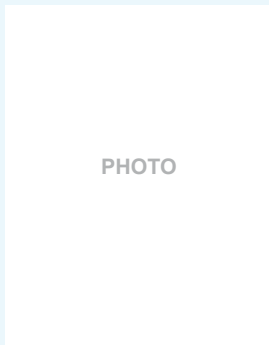


INTERNATIONAL REGISTRATION SUPPLEMENT & FEES 2010/3



SAE Institute Singapore
The Riverwalk Galleria
20 Upper Circular Road #01-42/49
Singapore 058416
T: + 65 6333 4384
F: + 65 6333 4347
infosingapore@sae.edu

- Please complete, sign and date this form and post or email to the campus you are applying to.
Address Details can be found online or on the rear of the Course Prospectus.
- Please print in BLOCK LETTERS and use a BLACK or BLUE pen.
- Print X in the appropriate boxes.
- Make sure you read and agree to all terms & conditions, Policies & Procedures of the booklet.



Further information is available online.

1. Personal details

Please complete the following information as it appears on your current passport or identification.

Title

Surname or family name

First given name

Other given names

Previous name (if applicable)

Date of birth (day / month / year)

 / /

Male Female

Please ensure that a certified copy of photographic identification is attached. (eg. Drivers Licence, Passport) Only one copy is required throughout this application.

2. Contact information

Phone number (include country and area code if outside Singapore)

Phone number (include country and area code if outside Singapore)

Mobile number (include country and area code if outside Singapore)

Fax number (include country and area code if outside Singapore)

Email address

3. Address information

Permanent home address

Address

Suburb, town or city

State

Country

Postcode / Zip Code

Postal address

Same as permanent home address

Address

Suburb, town or city

State

Country

Postcode / Zip Code

4. Emergency contact details

Given name

Surname or family name

Relation to applicant

Home phone number (include country and area code if outside Singapore)

Mobile phone number (include country and area code if outside Singapore)

Email address

6. Disabilities

Do you have any disabilities or long term medical conditions that may affect your studies?

No Yes

If yes:

Please indicate the area of impairment.

- Hearing
 Mobility
 Medical
 Learning
 Vision
 Other Please specify:

7. English proficiency

Is English your first language?

Yes No

If no:

What is your first language?

Have you completed 2 or more years of study at a secondary or post secondary education institute that primarily taught in the English language?

No Yes **If yes: please attach evidence**

If no, please include your original IELTS or TOEFL transcript or photocopies of your other English language academic results. Please find the English Requirement in the booklet.

Result of test

Type of test (i.e. IELTS or TOEFL)

(Please attach a copy of these results to this application)

8. Secondary education

Have you completed or will you complete 12 years of schooling before commencing at SAE Institute?

No Yes

If yes:

Year of Completion

Name of school

Country

City



13. Course selection

What course do you wish to apply for with SAE Institute.

Course of study

Full course name

Load: Fulltime

Intake commencement date (day / month / year)

 / /

Tuition payment method?

Upfront payment

Package

14. Academic credit

Will you be applying for Recognition of Prior Learning (RPL) or Direct Credit Transfer (DCT)?

No Yes

If yes:

Please request the application form from SAE Institute Admin.

15. Student Declaration

I understand that:

- the documents submitted for my application become the property of SAE Institute
- SAE Institute may reverse any decision made on the basis of incorrect or incomplete information provided by me
- SAE Institute reserves the right to inspect and verify the originals of supplied documents

I declare that:

- I am seeking admission as a fee paying student for education purposes only
- I will be responsible for the full costs of the program for which I am seeking admission and for my travel and living costs
- I have read the instructions on this application form and that the information provided by me in this application is true and complete
- I have read and understood all of the terms and conditions of enrolment set out in the local Registration Agreement and agree to abide by these terms and conditions.

