lead to the student's pass being terminated.
- ❖ Non-student pass holders are required to achieve at least 80% of class attendance per month. Failure to do so may lead to the student having to repeat an entire module, and / or eventually lead to a notice of expulsion.
- ❖ Continued absence from class without valid reason will result in possible termination of his or her student pass. The school reserves the right to bar students who fail to meet the minimum class attendance requirements without valid reasons from examinations.
- ❖ Students who are medically unfit to attend class must obtain a medical certificate (MC) from a registered medical practitioner, and submit it to the school's administration department.
- ❖ Only Medical Certificates from registered medical practitioners or valid reasons communicated in writing will be accepted. MCs from non-registered clinics like Free Clinic Societies, Chinese Medical Halls, Chinese Physicians' Association Clinics, and those from home countries of international students will not be accepted by the school or ICA.
- ❖ A student who urgently needs to be away in his/her home country during term time is required to submit the Application for Leave Of Absence form, which is obtained from the Front Desk, together with a request letter from his/her parent/guardian. Home leave is only granted under extenuating circumstances such as a serious illness or death of an immediate family member.
- ❖ Students are allowed to apply for leave of absence for up to a maximum period of two weeks within a year only. The student's application is subject to lecturer's / Academic Advisor's approval.
- ❖ Application of leave must be submitted one month in advance, excepting emergency cases.



Since 1989

## 7. Examinations and Assessments

- ❖ Students who are permitted to do re-submissions must register for re-submissions within 2 weeks of their last assessment. Students who fail to register for re-submissions within 3 months will need to register for a new examination. The student will meet all re-submission and examination costs.
- ❖ Students are eligible for examinations provided the following conditions are fulfilled:
  - All the requirements of the course have been fulfilled; and
  - All financial obligations to the school have been met.
- ❖ Students may be barred from taking an examination under the following circumstances:
  - Failure to fulfil the required minimum class attendance of 90% for student pass holders, and 80% for non-student pass holders.
  - Failure to fulfil all the course requirements.
  - Failure to fulfil all financial obligations to the school.
  - The student is deemed to have brought disrepute to the school through his/her actions and/or behaviour.
- ❖ A student may have his/her certification withheld/withdrawn under the following circumstances:
  - Plagiarism of assessment works is suspected.
  - Exhibition of behaviour/actions that is deemed to tarnish the reputation or may threaten to bring disrepute to the school.
  - Failure to attend the school graduation ceremony without a valid reason.

## 8. Professional Design Practice/Student Industry Attachment

- ❖ Students who fail to achieve 60-69% (Credit) in Module 4/ Project 1 will not qualify to participate in the professional Design Practice/ Student Industry Attachment. He/she will be assigned a special project to complete with satisfactory results. He/she must meet the academic requirements of the project to successfully pass the Professional Design Practice.

## 9. Expulsion

- ❖ The school reserves the right to expel a student without any compensation should the student be found to have behaved in a disorderly or irresponsible manner, or performed any act that is detrimental to the school's reputation at any time.

## 10. Miscellaneous

- ❖ The official hours of full-time course are between 9:30am to 5:00pm.
- ❖ The school reserves the right to re-schedule or re-arrange any class from time to time, at its sole discretion. This would include weekday evening classes and/or weekend Saturday classes.
- ❖ Where a public holiday falls within a module of the course:
  - For full time courses, there will be no make up lesson for such holiday.
  - For part time courses, make up lessons will only be conducted for the second public holiday, if it falls within the same period of a module.
- ❖ 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.
- ❖ It is advisable to have a laptop to aid in the execution of your work.



Since 1989

# INSPIRATION DESIGN INTERNATIONAL SCHOOL

*"Value Through Design, Since 1989"*

## **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