



## APPLICATION FOR ADMISSION – DOCUMENT CHECKLIST

### A. Complete and sign:

- 1  Application for Admission Form – pages 4, 5, 6 and 7 (Fill in page 3, if applicable)

### B. Document Submissions

Arrange and submit the *photocopy* of the following documents (except item 3, please provide original) in the order below:

#### Mandatory Items for all applicants

- 2  A letter of certification, with the school letter head, from the school where applicant has completed his/her highest attained level of study in both Original language and English translated copies (Notarised Translation)
- 3  2 current Photographs (colour, white background with a matt or semi-matt finish)
- 4  Applicant's Student Pass / Long Term Visit Pass / Dependant's Pass / PR documents / Singapore NRIC (if applicable)
- 5  Guardian's Appointment and Declaration (AO FORM 054) (if applicable)
- 6  Guardian's Singapore NRIC / Long Term Visit Pass / Dependant's Pass / Employment Pass (FIN)
- 7  Guardian's Passport (**Required** for all **except** Singapore Citizen)
- 8  Parents' Passport or Marriage Certificate (Notarised Translation) / Divorce Certificate & Custody Papers (Notarised Translation)
- 9  Parents' Employment Pass / Dependant's Pass / Long Term Visit Pass / PR documents (if applicable)

#### Required Items for Student's Pass Application by SYAS

##### Additional Documents for Visa-Required Countries (Bangladesh, Myanmar, China, India)

- 10  Parents' financial statements (Bank Statements / Fixed Deposit Accounts / Saving Accounts)
- 11  Parents' employment letters / Business Registration Certificate

##### Additional Documents if Parent(s)/ Step parent(s) is a Singapore Citizen / Singapore Permanent Resident

- 12  Both parents' Marriage Certificate / Divorce Certificate and applicant's Custody Paper
- 13  Both parents' highest educational certificates
- 14  Both parents' letters of employment (letter should state date of commencement, designation, and salary per month) or Business Registration Certificate
- 15  Both parents' monthly CPF contribution statements for the past 12 months.
- 16  Both parents' Income Tax Assessment Notices for the past 3 years

#### Additional Documents for SDA

- 17  A copy of the applicant's baptismal certificate / parent's baptismal certificate / a letter from church pastor confirming that applicant / parent(s) are baptised members of the SDA church.
- 18  A letter from church pastor confirming that applicant / parent(s) are active members of the SDA church and have been baptised for more than one year.

**Note:** If parents are holders of Employment's Pass / Dependant's Pass / Long Term Pass / SPR and stay with the child in Singapore, they can elect to be the child's guardian.

#### For Office Use

Checked by

Date

**AGREEMENT TO ENROL IN A COURSE THAT HAD COMMENCED**

*(5) No registered private education institution shall enrol a student —  
(a) for any course that has commenced, except with the written acknowledgment and agreement of the student, or his parent or guardian, to be enrolled for a course that has commenced;*

*PE Regulations, Section 25 (5) (a)*

Name of Student	
Student's Pass Fin No	
Course	

I acknowledge that the PEI has informed me that the course that I apply for had already commenced.  
Nonetheless, I agree to be enrolled for the course.

SIGNED by the Student

SIGNED by the Student's parent or legal guardian  
(if the student is under eighteen (18) years of age)

\_\_\_\_\_

\_\_\_\_\_

Name of Student

Name of Parent or Legal Guardian

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

NRIC / Passport No \_\_\_\_\_

Date \_\_\_\_\_

## DECLARATION BY STUDENT

1. I agree to enter into the Student Contract with SYAS.
2. I will abide by the school's standards, rules, regulations and disciplinary practices, and also the laws of the country, including Immigration and Checkpoints Authority (ICA) regulations for foreign students. I understand that failure to do so may result in my being withdrawn from school. Therefore, I read and understand by acknowledging the following with my signature in the boxes provided below:

