

SUPPORTING INFORMATION FORM

PART J: PERSONAL DATA PROTECTION ACT

To help you with your request to enroll as a student at ERC Institute we may need to record your personal data. As required by the provisions of the Personal Data Protection Act (PDPA) of 2012, we hereby give you notice of the purpose(s) for which your personal data will be collected, used and or disclosed and request your permission to collect, use and or disclose such personal data for the aforesaid reasons more fully described herein. Personal Data is defined as follows:

Personal data refers to data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which the organisation has or is likely to have access. (e.g.: NRIC number, passport number, name, age, address, telephone number, occupation etc. The list is not exhaustive.)

1. Permitted use and disclosure:

Your personal data collected will be used and or disclosed inter-alia for the following purposes:

2. Usage:

The collected information may be used for the following purpose(s).

- For record keeping purpose of every prospective applicant as required by law and in accordance to the policies of the Company.
- Assess the suitability of your candidature for your desired internal programme and or external programme offered in partnership with our external university partners;
- Verify the authenticity of all documents submitted by you through the use of relevant authorities.
- Register and enroll you for the desired internal and or external programme offered by us.
- As a registered student with us there may be instances whereby your personal data will be used for:
 - Making an application on your behalf to the Immigration and Checkpoint Authority (ICA);
 - Promotional activities carried out by us;
 - Publishing information and details of events and activities conducted by us and or participated in by us.

3. Disclosure of Personal Data:

- To the external university partner(s) to facilitate the registration process of your candidature with the aforesaid university partner(s).
- To Governmental authorities such as the ICA for the purpose of obtaining a student pass on your behalf and SkillsFuture Singapore (SSG) and or relevant authority to fulfill compliance and audit requirements.
- To our external Agents and or Representatives who facilitate and or assist you in the process of registering you as a student with us. We confirm that such Agents and or Representatives are bound to adhere to the provisions of the PDPA 2012.
- To the providers of the Insurance Policy for Student Fee Protection and Student Medical Insurance Cover.
- As required by a Court of Law and or any person acting under the order of a Court of Law.

Opt Out

I do not wish to give my consent for the aforesaid purpose(s) set out in relation to the use and disclosure of my personal data recorded by ERC Institute. I also confirm that I am fully aware of the consequences and the impact of such refusal of consent will have on my registration as a student with ERC Institute.

Signed by Student:

Date:

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PART C: COURSE PREFERENCE				
I'm applying for admission in	(month)	(year)	Part Time	Full Time
PART K: PARENT OR LEGAL GUARDIAN INFORMATION				
Name of Parent/Legal Guardian:		NRIC/FIN/Passport No.:		
Mobile No.:		Email:		
Relationship with student:				
Address (if different from student):				
Other Information				
Please let us know if you have any disability / impairment / long-term medical conditions that may affect your studies?			Yes	No
If yes, please provide details:				
Please let us know how you heard about this course:				
Advertisement	Brochure/Flyer/Direct Mailer		Overseas Agent	
ERCi Website	Staff of ERCi		Student of ERCi	
PART M: PRE-COURSE COUNSELLING <i>(Please tick - ✓ - or blank to indicate 'N.A.')</i>				
Student has been briefed on the following:				
INSTITUTE & PROGRAMME INFORMATION				
	Information on ERCi – Location, Facilities, Infrastructure, Accreditation, Support Services			
	Information on programmes – Name of Award, Awarding Body, Course Structure, Modules and Outlines, Course Duration and Assessment Schedules, Entry Requirements, Opportunities for further education / graduation opportunity			
	Information on attendance policy (min. 90% attendance for international students, 75% for local students)			
	Information on student support services available in the Institute			
FEES PAYABLE AND INFORMATION ON FEE PROTECTION SCHEME				
	Detailed Breakdown on Course Fees, Non-Course Fees and Miscellaneous Fees Payable to ERC Institute			
	Payment can only be made after the Student Contract is signed			
	The payment modes and methods accepted by ERC Institute, and that all payments must be made to ERC Institute only			
	The Fee Protection Scheme and Provider that ERC Institute has in place for its students			
	All students (both local and international) enrolled into ERC Institute will be protected under Lonpac Insurance			

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STUDENT CONTRACT	
	Advisory Note (Form 12) and Student Contract has to be signed and dated before payment can be made.
	The Terms & Conditions stated in the Student Contract has been fully explained and understood by the student.
MEDICAL INSURANCE	
	Medical Insurance requirements
	Exemptions from Medical Insurance (if applicable)
SKILLSFUTURE SINGAPORE (SSG)	
	For more information, please visit https://www.ssg.gov.sg
INFORMATION FOR INTERNATIONAL STUDENTS	
	Student's Pass Application Requirements & Procedures
	Regulations governing Student Pass Holders (not permitted to engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issue by Ministry of Manpower)
	Relevant Singapore Laws especially those relating to ICA and Ministry of Manpower (MOM) – including immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering
	Accommodation and the Cost of Living in Singapore
	General Healthcare Services in Singapore
POLICY AND PROCEDURES	
	Refund Policy and Procedure
	Withdrawal Policy and Procedure
	Transfer Policy and Procedure
	Deferment Policy and Procedure
PART N: DECLARATION & AGREEMENT	
<p>I declare that the information provided in this form is true and complete in every detail. I understand that my application will only be assessed when information given is complete and supported with documentation as stated in this application form. I am aware of the conditions relating to my application and admission. I agree to pay all fees which I am liable for, at this point of application. I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above details included under “Section M – Pre-Course Counselling”.</p>	
_____	_____
Full name of Applicant	Signature of Applicant & Date

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PART O: FOR OFFICIAL USE ONLY

I hereby confirm that the applicant has been briefed on the above details included under “Section M – Pre-Course Counselling”.

Name of ERCi Staff

Signature of Staff & Date