



**Diploma in Industrial Design**

**APPLICATION FOR  
DIPLOMA PROGRAM**

**12 MONTHS FULL TIME PROGRAM**

**FZD School of Design Pte Ltd**  
Company Registration No. 200905323N  
ERF Registration Period from 15th July 2015 to 14th July 2019

## Application for FZD School of Design Pte Ltd Diploma Program

### APPLICATION INSTRUCTIONS

#### Admission Policy

FZD School of Design's admission policy is to select qualified and able students for our programs. Minimum applications requirements are set by the individual applicant's achievements, and the comparative quality of applicants for each program. All completed applications will receive full consideration for admission and interview.

Local and International applications will be considered based on entrance portfolio, entry test and interview(s).

1. All applicants must submit the following with their applications:
  - SGD 500.00 (SGD 535.00 inclusive of 7% GST) non-refundable application fee.
  - Passport / NRIC
  - Entrance portfolio. (Maximum 15 pieces)
  - The original and the official **English** translated copies of your highest academic transcript.
  - English proficiency test result if English is your second language. (Compulsory for international students)
  - The original and the official **English** translated copies of your birth certificate.
  - 1 **digital** and 2 **physical** passport size photos. Note that the photo has to be taken against a white background and within the last 3 months.
  - At least 2 professional recommendation letters or testimonials from previous teachers or employers and their contact details. (Compulsory for local applicants)

2. Register online at [www.fzdschool.com](http://www.fzdschool.com), or mail your application and enclosures to:

#### **The Registrar Office**

Attention: Admission Officer  
FZD School of Design Pte Ltd  
58 Kim Yam Road #04-01  
Singapore 239359  
Ref: New application – Diploma in Industrial Design

### NOTES

All prospective students should be thoroughly familiar with FZD School application procedures, and are encouraged to read closely the applicant content and requirements. Early applications are highly preferred and seats are allocated on a first come first serve basis.

**Incomplete application will not be considered.**

*FZD School of Design Pte Ltd is committed to maintaining the confidentiality of the student's personal information and will not share any personal information to any third party without the prior written consent of the student.*

**DIPLOMA PROGRAM**

Diploma in Industrial Design [12 months full-time]

Intake: \_\_\_\_\_ (year) \_\_\_\_\_ (month)

**PERSONAL DATA**

*Please tick where appropriate*

*[Please write on this line]*

**HOW DID YOU HEAR ABOUT FZD SCHOOL?**

*[Please write on this line]*

**DID YOU SIGN UP AT ANY EVENT? IF YES, PLEASE PROVIDE DETAILS (I.E CAREER FAIR)**

Have you ever attended courses at FZD School?      Yes       No

Salutation:    Dr.     Mr.     Mrs.     Ms.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth (dd/mm/yyyy) \_\_\_\_\_ Age \_\_\_\_\_

NRIC/Passport No \_\_\_\_\_ Expiry Date \_\_\_\_\_ Country of Issue \_\_\_\_\_

Place of Birth \_\_\_\_\_ Race \_\_\_\_\_ Nationality \_\_\_\_\_

Permanent Residential Address in Singapore \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Number \_\_\_\_\_

Permanent Address in Home Country (For International Students)

Home Phone in Home Country \_\_\_\_\_ Mobile Number in Home Country \_\_\_\_\_

Email Address \_\_\_\_\_ Marital Status \_\_\_\_\_

**FOR INTERNATIONAL STUDENT ONLY**

*If you are studying in Singapore, please fill in the following*

Student Pass No. Expiry Date

Visa Type Reference No.

**MEDICAL INFORMATION**

Have you had or do you have any communicable diseases, mental illness, color blindness, and/or disabilities (including but not limited to chronic illnesses, visual or other physical constraints or limitations)? Yes  No

Are you currently under any medication/s? Yes  No

Do you have any history of physical and/or mental issues? Yes  No

If yes to any of the above questions, it is compulsory to provide all relevant medical documents and information.