I authorise SAE Institute to:

- send electronic communication and information relating to my application
- release personal information relevant to my application and visa documentation to: my nominated authorised SAE Agent, relevant government(s) and their agencies; associated SAE Group institutes, companies, or their agents
- contact any persons, institutions, companies or entities mentioned in this application in order to verify claims made by me

Applicant's signature

Date

Place

Official Use Only

Entered in CAS Place allocated Confirmation letter sent

				Amount	Date	Receipt No.
Processed By		Form Received	___/___/___	Reg Fee	S\$	___/___/___
Course Code		Total Fees Due	S\$	Course Fee	S\$	
Agent Use Only	Agent:		Fee:	S\$		

Continuous Improvement and Changes

SAE Institute adopts a process of continuous improvement, therefore all courses, resources, equipment and units of study are subject to change.

SAE Institute reserves the right to vary the units of study offered in any trimester.

POLICIES AND PROCEDURES

SAE Institute is a world-class provider of audio, multimedia, games, animation and filmmaking education with a commitment to the principles of cultural diversity, equal opportunity and ethical work practices.

The following information is provided to ensure a clear understanding of SAE Institute's operating policies and procedures and we encourage all prospective students to read these pages carefully. If you have any questions regarding the governance of SAE Institute's programs, please contact your local Institute who will be glad to assist.

ADMISSION Applicants for all courses must be a minimum age of 17 years. All applicants should provide evidence of 10-12 years of school-level education. Applications are reviewed by Admissions and appropriate determinations made regarding applicants' suitability for courses.

ENROLMENT IN PERSON Enrolment in person is accepted during office hours, preferably by appointment.

ENROLMENT BY MAIL Enrolment by mail will be accepted if all admission requirements have been met, pending the availability of selected courses.

COLLEGE TOURS The Institute is open daily for studio tours and career interviews. Arrangements for a personal inspection can be made by telephone.

PUBLIC HOLIDAYS Interruptions to our courses are kept to a minimum. The dates for all forthcoming holidays are displayed on Institute notice boards. The Institute observes all official public holidays.

RECOGNITION OF PRIOR LEARNING (RPL) Students enrolling in our programs may request credit for previous relevant training and substantial, demonstrable industry experience. If credit is given, program length may be shortened (applicable to local students only) and the tuition fees may also be reduced accordingly. Applicants will need to provide suitable evidence in order to qualify of recognition of prior learning and/or experience and credit is awarded at the discretion of the relevant Head of Department. For international students, the subsequent study undertaken with SAE Institute in Singapore must be on a full-time basis. More details regarding RPL procedures and associated costs can be obtained from your local SAE Institute.

MUTUAL RECOGNITION SAE recognises the qualifications and statements of attainment issued by other Private Education Organisations and Government Educational Facilities.

TEACHING METHODS Courses at SAE Institute are taught through a combination of formal lectures, seminars and tutorials. In addition, students are required to undertake a significant amount of supervised laboratory work utilising Institute practical facilities including computer workstations, audio, multimedia, animation, games and film studios.

ASSESSMENT METHODS Assessment methods adopted will be dependent upon the program for which a student is enrolled but will generally include written and oral examination, practical demonstration and assignments, and written submissions. Grading incorporates standard marking and competency-based criteria.

TEACHING HOURS One clock hour is equivalent to 50 minutes of teaching with a 10 minute break.

BREAKS Courses are scheduled continuously throughout the year except for Public Holidays and a two week break around July and December.

CLASS SIZES Most classes are limited to approximately 20 students. Studio time is usually allocated on an individual basis. Some special practical lectures are conducted in small groups.

PRACTICAL BOOKINGS Practical time is allocated on an individual or group basis and fully supervised by our qualified staff. Practical sessions can be booked by students on a weekly basis during

the operating hours of the Institute. Practical assignments must be completed within the specified deadlines and attendance at supervised sessions is mandatory.

STUDENT SUPPORT Students may seek the advice from their Head Lecturer (HOD) or Academic Co-ordinator for any matters regarding attendance, tuition fees, vocational advice and academic progress. Management and other support staff are available by appointment.

LEARNING SUPPORT Students experiencing learning difficulties may request additional learning support. Appropriate support will be recommended on an individual basis after discussion with the Head of Department (HOD).

