



## B. PRESENT EMPLOYMENT INFORMATION

Company:

Address:

Tel.:  Fax:

Job Title:

Years at this position:  years  months

## C. EDUCATIONAL QUALIFICATIONS

**Important: certified true copies of supporting documents must be attached with application. Certification may be made at MISTC upon the presentation of original documents.**

Master:	<input type="text"/>	From:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Institution:	<input type="text"/>	To:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Degree:	<input type="text"/>	From:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Institution:	<input type="text"/>	To:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Diploma:	<input type="text"/>	From:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Institution:	<input type="text"/>	To:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
High School:	<input type="text"/>	From:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Institution:	<input type="text"/>	To:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Others:	<input type="text"/>	From:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Institution:	<input type="text"/>	To:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

English Proficiency:  IELTS  TOEFL  Others Score: \_\_\_\_\_ Year attained:

Do you have any special educational need, e.g. learning difficulties or disabilities?

No  Yes – please state: \_\_\_\_\_

## D. PURPOSE

What is your purpose of attending this programme?

- To gain a basic orientation on the subject.
- To gain greater depth of knowledge in the subject.
- To learn how to apply the concepts in the subject.
- To gain professional competence in the subject.
- Others - please specify: \_\_\_\_\_

## E. SOURCE

How did you first learn about our Institute or the programme that you are applying for?

- Print ads: Straits Times / Business Times / MyPaper / Today / The New Paper / Others: \_\_\_\_\_
- MIS Website  Online Ads  Events  Flyers  Family  Agents
- Friends – MISTC Graduate  Friends – Non-MISTC Graduate  Others: \_\_\_\_\_

## F. STUDENT REFERRAL SCHEME

Have you been referred to this programme by a current student of MISTC or an ex-MISTC student who has graduated within the last two years?

No  Yes – please provide details of referrer:

Full name as in NRIC / Passport:	<input type="text"/>
NRIC / Passport:	<input type="text"/>
Contact No.:	<input type="text"/>
MISTC Programme Registered:	<input type="text"/>
Course Intake No.:	<input type="text"/>

**Important: All fields in this section have to be completed for this application to be considered for the Student Referral Scheme. For the complete set of terms and conditions, refer to the Student Referral Scheme Agreement available from our Sales Office.**

## G. TERMS & CONDITIONS

### Application

I hereby apply for the programme stated and membership at the Marketing Institute of Singapore Training Centre (MISTC). I declare that all information given is true and correct, and agree to give my consent for the Institute to disclose any information regarding my application to the relevant government authorities. I also agree to abide by the decision of the Institute as to my eligibility for the course and appropriate grade of membership. If accepted, I agree to abide by the Constitution, Rules of the Institute, Code of Ethics, and pay all corresponding programme and membership fees.

### Refund

Subject to the *force majeure* of the Student Contract, the student shall be entitled to immediately withdraw from the programme by giving written notice to MISTC of his / her intention to do so under the following circumstances: (1) MISTC fails, for any reason, to commence the programme on the commencement date; (2) MISTC fails, for any reason, to complete the programme by the completion date; (3) MISTC terminates the programme for any reason prior to the completion of the programme; or (4) MISTC is in material breach of its obligations as stated in the Student Contract. MISTC shall, as soon as practicable after receiving the student's notice of withdrawal under the refund policy and *force majeure* of the Student Contract (and in any event no more than fourteen [14] days after receiving such notice) refund the student the entire amount of the tuition fees or any deposit; and the unconsumed on-tuition fees and / or additional fees.

### Confidentiality

MISTC is committed to maintaining the confidentiality of all students' personal information and undertakes not to divulge any of the information to any third party with the prior written consent of the students.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Application

## H. COMPANY SPONSORSHIP DECLARATION

**This section is compulsory for all applications on company sponsorship and is to be filled up by the employer. Please note that SDF and NTUC-SEP funding is not available for post-graduate programmes.**

- The Company is willing to finance the applicant's course of study.  Yes  No
- If this applicant is admitted, it is understood that he / she will not be asked to absent himself / herself from lectures due to work-related issues except for serious emergencies.
- It is also understood that according to the Skills Development Levy (Cap 306), company-sponsored students are required to obtain at least 75% in class attendance for each subject and must sit for all examinations. Otherwise, SDF will withdraw the subsidy and the Company shall be liable to pay MISTC the amount of the course fees supported by the SDF.

\_\_\_\_\_  
Name & Designation of  
Company Representative

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Official Company Stamp

## I. FOR OFFICIAL USE

Checklist for attachments:

- Copies of certified academic transcripts or certificates
- Photocopy of the NRIC (front and back)
- Resume (CV)
- Company recommendations / supporting letter
- Non-refundable application processing fee of S\$ \_\_\_\_\_ (inclusive of GST)
- Funding (SDF / NTUC-SEP / CDAC / Others: \_\_\_\_\_ )
- Payment in full
- Birth certificate (English-translated)
- Photocopy of passport
- 2 x Passport-sized photographs
- ICA Form 16
- ICA Form V36

Evaluated by: \_\_\_\_\_  
*(Name & Signature)*

Date: \_\_\_\_\_

Checked by: \_\_\_\_\_  
*(Name & Signature)*

Date: \_\_\_\_\_

Approved /  
Rejected by: \_\_\_\_\_  
*(Name & Signature)*

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

**Please return completed form to:**



MARKETING  
INSTITUTE OF  
SINGAPORE  
Training Centre

**Marketing Institute of Singapore Training Centre**  
10 Raeburn Park, Block C  
#01-33, Singapore 088702  
Tel: (65) 6411 1711 Fax: (65) 6271 8029  
Email: [education@mis.edu.sg](mailto:education@mis.edu.sg)  
Website: [www.mis.edu.sg/education](http://www.mis.edu.sg/education)