



**SAFRA EDUCATION SCHEME
SAFRA-KAPLAN HIGHER
EDUCATION INSTITUTE
SPONSORSHIP**



Closing Date 30 Sep 2019 Intake Commencement Date Jan 2020

Affix Photo

To: **Elaine Ong**
 SAFRA Education Scheme
 Membership Benefits Department
 SAFRA Mount Faber
 2 Telok Blangah Way
 Singapore 098803

This form is to be completed and returned to the above address on or before the closing date specified, together with all supporting documents. Do not leave any field blank. If it is not applicable, please indicate "N.A."

1 PERSONAL DETAILS

Name: _____ Date of Birth: _____ Age: _____
 NRIC No.: _____ Email Address: _____
 Address: _____
 _____ Postal Code: _____
 Contact No.: _____ (O) _____ (H) _____ (Pgr/HP)
 Marital Status: _____ No. of Children: _____
 No. of Working Adults In Household: _____ Combined Household Monthly Income: _____

2 APPLICATION FOR COURSE

Name of Course of Study (Check below)

- Part-time Intake: _____ (Month) / _____ (Year)
- Advanced Diploma in Finance
 - Advanced Diploma in Management
 - Advanced Diploma in Marketing
 - Diploma in Accountancy
 - Diploma in Business & Information Management
 - Diploma in Business & Law
 - Diploma in Commerce (Business Administration)
 - Diploma in Commerce (Business Economics)
 - Diploma in Commerce (Finance & Banking)
 - Diploma in Commerce (General Studies)
 - Diploma in Commerce (Hospitality & Tourism Management)
 - Diploma in Commerce (Human Resource Management)
 - Diploma in Commerce (Logistics & Supply Chain Management)
 - Diploma in Commerce (Marketing Management)
 - Diploma in Commerce (Sales & Retail Management)
 - Diploma in Computer Forensics
 - Diploma in Counselling
 - Diploma in Digital Marketing
 - Diploma in Entrepreneurship & Innovation
 - Diploma in Events Management
 - Diploma in Health Services Management
 - Diploma in Hospitality Services & Events Operations
 - Diploma in Information Technology
 - Diploma in Legal Studies

- Diploma in Mass Communication
- Diploma in Property Management
- Diploma in Psychology
- Diploma in Web Technologies
- Professional Diploma in Accounting and Financial Service
- Professional Diploma in Banking & Investment Management

- i) Have you previously applied under the SAFRA Education Scheme? Yes No
- ii) If yes, which year and which course? _____
- iii) Were you awarded the course sponsorship? Yes No

3 OTHER PARTICULARS

- i) **Rank:** _____ **Service:** Army / RSN / RSAF / Joint **SAF Unit:** _____
- ii) **SAFRA Membership Category:** _____ **Member since:** _____ (Mth / Year)
- iii) **No of ICTs completed:** _____

Participation in SAFRA-organized activities and clubs:

(State event, date, name of club, position held and duration, and attach relevant supporting documents).

4 PRESENT EMPLOYMENT DETAILS

- Company Name:** _____ **Industry:** _____
- Current Designation:** _____ **Dept/Division/Section:** _____
- No. of Years/Mths In This Company:** _____ **From (mm/yyyy):** _____
- Gross Monthly Salary:** _____ **Gross Annual Salary:** _____
- No. of Staff Reporting Directly to You:** _____ **Indirectly:** _____
- Description of your responsibilities:** _____

5 PAST EMPLOYMENT DETAILS

In chronological order, starting with your most recent position in your present or last company
(Use a separate sheet if space below is insufficient)

Company Name & Title	Annual Income & Monthly Income	From (mm/yy)	To (mm/yy)	No. of Yrs/Mths	Job Description

- a) Total no. of years of working experience since first permanent job placement _____ years ____ months
- b) Total no. of years of working experience in the course-related job function _____ years ____ months

6 EDUCATIONAL QUALIFICATIONS

- University Degree** **Month / Year**
Title: _____ **From** ____ / ____
Institution: _____ **To** ____ / ____
- Polytechnic Diploma** **Month / Year**
Title: _____ **From** ____ / ____
Institution: _____ **To** ____ / ____
- GCE Advanced Levels**
Institution: _____ **From** ____ / ____
No. of A'level Passes: _____ **No. of AO'level Passes:** _____ **To** ____ / ____
- GCE Ordinary / Normal Levels**
Institution: _____ **From** ____ / ____
No. of O'level Subjects: _____ **No. of O'level Passes:** _____ **To** ____ / ____
- Other Qualifications**