RETAKES If a student fails a program, he or she may repeat the required units of the program. For international students this is subject to Singapore's Immigration Authority's student visa approval. The retaken portion need not be undertaken on a full-time basis but international students may only retake a program (or components thereof) once and in accordance to ICA's regulations. Repeated sections will be billed at the program fee current at the time of retake.

PERSONAL DETAILS SAE Institute treats all student data as private and confidential and will, generally, only divulge such information to third parties when required to do so by law or for operational purposes. Parents and sponsors will only be provided with information if expressed, written permission has been granted by the student and students are required to advise such interested parties to this effect. In keeping with Singapore immigration law, certain student data may be communicated to Government authorities.

Students are required to immediately inform the Institute of any changes to Singapore contact details. For International Students, failure to do so is considered a breach of visa conditions and will result in cancellation of the visa.

EMAIL ACCOUNT & CONTACT NUMBER Students are required to maintain an active email account and contact number whilst attending the Institute. This will be used to communicate course-related matters and students must ensure that SAE Institute is in possession of their current email address and contact number at all times.

FEES AND REFUND POLICIES Please refer to the Student Registration Agreement for more details (clause 3)

ISSUE OF RECEIPTS For every payment made by the student to SAE Institute, the Institute shall issue a receipt to the Student stipulating (i) the amount paid, (ii) the date of payment and (iii) the purpose of such payment (with a proper breakdown of the payment amount, where applicable).

ATTENDANCE REQUIREMENTS SAE Institute full-time courses require a minimum attendance of 20 - 25 hours per week for theoretical training, supervised practical laboratories, group work and relevant excursions. Taking into account additional self-directed study time, students may be required to commit to as many as 36 hours per week in total.

SAE Institute operates a minimum attendance requirement of 90% at all formal classes and practical sessions. Failure to meet this requirement, may result in a student not being allowed to continue with a course. In addition, the Institute is required, under Singapore law, to monitor foreign student attendance and report breaches of attendance regulations.

Non-attendance of classes or practical sessions does not release a student from their obligation to pay fees and does not constitute a course cancellation or deferment.

PROBATION A student who fails to achieve an adequate academic record will be placed on probation for a period up to 8 weeks. If the student's academic performance does not improve in that period, he/she may be dismissed.

TRANSFERRING All or part of a program may be completed at any SAE Institute where a similar program is on offer, subject to certain

POLICIES AND PROCEDURES CONT.

conditions. Fees in credit will be transferred to the new location.

DEFERMENT and CANCELLATION For local students: terminating their studies after course commencement and prior to the scheduled completion date of the program will not normally be due any refund. For students who pay installments, there will be a 2 month cancellation fee applied. Please refer to the Student Registration Agreement for more details.

For international students: prior to their course commencement, international students may only defer study on medical grounds and SAE Institute must receive an original copy of a medical certificate in order to process such an application.

International Students terminating their studies after course commencement and prior to the scheduled completion date of the program will not normally be due any refund. Please refer to the Student Registration Agreement for more details.

CHANGE OF PROGRAM SAE Institute reserves the right to change the content of a program in which students are enrolled to allow for new developments and techniques to be incorporated and inappropriate subjects and software to be omitted.

VISITORS RESPONSIBILITIES Visitors accompanying students to the Institute must abide by the rules and regulations of the Institute and register with Reception. Responsibility for all equipment and fixtures during sessions rests with the student. Guests' personal equipment is not covered by the SAE insurance policies.

TAPES AND OTHER STORAGE MEDIA During the program, students will be required to provide media such as CD-ROMs and DVDs, tapes, discs, secondary storage and backup media including removable hard disk drives and other magnetic, solid-state or optical storage media for their personal use. This includes internal computer hard disk drives and multitrack audio tapes.

EQUIPMENT USE Students are responsible for the care and safekeeping of all equipment used during practical sessions. If equipment is lost or damaged because of a student's failure to observe correct operating procedures or exercise due care, the student will be held liable for the cost of repairing or replacing the equipment.