*Student's Signature*

2.1 I can be asked to withdraw from school for unsatisfactory conduct.

2.2 I will not have any tattoo on my body.

2.3 I will not smoke, drink alcoholic drinks or abuse drugs.

2.4 I will not have coloured hair, nails or contact lenses.

2.5 I declare that I do not have any criminal record.

3. I agree to follow the school's curriculum, accept its schedule, study the required subjects, take the required examinations and participate in required Co-Curricular Activities (CCAs). **Note: For Primary 2 & Primary 3 students, it is compulsory to attend the Adventurer Club.**
4. I will ensure that any private tuition or activity that I may have will not interfere with any school activity that involves me.
5. I understand that the school does not approve absences of a non-medical nature or requests for leave from school for any length of time, and that for any successive absences of more than 7 school days the school can treat it as I have voluntarily withdrawn myself from school and the school reserves the right to inform ICA to cancel my Student's Pass or Letter of Consent(LOC), as applicable.
6. I understand that if my attendance falls below 90% in any month or if I am absent on seven or more successive school days without a valid reason, the school will report to ICA as required and I am liable to have my Student's Pass or LOC revoked by ICA.
7. I agree to surrender my Student's Pass to the school immediately without fail upon withdrawal from school.
8. I understand that if I am withdrawn from school, refund of fees, if any, will be in compliance with the Student Contract with SYAS.
9. I understand that the school will not refund any course fees, in part or in full, if I am expelled / asked to withdraw from school.
10. I declare the following as requested by ICA:
  - 10.1 Have you ever been refused entry into or deported from any country, including Singapore?  Yes  No
  - 10.2 Have you ever been convicted in a court of law in any country, including Singapore?  Yes  No
  - 10.3 Have you ever been prohibited from entering Singapore?  Yes  No
  - 10.4 Have you ever entered Singapore using a different Passport or Name?  Yes  NoIf any of the answer is "YES", please furnish details on separate sheet of paper.
11. I understand that this is a Christian mission school and will attend chapel, Bible classes, and take the Bible assessments and respect praying as part of school life.
12. I understand that I will withdraw myself from the school if I do not fulfill any of the above or is discovered to have contravened any of the above after being admitted into this school.

## DECLARATION BY APPOINTED GUARDIAN

As the appointed guardian of the student, I will act on behalf of the parent(s) for any school matters concerning the student/applicant and undertake the responsibility to the below items:

1. Be **resident** in Singapore, **contactable** at all times by the student and the school.
2. **Notify** the school immediately if there is any problem/change concerning the student, change of address, contact numbers etc.
3. Be **aware** of all school matters concerning the student such as administrative matters, academic matters, etc.
4. **Inform** the parent(s) of the student directly regarding any matter that the school has conveyed to me, and understand that the school will not be held responsible for the parent(s)' ignorance of the matter.
5. Be **responsible** for any information/report sent by the school to my contact details and will act on or reply to it promptly.
6. **Demand** from the student any test or exam or term report, sign it, return it to the school, and inform the parent(s).
7. **Supervise** the student to ensure that the student complies with all school and ICA requirements.

8. **Cooperate** with the school concerning the studies, welfare and discipline of the student.
9. **Inform** the school and the parent(s) of the student if I cease to be the local sponsor/guardian of the student.
10. **Inform** the school if the student failed to attend school without any valid reason.
11. **Inform** the school in writing two weeks in advance if the student is withdrawing from the school.
12. **Ensure** that the student surrenders his/her Student's Pass to the school immediately upon his/her withdrawal from the school or at any point in time when the school terminates his/her studies for any reasons deemed adequate by the school.

**DECLARATION BY PARENT/ GUARDIAN (ON BEHALF OF PARENT(S) FOR STUDENT WHOSE PARENTS ARE NOT RESIDING IN SINGAPORE)**

1. I understand and accept the policy and conditions governing any school matters which includes but not limited to the enrolment and admission of my child into the school. I agree to abide by these policy and conditions including the strict discipline of the school in attendance, punctuality, uniform, behavior and school work.
2. I understand and accept the school's policy on Parents' and Guardians' Conduct (refer to the school's website and Student Handbook).
3. I understand and accept that this is a Christian school and it is compulsory to attend chapel and Bible Knowledge class. Therefore, I have no objection to my child attending chapel and Bible Knowledge class.
4. I declare that my child is not suffering from any mental impediment or abnormality.
5. I declare that to the best of my knowledge all of the information which I have supplied to the school directly and/or through my appointed guardian is full and accurate. I acknowledge that withholding relevant information relating to my child's physical, medical or educational needs may affect my child's application and/or enrollment. I undertake to inform the school immediately of any change in the particulars of my child or of my wish to withdraw. There is no refund of fees for such cases.
6. I understand that the Principal may require at any time the withdrawal of my child from the school for any cause judged by the Principal in his/her absolute discretion to be adequate. Adequate cause may include matters such as my child's misconduct or my child's inability to participate in and benefit fully from the school curriculum without extensive individual assistance. It may also include the failure at the stage of applying for a place in the school to declare accurately and fully the extent of my child's individual educational needs. There is no refund of fees for such cases.
7. I understand and agree that if I want to withdraw my child's enrollment after signing the Student Contract and payment of course fees, the fees will be refunded in accordance to the Refund Policy stipulated in the Student Contract, and I am not entitled for further refund.
8. **For Primary 2 & Primary 3 students.** I agree to my child's participation in the compulsory CCA – the Adventurer Club.

