

Terms and Conditions

Key Points to Note

To help you confirm that you have gathered sufficient information on your choice of study, we have prepared a checklist of key points for you to take note of. Kindly ensure that you understand the details relating to the sections listed below before submitting your application. The information can be found on our website. If you have any queries, please do not hesitate to contact our Admissions office / Recruitment Agents who would be happy to assist you.

1. Application fee and procedures.
2. Course admission and English Language proficiency requirements and exemptions.
3. Course modules, outlines, assessment and learning outcomes.
4. Total fee payable for the entire course duration.
5. Course duration and assessment schedules.
6. Progression and award criteria.
7. Type of certification awarded at the end of the course.
8. Opportunities for further education or job prospects after graduation.
9. Upon acceptance of offer, you will be required to sign a Student Contract.
10. Fee Protection Scheme adopted by SIM PL and the payment methods/schedule.
11. SIM PL Medical Insurance.
12. Refund, transfer and withdrawal policies.
13. Venue of studies and a general description of the facilities and infrastructure.
14. Types of student support services, e.g. Student Services and Student Life.
15. For National Service-Liable Applicants: Under the Enlistment Act, Singapore Citizens and Permanent Residents will be enlisted for National Service (NS) at the earliest opportunity upon reaching 18 years old. If you are liable for NS, you are advised to seek deferment from the Central Manpower Base (CMPB) before commencing your studies. Please note that failure to seek the necessary approval may result in disruption of your studies if you are required to enlist for NS.
16. Visa and student pass application requirements and procedures.
17. General healthcare services in Singapore.
18. Relevant Singapore law such as Immigration & Checkpoints Authority (ICA) and Ministry of Manpower (MOM) regulations.
19. Accommodation and cost of living in Singapore.

Data Confidentiality Clause

SIM PL is committed to maintaining the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party without the prior written consent of the student SUBJECT TO the obligation of SIM PL to disclose to any Singapore

government authority any information relating to the student in compliance with the law and / or to the organisation conferring / awarding the qualification.

By submitting to us this application, you consent to our collection and use of your personal data as well as disclosure of personal data to our Partners with whom SIM PL collaborates with in offering this programme. Additionally, you have agreed to us contacting you via voice call, text message and / or fax message to share with you more information about the educational services and matters pertaining to your indicated interest.

The personal data collected in this application is for the provision of education services to our students. Such Education Services include the processing, administration, management and completion of delivery and conduct of academic and co-curricular programmes.

For administrative requirements of SIM PL to facilitate your application, and enrolment and continued participation in our academic and co-curricular programmes (if applicable), SIM PL is required to use and disclose personal data about our students for the following purposes:

- a. to disclose and transfer the student's personal data to our Partners for the enrolment and administration of the relevant academic programmes;
- b. for SIM PL to disclose to the student, other information as may be necessary to be communicated to the student in connection with his / her undertaking of the relevant academic programmes at SIM PL;
- c. for the Partners to report, where required, student enrolment details to their State and Federal Government agencies in the respective jurisdictions, including the relevant departments of education, employment, immigration, citizenship and taxation office, etc;
- d. to enable administration and management by SIM PL of co-curricular programmes that complement the academic programmes in its provision of holistic education and which may be of interest to the students, such as:
 - i. internship and career opportunities or development;
 - ii. student welfare and development;
 - iii. arts, music, sports, leisure, social or community activities, etc;
- e. to enable administration by SIM PL of the academic and co-curricular programmes and management of students' admission, enrolment, academic and non-academic records, and other operational affairs of SIM PL as an educational institution registered with the Singapore Council for Private Education ("CPE");
- f. to enable SIM PL to advise the student on progression paths beyond the current programme;
- g. to enable SIM PL to comply with the requirements as stipulated by the Private Education Act and the regulations made thereunder and for SIM PL to disclose and transfer, where required, the student's personal data to CPE, the Singapore Ministry of Education and other relevant governmental bodies, agencies and / or other regulatory or competent authorities in Singapore;
- h. for SIM PL to disclose to the student and / or graduate or organisation (as instructed by the student / graduate), information as may be necessary to verify his / her studies at SIM PL;
- i. to enable SIM PL to conduct surveys and / research focusing on offering quality educational services and programmes that meet the industry needs;
- j. for SIM PL to register the student for SIM membership and any other purpose within the legitimate interest of SIM PL; and

- k. to enable administration and management by SIM PL of secondary or ancillary programmes such as event or alumni activities and network at SIM PL following graduation that may be of interest to the students and / or graduates.

The amount and type of personal data collected shall be limited to that which is necessary to fulfil the purposes identified, will be used and processed by SIM PL reasonably and lawfully and will be retained for such period is necessary for legal or business purposes or to fulfil the identified purposes.

By completing and submitting the programme application to SIM PL, you hereby:

- a. understand the need for, and hereby consent to the collection, use and disclosure by SIM PL of your personal data to fulfil the purposes identified;
- b. confirm that the personal data provided are accurate, correct and not misleading in any way; and
- c. authorise SIM PL to release and transfer the student's personal data to our Partners, if applicable, as is necessary to fulfil the purposes identified.
- d. Ensure that information contained in anything sent to SIM PL is accurate and does not breach any third parties' rights including trade mark, database right, copyright or other intellectual property rights nor is libelous, obscene, menacing, threatening, bullying, offensive, abusive, fraudulent, criminal nor infringes the rights of other people such as privacy rights or is in any way illegal or unlawful.
- e. will ensure at all times that (1) you do not share your designated password with any other person, (2) you maintain active and effective security measures to protect the integrity and security of your and our computers systems.

For more information on SIM PL's PDPA policy, please visit <http://www.simge.edu.sg/ge/pdpa>.