EQUIPMENT BREAKDOWN In the event of equipment failure during a student's practical session, the student should notify an SAE Technical Support Officer (TSO) giving full details of the malfunction. A student who loses practical time due to equipment breakdown, which has not resulted through any fault of their own, will have their practical time re-scheduled.

RESERVED RIGHTS AND STUDENT CONDUCT Students are expected to conduct themselves in a responsible and considerate manner whilst attending SAE Institute. If a student's conduct is, in the opinion of the General Manager, unsuitable, SAE Institute reserves the right to expel a student. Expulsion may be necessary if:

- The student fails to comply with any of the Institute regulations detailed in this supplement or in material provided after course commencement (including the Student Handbook).
- Fees are not paid.
- The student makes racist or sexist remarks that are offensive to others.
- The student is absent from more than 10% of classes or the incidence of late attendance is more than 10% without medical certification or the prior approval of SAE staff.
- The student's obvious lack of practice and enthusiasm causes a hindrance to the progress of the class.
- A student's standard of personal hygiene is offensive to other students and staff.
- A student is found to be cheating.
- A student undertakes any illegal act whilst on Institute premises or is found guilty of such an act by a Court of Law whilst registered at the Institute.

These reserved rights are not exclusive.

GRADUATION REQUIREMENTS For students to graduate they must achieve a pass grade of 16 in all modules and have a minimum attendance record of 90%.

IDENTIFICATION CARD Current SAE Institute students will be provided with an identification card. The card is used to gain access to Institute facilities. Upon application, students must supply the Institute with 2 passport-size photographs and the student card deposit.

STUDENTS PROTECTION SCHEME SAE Institute hereby confirms and undertakes to the Student that it has in place a Student Protection Scheme as stipulated by the Consumers Association of Singapore (CASE) by way of a Student Tuition Fee Account (Escrow) pursuant to the terms and conditions of the CASE-PEO Agreement (dated 20-1-04) made between CASE and the SAE Institute PTE LTD formerly known as SAE Asia Investments PTE LTD. A copy of the master escrow agreement dated 9 September 2004 between CASE, DBS Bank Ltd and the Hongkong and Shanghai Banking Corporation Ltd (the "Master Escrow Agreement") and acceded to by the PEO on 6-1-05 is available at SAE's website at www.sae.edu. The Master Escrow Agreement sets out, among other things, the details upon which SAE shall establish an escrow account with DBS Bank Ltd (the "Escrow Account" with the "Escrow Bank") for the purposes of receiving payment of the Student's Tuition Fees and the circumstances in which the amounts in the Escrow Account shall be payable to the SAE and/or the Student (The Student acknowledges that he/she has read and has understood the terms of the Master Escrow Agreement)

SAE Institute and the Student hereby agree that:

- the Student shall execute a Student escrow confirmation in a form acceptable to the Escrow Bank (the "Student Escrow Confirmation") within 14 days of the date of this Agreement and deliver a copy of the same to the Escrow Bank within 3 business days of it being so executed,
- the PEO (SAE Institute) shall issue payment vouchers, not less than thirty (30) days prior to the Commencement Date, to the Student in accordance with the terms of the Master Escrow Agreement and the Student shall submit such payment vouchers together with any payment made under the clause below and
- the Student shall pay the Tuition Fees directly into the Escrow Account on or before the dates specified in the Fee Schedule.

No Double claim: For the avoidance of doubt, if the Student and/or his/her parent/guardian receives any payment from SAE Institute or the Escrow Bank pursuant to the provision of this Agreement or the Master Escrow Agreement in respect of any matter or damage, then the Student and his/her parent/guardian shall not be entitled to claim against SAE or the Escrow Bank for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Escrow Agreement.

SCHOOL AGE DEPENDENTS If you are intending to come to Singapore with school age dependents, you will be required to pay the full fees for their compulsory schooling.