Title: _____ **From** ____ / ____
Institution: _____ **To** ____ / ____

7 DECLARATION OF APPLICANT

- i) I confirm that the information furnished here is true and correct and I will also abide by the rules and regulations stated overleaf.
- ii) My application for the course is attached together with certified true photocopies of my educational certificates, current salary slip and other supporting documents.
- iii) I will undertake to repay the full cost (e.g. course/registration/miscellaneous fees) expended on my sponsored course should I cease my SAFRA membership, discontinue or fail to complete the course successfully.
- iv) I agree to release my personal particulars to the Government of Singapore (e.g. Ministry of Defence) for character and National Defence (e.g in-camp training) checks.
- v) If selected, I shall undertake to perform to my best ability and that I will present a professional conduct and image at all times for the duration of the programme. I also understand that I shall be required to inform SAFRA of my test/project/exam grades accordingly, upon receipt.
- vi) By submitting this application form, I agree to be bound by SAFRA's Privacy Policy as amended from time to time. (www.safra.sg/privacypolicy) I also authorise, agree and consent to allow SAFRA to disclose your personal data to
 - SAFRA's partner educational institutions for purposes of, including but not limited to sponsorship selection purposes.
 - SAFRA's Education Volunteer Committee members for the purpose of coaching and/or mentoring arrangements.

Signature of Applicant _____
Date

8 PARTICULARS OF GUARANTOR

Name: _____ **Age:** _____
NRIC No.: _____ **Email Address:** _____
Address: _____ **Postal Code:** _____
Contact No.: _____ (O) _____ (H) _____ (Pgr/HP)
Company: _____ **Designation:** _____

9 DECLARATION OF GUARANTOR

I agree to make good any default on the part of the said applicant to repay the full cost (e.g. course/registration/miscellaneous fees) expended on the sponsored course should the applicant cease his SAFRA membership, discontinue or fail to complete the course successfully.

NOTES

1. The SAFRA-Kaplan Higher Education Institute is open to all SAFRA Ordinary A (except NSF's), Ordinary B and Life members who can fulfill the basic Kaplan Higher Education Institute admission criteria.
2. There is no bond attached to the Scheme.
3. All application forms are to be accompanied with photocopy of NRIC and SAFRA Membership card, all Academic Certificates and Transcripts (i.e O Levels, A Levels, Diploma, Degree, where applicable), pay slips and others documents/certificates deemed to be useful.
4. Applicants will be assessed according to their length of SAFRA membership, participation in SAFRA events/activity clubs, academic performance and working experience.
5. Applicants are allowed to apply for only one course under the Scheme for each intake.
6. Certification of supporting documents is to be made by your company. In such cases, state the name, designation, NRIC no. and contact number and email of the person certifying the documents.
7. Priority will be given to applicant's combined monthly household income of less than \$3,000.
8. Previously-sponsored candidates may apply again. However, priority would be given to first-time applicants.
9. Short-listed candidates will be required to attend one or more interview sessions.
10. Applications must be submitted on or by **30 September 2019**.
11. Should the sponsoring institution cease to operate or end its agreement with SAFRA, SAFRA shall not be liable to see through the completion of the sponsored candidates' courses.
12. The decision of both SAFRA and Kaplan Higher Education Institute is final. No further correspondence will be entertained.

Application Checklist

Please submit the following documents:

Application Form (with passport sized photo taken within the last 1 year)	
Certified copies of all education certificates, transcripts and reports showing grades awarded by institutions that you have completed or are currently pursuing. (All documents that are not in English are required to be translated and notarized) <input type="checkbox"/> “O” Level / High School Certificate and Transcripts <input type="checkbox"/> “A” Level / Diploma and Transcripts <input type="checkbox"/> Degree of University / University Transcripts <input type="checkbox"/> Others certificates / transcripts	
Documentary evidence of all co-curricular activities / academic honours / awards/ prizes, etc.	
Short Essay of not more than 800 words about your interest in the Sponsorship.	
Photocopy of passport or NRIC, and SAFRA membership card.	
Photocopy of relevant Financial Documents (Payment slips for past 6 months or lasted	

Income Tax Assessment Notices (if any), and printed statement of CPF contribution or family members)	
Photocopy of Certificate of National Service.	