



# APPLICATION FOR ADMISSION

PRIVATE & CONFIDENTIAL

FORM B

Name \_\_\_\_\_

For Level \_\_\_\_\_

Gender \_\_\_\_\_

Recent  
COLOUR  
Photographs  
with white  
background

## San Yu Adventist School (SYAS)

### IMPORTANT TO NOTE

• For matters concerning the student, SYAS will only liaise with the guardian of the student, who is appointed by parent(s) in writing.

• As SYAS is a private Christian school, Bible Knowledge is a compulsory subject. It is also compulsory to attend chapel periods. So, although we welcome eligible students regardless of nationality, culture, race or religion, we advise parents who object to these requirements not to seek admission into this school for their children. Those who want to be admitted into the school do so on their own free will with the full understanding of and agreement to comply with these and other requirements.

### Our Core Values

Integrity  
Caring  
Cooperation  
Respect  
Responsibility  
Perseverance  
Trust in God

### For Office Use:

CL / C-Beginner / No / EEL / Medical

### ICA Application Submission:

☐ by SYAS (paid ☐ Yes) ☐ by Student/Parent/Guardian ☐ N/A

Status before ICA application: ☐ SG ☐ PR ☐ DP ☐ LTVP ☐ STP ☐ SVP ☐ NIL

Status after ICA application: ☐ SG ☐ PR ☐ DP ☐ LTVP ☐ STP

Pre-course Counselling & Interview

Attended on \_\_\_\_\_

Entrance Test (Online / SYAS)

Attended on \_\_\_\_\_ ☐ NA

Accepted to \_\_\_\_\_ with condition(s)

☐ No ☐ Yes

### Under Registered SYAS Agent

☐ No ☐ Yes Company \_\_\_\_\_

Checked by Who Date

Entrance Test Receipt	<input type="checkbox"/>	_____
Letter of Offer	<input type="checkbox"/>	_____
ICA Part 2 Applied (SELF / SYAS)	<input type="checkbox"/>	_____
IPA / LOC Letter	<input type="checkbox"/>	_____
Checked / Input / Update AIMS	<input type="checkbox"/>	_____
Enrolled into Class	<input type="checkbox"/>	_____
Contract, Receipts and FPS Insurance	<input type="checkbox"/>	_____
Copy of STP / DP / LTVP	<input type="checkbox"/>	_____
Pre-Course Counselling Checklist	<input type="checkbox"/>	_____
Student Health Information (filed & scanned)	<input type="checkbox"/>	_____
Process completed & Checked by	<input type="checkbox"/>	_____

### Solar+ E0959F -

\_\_\_\_\_ applied on \_\_\_\_\_

Emailed Solar ☐ NA ☐ Yes \_\_\_\_\_ Attendance declaration ☐ NA ☐ Yes \_\_\_\_\_

Receiving Attention ☐ SELF ☐ SYAS on \_\_\_\_\_ Clarification ☐ Submitted \_\_\_\_\_

\*IPA / LOC Date \_\_\_\_\_ STP T&C done ☐ SELF ☐ SYAS by \_\_\_\_\_

IPA (Doc Rcv'd) ☐ SELF ☐ SYAS \_\_\_\_\_ Issuance Fee ☐ SELF ☐ SYAS \_\_\_\_\_

### Contract and Payment

(AIMS) Approved ☐ Yes Date \_\_\_\_\_

Informed \*Guardian/Parent/Student on \_\_\_\_\_ by \_\_\_\_\_ via ☐ Email ☐ Phone

Appointment date/time \_\_\_\_\_ Sign Contract on \_\_\_\_\_

Commencement Date \_\_\_\_\_ Remarks \_\_\_\_\_

### ICA Appointment fixed on (Date/Time)

\_\_\_\_\_ by ☐ SELF ☐ SYAS \_\_\_\_\_

Notified \*Guardian/Parent/Student ☐ NA ☐ Yes on \_\_\_\_\_ by \_\_\_\_\_ (SYAS)

STP Issued ☐ Yes Date \_\_\_\_\_ STP Expiry Date \_\_\_\_\_

### STP Rejected (if applicable) on

\_\_\_\_\_ Appeal ☐ No ☐ Yes

Appeal Deadline \_\_\_\_\_ Appeal Successful ☐ No ☐ Yes

### Withdraw on

\_\_\_\_\_ ( ☐ Before Enrolled ☐ In Term \_\_\_\_\_ )

