



*Since 1989*

**Our Vision**

To inspire lifestyle by striving  
For excellence in design standards

**Our Mission**

To provide clients and students  
With quality design and design education

**Our Objective**

To arm students with a creative yet  
Practical approach to problem solving,  
As well as innovative &  
Quality design that is highly valued  
by clients and the community.

**Our Core Values**

1. Professional Experience
2. Time Management
3. Team Work
4. Creativity & Innovation
5. International Awareness



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**INSPIRATION DESIGN INTERNATIONAL SCHOOL PTE LTD**  
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## APPLICATION FOR ENROLMENT



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: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality:	Employment Status: <input type="checkbox"/> Singapore Citizens <input type="checkbox"/> Permanent Resident <input type="checkbox"/> S-Pass <input type="checkbox"/> Employment Pass <input type="checkbox"/> Student Pass <input type="checkbox"/> Work Permit <input type="checkbox"/> 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: Program Details**

- |                                                      |                                                       |                                                  |
|------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Group Class                 | <input type="checkbox"/> One on One Coaching          |                                                  |
| <input type="checkbox"/> Photoshop                   | <input type="checkbox"/> 3D Studio Max                | <input type="checkbox"/> AutoCAD 2D              |
| <input type="checkbox"/> Dreamweaver                 | <input type="checkbox"/> Flash                        | <input type="checkbox"/> Firework                |
| <input type="checkbox"/> Sketch Up                   | <input type="checkbox"/> Freehand                     | <input type="checkbox"/> Colour Rendering        |
| <input type="checkbox"/> Perspective Drawing         | <input type="checkbox"/> 3D Studio Max (Intermediate) | <input type="checkbox"/> BPQ for design services |
| <input type="checkbox"/> Furniture Product Knowledge |                                                       |                                                  |

**Section 5: Company Sponsorship (If applicable)**

For company sponsoring the applicant under **Skilled Development Fund (SDF) Scheme** are liable to pay the Institute 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 stipulate timeframe 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 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?

Friends

Internet

Others (Please specify)

Newspaper (Please indicate name of Newspaper)

\_\_\_\_\_

\_\_\_\_\_



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**Section 7: Confidentiality Clause**

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

\_\_\_\_\_

Name of Applicant

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

**Section 8: For Official Use Only**

Is 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)

**ENROLMENT TERMS & CONDITIONS**



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The following TERMS & CONDITIONS apply to all programs delivered wholly or partly by the Inspiration Design International School Pte Ltd. 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 Payments

- Registration fees are to be paid upon application.
- The full amount of Course fee should be settled before the course commencement

## 2. Withdrawals and Refund Policy

- All applications for course withdrawal and refunds must be 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 with Cause

The Student is entitled to withdraw from the Course and apply for a full refund, by giving written notice to IDIS of his/her intention to do so under the following circumstances:

- IDIS is unable to provide the course for which the student has applied for;
- IDIS fails to commence the Course on the Commencement Date;
- IDIS fails to complete the Course by the Completion Date;

- Withdrawal Without Cause

Where the Student withdraws from the Course for any reason other than those set out above, IDIS shall, after receiving the Student's written notice of withdrawal, refund to the Student the following sums (less any applicable bank administrative charges properly paid/payable):

<b>% of [the aggregate amount of the Course Fees and additional Fees paid]</b>	<b><u>If Student's written notice of withdrawal is received</u></b>
[90%]	(Maximum Refund) More than [14] days before the Course Commencement Date
[50%]	Before, but not more than [14] days before the Course Commencement Date
[25%]	After, but not more than [7] days after the Course Commencement Date
[0%]	More than [7] days after the Course Commencement Date, but not more than [14] days after the Course Commencement date
[0%]	More then [14] days after the course Commencement Date

## 3. Deferments



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- All applications for deferments (postponement of the date of the course of your intended study) must be lodged in writing to the school. The date of notification is the date when the application is received by the school. Proof of postage by the student is not proof of receipt by the school.
- An applicant, who has signed up for a course but is unable to join on the commencement date, is allowed to defer the course for a maximum period of ONE year starting from the date of enrolment. After
- The one year grace period, the applicant will have to re-enrol and pay the registration fee and deposit again.
- Students deferring studies will enrol under tuition fees in effect at the time of their re-enrolment. 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 class schedule.

**4. Class Attendance**

- Students are advised to attend classes regularly and punctually. There will be no remedial classes conducted for absent students.
- For Short Course Group Class, there will be no makeup lesson if you missed the class.
- For Short Course one-on-one coaching, Student is eligible to revise the schedule once only. Students who cannot attend the course should inform The School at least one day advance. Otherwise, no makeup lesson for absent.

**5. Issuance of Certificate**

- Only students who complete the course shall be awarded the Certificate.
- Anyone who does not meet the required attendance (absent for 2 days) will not be issued the Certificate.

**6. 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 does any act that is detrimental to the school's reputation at any time.

**7. Miscellaneous**

- The operating hours of school is between 9.30am to 9.00pm.
- Where a public holiday falls within the week of the course, make up lessons will only be carried forward to the next week.
- The school reserves the right to make replacements and/or modifications to the course structure, syllabus and any other course details, which deemed appropriate. The school reserves the right to replace the certifying and/or moderating institution of the course of study at any time.



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- 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 program 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