**ACKNOWLEDGEMENT**

We hereby declare and agree that:

1. We have read and understood the declarations stated in this form which constitutes a contractual agreement between the school and us.
2. In case of emergency during school hours, the school will exercise its discretion in calling an ambulance to transport the student for medical treatment, and school will inform parent/guardian of the student's whereabouts as soon as the school receives information.
3. Student's pictures can be used for school-related activities and display on the school's website/notice boards/newsletters.
4. We hereby warrant that all the information we have submitted in this form is true and accurate to the best of our knowledge. We further understand that any personal data which we have provided in this form may be processed by SYAS or any of its vendors and/or subcontractors ("SYAS connected entities") both locally and overseas and we expressly consent to such processing for the purposes specified in SYAS's Privacy Policy. Please refer to SYAS's Privacy Policy at <https://syas.edu.sg/pages/personal-data-protection-policy> for more details.
5. We also warrant that we have obtained all necessary consents from any third parties for SYAS to disclose any personal data belonging to such third parties as well as for the onward disclosure or processing of such third party personal data by SYAS.
6. We understand that any personal data disclosed by us herein will be retained by SYAS's connected entities as long as any of the purposes set out in SYAS's Privacy Policy remain valid.

\*Parent / Guardian's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Circle where applicable



# APPLICATION FOR ADMISSION

**PRIVATE & CONFIDENTIAL**

**FOR OFFICE USE:**

Student ID No \_\_\_\_\_ Class \_\_\_\_\_  
Date of Admission \_\_\_\_\_ House \_\_\_\_\_

Recent  
COLOUR  
Photographs  
with white  
background

**PLEASE WRITE IN BLOCK LETTERS FOR ALL REQUIREMENTS**

**APPLICANT DETAILS**

Full Name		Date of Birth ( DD / MM / YYYY )	
Local Address			
Postal Code	Home Tel No	Handphone No	
Email Address			
Birth Cert No	Race	Religion <i>(for SDA Please refer to Page 2 items 17 and 18)</i>	
Place of Birth	Mother Tongue Subject (Please tick)	<input type="checkbox"/> Chinese <input type="checkbox"/> Malay <input type="checkbox"/> Other _____	
Pass Type	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Student's Pass <input type="checkbox"/> Dependant's Pass <input type="checkbox"/> Long Term Visit Pass <input type="checkbox"/> Others _____ <input type="checkbox"/> NIL		
FIN / NRIC NO.	<i>For FIN</i> Expiry Date ( DD / MM / YYYY )		
<b>For Foreign Student and Singapore PR Only</b>			
Nationality			
Passport No	Issue Date ( DD / MM / YYYY )		
Place of Issue	Expiry Date ( DD / MM / YYYY )		
Have you been issued a Student's Pass? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, is it cancelled? <input type="checkbox"/> Yes <input type="checkbox"/> No How long ago was it cancelled? <input type="checkbox"/> 3 months or more <input type="checkbox"/> less than 3 months			

**EDUCATIONAL BACKGROUND (INCLUDING COURSES ATTENDED IN SINGAPORE)**

Name of Schools (in Chronological Order)	Country	State or Province	Language of Instruction	Period of Study		Highest Level Obtained
				From (DD/MM/YYYY)	To (DD/MM/YYYY)	

**COUNTRIES APPLICANT HAS RESIDED FOR ONE YEAR OR MORE DURING THE LAST FIVE YEARS**

Country	Address	Period of Stay	
		From (MM/YYYY)	To (MM/YYYY)

**SIBLINGS DETAILS**

Name	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Nationality
Date of Birth ( DD / MM / YYYY )	FIN / NRIC NO.	<input type="checkbox"/> Please tick if currently studying in SYAS Class _____
Name	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Nationality
Date of Birth ( DD / MM / YYYY )	FIN / NRIC NO.	<input type="checkbox"/> Please tick if currently studying in SYAS Class _____