Informed by ☐ Withdrawal Form ☐ Others \_\_\_\_\_ Received by \_\_\_\_\_

Update status in AIMS on \_\_\_\_\_ by \_\_\_\_\_

\*ICA/IPA/STP/LOC Cancelled on \_\_\_\_\_ by \_\_\_\_\_

Reason ☐ Going Back ☐ Transfer to \_\_\_\_\_ ☐ Others \_\_\_\_\_

## 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 the following documents in the order below:

#### Mandatory Items for submission (item 2 required to submit original)

- 2 ☐ 2 copies of current Photographs (colour, white background with a matt or semi-matt finish)
- 3 ☐ 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)
- 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 ☐ HPB Certificate / reference number (Verification of Vaccination Requirements (VR) for Foreign-born children below aged 12 years old)

#### Items for verification (please show original)

- 7 ☐ Guardian's Singapore NRIC / Long Term Visit Pass / Dependant's Pass / Employment Pass (FIN)
- 8 ☐ Guardian's Passport (**Required** for all **except** Singapore Citizen)
- 9 ☐ Parents' Passport or Marriage Certificate (Notarised Translation) / Divorce Certificate & Custody Papers (Notarised Translation)
- 10 ☐ 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)

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

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

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

#### Additional Documents submission for SDA (please provide **photocopy**)

- 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 NRIC/Fin No/Passport	
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 / FIN No. / 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 due to 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 request 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 (STP) 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 for 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 STP or LOC revoked by ICA.
  7. I agree to surrender my STP 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 a 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 the 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 a **resident** in Singapore, **contactable** at all times by the student and the school.
2. **Notify** the school immediately if there are any changes 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 regular test/ exam/ term reports, sign them, return them 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 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 STP 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 reasonable 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 all 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, behaviour 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 for detailed information).
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 reasonable. Reasonable causes 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 photos 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 party for SYAS to disclose any personal data belonging to such third party 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 \_\_\_\_\_

PLEASE WRITE IN BLOCK LETTERS FOR ALL REQUIREMENTS

### APPLICANT DETAILS

Full Name		Date of Birth ( DD / MM / YYYY )	
Local Address		Stays with <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Others _____	
Postal Code	Home Tel No	Handphone No	
Email Address			
Birth Cert No	Race	Religion (for SDA Please refer to Page 2 items 18 and 19)	
Place of Birth	Mother Tongue Subject (Please tick) <input type="checkbox"/> Chinese Language <input type="checkbox"/> Others _____		
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.	For FIN Expiry Date ( DD / MM / YYYY )	Have HPB Ref No. <input type="checkbox"/> No <input type="checkbox"/> Yes	
For Foreign Student and Singapore PR Only			
Nationality			
Passport No	Issue Date ( DD / MM / YYYY )		
Place of Issue	Expiry Date ( DD / MM / YYYY )		
Have you been issued a Valid Pass / IPA before? <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			

### EDUCATION BACKGROUND (INCLUDING COURSES ATTENDED IN SINGAPORE)

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

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

PARENTS DETAILS				AV
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.		For FIN 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.		For FIN Expiry Date (DD / MM / YYYY)		
Nationality	Passport No	Expiry Date (DD / MM / YYYY)		
Contact No		Email Address		
Parental Status (To be fill in by SYAS)	<input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single Parent <input type="checkbox"/> Others _____ (for Divorced/Single Parent/Others) Please refer to Page 2 items 9 for submission)			
Additional information required for student from <u>Bangladesh, Myanmar, China and India</u> : (Required Items for Student's Pass Application by SYAS)				To be fill in 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) <span style="float: right;">Please contact Business Office for any queries</span>				
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)				AV
Full Name (*Dr/ Mr / Mrs / Mdm / Ms)		(According to NRIC/Passport)		
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.		For FIN 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		
For Singapore PR and non-Singaporean guardian Only				
Nationality	Passport No	Expiry Date (DD / MM / YYYY)		

\*Circle where applicable

For Office Use

Confirmed by

Date

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

SYAS has in place a Fee Protection Scheme as stipulated by Committee 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.ssg.gov.sg/cpe/pei.html](http://www.ssg.gov.sg/cpe/pei.html) and Longpac Insurance Bhd's website at [www.lonpac.com.sg](http://www.lonpac.com.sg) 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 **Income Insurance Limited**.

## **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)**