**BOND / CONTRACT**

Are you currently under any obligation of bond or subsidy contract with any Singapore Government Bodies or other Educational Institutes? Yes  No

If Yes,

Name of Singapore Government Bodies/Educational Institutes

Name of bond or subsidy contract Duration of bond or subsidy contract

Have you completed the requirements of the bond or subsidy contract? Yes  No

**EMPLOYMENT DATA**

Company \_\_\_\_\_ Designation \_\_\_\_\_

Office Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Office Telephone/Email \_\_\_\_\_ Last Drawn Salary \_\_\_\_\_

Are you self-employed? Yes  No

**EDUCATION DATA**

Most recent school attended or currently attending

Institution/School \_\_\_\_\_ Country \_\_\_\_\_ Certificate/Diploma/Degree obtained \_\_\_\_\_

Date of Attendance

To     
 dd mm yyyy dd mm yyyy

**Other schools attended**

Institution/School \_\_\_\_\_ Country \_\_\_\_\_ Certificate/Diploma/Degree Obtained \_\_\_\_\_

Date of Attendance

To     
 dd mm yyyy dd mm yyyy

**EXPERIENCE**

Please list all the previous experience that would relate to the program (i.e. computer classes, photography, drawing, design, art, software experience etc).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMERGENCY CONTACT

Please provide **ONE** emergency contact with their contact information. This contact has to be your main family member, preferably parents. Take note that FZD School of Design may contact your emergency contact to verify their contact and relation to you.

Salutation:    Dr.     Mr.     Mrs.     Ms.

First Name

Last Name

Email Address

Relationship

Phone Number

Mobile Number

Permanent Residential Address

Other Relevant Details

- I certify that all the information provided in this application is accurate. I understand that FZD School of Design can deny or revoke my admission or enrollment if any information is found to be false or deceptive. I also understand and agree to the Enrollment Terms & Conditions for the Diploma Program.

Applicant's Signature

Date

## ENROLLMENT TERMS AND CONDITIONS FOR DIPLOMA PROGRAM

### **1) Transfer Policy**

FZD School of Design does not practice transfer policy for Diploma program.

### **2) Deferment Policy**

Students will not be allowed to defer to another FZD course after commencement of course and those doing so will be deemed to have withdrawn from the program and the provisions of the Refund Policy for Withdrawal shall apply as otherwise agreed between the School and the Student.

### **3) Refund Policy**

#### **Refund for Withdrawal Due to Non-Delivery of Course:**

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
  - a. In the event where the minimum enrolment number of 12 students for the Diploma in Industrial Design is not fulfilled;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organization stated in Schedule A – Course Details within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

#### **Refund for Withdrawal Due to Other Reasons:**

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 - Refund for Withdrawal Due to Non-Delivery of Course, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

#### **Refund During Cooling-Off Period:**

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

#### **Schedule D**

<b>% of (the amount of fees paid under Schedule B and C)</b>	<b>If Student's written notice of withdrawal is received</b>
100% of course fee	More than <b>Forty-five (45)</b> days before the Course Commencement Date
40% of course fee	Before, but not more than <b>Forty-five (45)</b> days before the Course Commencement Date
0% of course fee	After, but not more than <b>Zero (0)</b> days after the Course Commencement Date
0% of course fee	More than <b>Zero (0)</b> days after the Course Commencement Date

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#### **4) Student Protection Scheme**

Under the Fee Protection Scheme (FPS), FZD School of Design has established (FPS) insurance with LonPac Insurance BHD to ensure that fees paid by students to the school are insured by a CPE-appointed service provider. The Fee Protection Scheme (FPS) is mandatory for ALL students as stipulated by CPE.

##### **4.1 Fee Protection Scheme (Insurance):**

The Insurance protection serves to protect the student's fees in the event that the PEI is unable to continue operations due to insolvency, and/or regulatory closure. In addition, the FPS protects the student if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts: (<http://www.ssg.gov.sg/cpe/for-peis/protection-of-course-fees.html>)

\*Please refer to Page 7 for information on Terms and Conditions & Refund Policy.

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