COURSE FEES (INTERNATIONAL) - INCLUSIVE 7% GST

YEAR 1 (DIPLOMA)

Audio Engineering / Digital Film Production / Multimedia Production

FULL PAYMENT UPFRONT

Course duration 12 months

Registration Fee*	S\$ 500
Non-Tuition (SAE Institute)	S\$ 4800
Tuition (ESCROW)	S\$ 11500
Total Course Fee	S\$ 16800

YEAR 1 (DIPLOMA)

Animation / Games Programming

FULL PAYMENT UPFRONT

Course duration 12 months

Registration Fee*	S\$ 500
Non-Tuition (SAE Institute)	S\$ 5190
Tuition (ESCROW)	S\$ 12110
Total Course Fee	S\$ 17800

YEAR 2 (DEGREE)

Audio Engineering / Digital Film Production / Multimedia Production / Animation / Games

FULL PAYMENT UPFRONT

Course duration 12 months

Registration Fee*	S\$ 500
Non-Tuition (SAE Institute)	S\$ 5000
Tuition (ESCROW)	S\$ 12000
Total Course Fee	S\$ 17500

PACKAGES: YEAR 1 AND YEAR 2 (DIPLOMA AND DEGREE)

Audio Engineering / Digital Film / Multimedia

FULL PAYMENT UPFRONT

Course duration 24 months

Registration Fee*	S\$ 500
Year 1 : Non-Tuition (SAE Institute)	S\$ 4800
Tuition (ESCROW)	S\$ 12500
Total Year 1 Fee	S\$ 17800
Year 2 : Non-Tuition (SAE Institute)	S\$ 4500
Tuition (ESCROW)	S\$ 9200
Total Year 2 Fee	S\$ 13700
Total Course Fee	S\$ 31500

Animation / Games Programming

FULL PAYMENT UPFRONT

Course duration 24 months

Registration Fee*	S\$ 500
Year 1 : Non-Tuition (SAE Institute)	S\$ 5350
Tuition (ESCROW)	S\$ 12500
Total Year 1 Fee	S\$ 18350
Year 2 : Non-Tuition (SAE Institute)	S\$ 4490
Tuition (ESCROW)	S\$ 10460
Total Year 2 Fee	S\$ 14950
Total Course Fee	S\$ 33300

IMPORTANT NOTES:

* Registration Fee and international student pass application fee is non-refundable.

International student pass application fee of S\$200 is applicable to all international students.

Please refer to the Course Prospectus on page 18 on "How to pay fees" section for more details on the payment method.

COMMENCEMENT DATES AND CLASS SCHEDULE 2010

YEAR 1 / DIPLOMA - AUDIO ENGINEERING

(Full Time - 12 Months)

Start Dates:	Class Schedule:
5 April 2010	M
5 July 2010	A
4 October 2010	A

YEAR 1 / DIPLOMA - DIGITAL FILM & MULTIMEDIA PRODUCTION

(Full Time - 12 Months)

Start Dates:	Class Schedule:
5 April 2010	M
4 October 2010	A

YEAR 1 / DIPLOMA - ANIMATION & GAMES PROGRAMMING

(Full Time - 12 Months)

Start Dates:	Class Schedule:
5 April 2010	M
4 October 2010	A

YEAR 2 BACHELOR DEGREE - ALL PATHWAYS

(Full Time - 12 Months)

Start Dates:	Class Schedule:
4 January 2010	DA
26 April 2010	DM
18 October 2010	DA

Class schedule:	Morning classes:	Mon - Thurs 10.00am - 1.00pm +	Fri 10.00am - 1.00pm (Tutorial)
	Afternoon classes:	Mon - Thurs 2.00pm - 5.00pm +	Fri 2.00pm - 5.00pm (Tutorial)
	Degree Morning classes:	Mon - Thurs 10.00am - 1.30pm +	Fri 10.00am - 1.00pm (Tutorial)
	Degree Afternoon classes:	Mon - Thurs 2.00pm - 5.30pm +	Fri 2.00pm - 5.00pm (Tutorial)

Note:

ATTENDANCE REQUIREMENTS SAE full-time courses require a minimum attendance of 20 - 25 hours per week for theoretical training, supervised practical laboratories, group work and relevant excursions. Taking into account additional self-directed study time, students may be required to commit to as many as 36 hours per week in total.

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