PARENTS DETAILS			
Father's Full Name			
Date of Birth ( DD / MM / YYYY )		Occupation	
Valid Pass Type <input type="checkbox"/> NIL <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Dependant's Pass <input type="checkbox"/> Long Term Visit Pass <input type="checkbox"/> Employment Pass <input type="checkbox"/> Others _____			
FIN / NRIC NO.		<b>For FIN</b> Expiry Date (DD / MM / YYYY)	
Nationality	Passport No	Expiry Date ( DD / MM / YYYY )	
Contact No	Email Address		
Mother's Full Name			
Date of Birth ( DD / MM / YYYY )		Occupation	
Valid Pass Type <input type="checkbox"/> NIL <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Dependant's Pass <input type="checkbox"/> Long Term Visit Pass <input type="checkbox"/> Employment Pass <input type="checkbox"/> Others _____			
FIN / NRIC NO.		<b>For FIN</b> Expiry Date (DD / MM / YYYY)	
Nationality	Passport No	Expiry Date ( DD / MM / YYYY )	
Contact No	Email Address		
Home Country Address			
<b>Additional information required for student from Bangladesh, Myanmar, China and India:</b> (Required Items for Student's Pass Application by SYAS)			
Father's Saving SGD\$	Monthly Income SGD\$	Mother's Saving SGD\$	Monthly Income SGD\$

AGENT DETAILS (ONLY FOR ACTIVE/ REGISTERED AGENT WITH SYAS)		Please contact Business Office for any queries	
Company's Name		Agent Name	

GUARDIAN / PRIMARY PARENTAL CONTACT PERSON DETAILS (Guardian must be a resident of Singapore – Singaporean or SPR or any valid pass holder)			
Full Name (*Dr/ Mr / Mrs / Mdm / Ms)			
Date of Birth ( DD / MM / YYYY )		Occupation	
Valid Pass Type <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Dependant's Pass <input type="checkbox"/> Long Term Visit Pass <input type="checkbox"/> Employment Pass <input type="checkbox"/> Others _____			
FIN / NRIC NO.		<b>For FIN</b> Expiry Date ( DD / MM / YYYY )	
Local Address			
Postal Code	Handphone No	Home Tel No	
Email Address			
Relationship to the student		Do you travel regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>For Singapore PR and non-Singaporean guardian Only</b>			
Nationality	Passport No	Expiry Date ( DD / MM / YYYY )	

\*Circle where applicable

## **FEE PROTECTION SCHEME (FPS)**

SYAS has in place a Fee Protection Scheme as stipulated by Council for Private Education (CPE) (the "FPS") by way of insurance facility to provide fee protection to all its local and international students. Under the insurance scheme, SYAS is allowed to collect 12-month course fee from students directly.

SYAS-appointed FPS provider is **Lonpac Insurance Bhd**. The certificate of insurance will be sent to the student via email on the same day the student pays the fee. The insurance coverage commences from the date of payment of the fees till the due date of the next payment or the course end date whichever is earlier.

Please refer to CPE's website at [www.cpe.gov.sg](http://www.cpe.gov.sg) and Lonpac Insurance Bhd's website at [www.lonpac.com](http://www.lonpac.com) or their general line 62507388 for more details of the FPS insurance.

## **MEDICAL INSURANCE SCHEME**

SYAS has in place a medical insurance scheme, Hospitalization & Surgical Insurance (H&S), for all its students. This medical insurance scheme shall minimally provide for an annual coverage limit of S\$20,000 per student, at least B1 ward in government and restructured hospitals and 24-hour coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration.

Please refer to the school website at [www.syas.edu.sg](http://www.syas.edu.sg) for more details of the medical insurance.

SYAS-appointed medical insurance provider is **AXA Insurance Singapore Pte Ltd**.

## **PERSONAL ACCIDENT INSURANCE SCHEME**

SYAS has also in place a personal accident insurance scheme for all its students. This personal accident insurance scheme is a 24-hour worldwide accident coverage related to all school activities and/or CCAs throughout the course duration.

Please refer to the school website at [www.syas.edu.sg](http://www.syas.edu.sg) for more details of the personal accident insurance.

SYAS-appointed personal accident insurance provider is **Lonpac Insurance Bhd**.

## **Additional Information (if any)**