



### 3. COURSE APPLICATION

English Language Preparatory Program (if required)    Level 1     Level 2     Level 3     Level4     Level5     All levels

- Course Applied for (Please indicate )
- Advanced Diploma in Business Administration and Bachelors in Business (3 years)
  - Advanced Diploma in Tourism and Hospitality Management and Bachelor of Hospitality Management (3 years)
  - Bachelor of Hospitality Management (Final Year)
  - Bachelor of Science (Psychology) (Final Year)
  - Bachelor of Biomedical Science (Final Year)
  - Master of Management (International Business)
  - Master of Business Administration

When would you like to start your studies (please nominate year and tick intake)

Year

3 year degree intake     January     April     July     October  
 CQUni Intake     March     July     November

Mode of Study     Full-time (Day classes)  
 Part-time  
 (Evening classes – only available for Singaporeans, Permanent Residents and Foreigners on work permit / employment pass)

### 4. ENGLISH LANGUAGE PROFICIENCY

Is English your first language?     Yes     No – my first language is

I have undertaken studies in courses conducted in English for 2 years     Yes     No  
 Institution     Name of Course     Years of Study

I have taken an English Language Test (e.g. TOEFL, IELTS) within the past two years     Yes     No  
 Test Name     Test Date     Test Score

I will be     sitting for an English Language Test     receiving my results from an English Language Test  
 Test Name     Test Date

**NOTE: Students may choose to defer the course commence date while waiting for the test results.**

### 5. QUALIFICATIONS

GCE O Levels / Year 10     GCE A Levels / Year 12     1 year Diploma     2 year Diploma     3 year Diploma

Others

Qualification / Award	School / Institution / University	Country	Date Completed

### 6. CREDIT/EXEMPTION FOR PREVIOUS STUDIES

Do you wish to apply for credit/exemption for previous studies?     Yes     No

If yes, please attach the course syllabus for each of the subjects for which you wish to receive credit / exemption.

**NOTE:** Exemptions may be given to students who are able to present the School with the relevant qualification documents at the time of application.

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

Date \_\_\_\_\_

## 7. SOURCE OF INFORMATION

How did you hear about Melior Business School?

<input type="checkbox"/> Melior Website	<input type="checkbox"/> Press Advertisements	<input type="checkbox"/> Trade Fair / Exhibition	<input type="text"/>
<input type="checkbox"/> Banners	<input type="checkbox"/> Direct Mailers	<input type="checkbox"/> Recommended by Agent	<input type="text"/>
<input type="checkbox"/> Recommended by Family / Friend	<input type="text"/>	<input type="checkbox"/> Others	<input type="text"/>

## 8. APPLICATION FEE

<input type="checkbox"/> Full-time Students who require Student Pass: S\$321.00 (non-refundable) (Payable upon application, Singapore currency. Fee inclusive of prevailing GST 7%)	(For Official Use Only)	<input type="text"/>
<input type="checkbox"/> Full-time Students who do not require Student Pass / Part-time Students: S\$107.00 (non-refundable) (Payable upon application, Singapore currency. Fee inclusive of prevailing GST 7%)	Date	<input type="text"/>

### Mode of Payment

<input type="checkbox"/> Cash (Accepted only at Melior City Campus, Singapore)	<input type="text" value="S\$"/>
<input type="checkbox"/> Bankdraft /Cashier's Order/Cheque – made payable to “Melior Business School Pte Ltd” for All bank charges incurred to process the bankdraft/cashier's order/cheque will be borne by the student	<input type="text" value="S\$"/>
<input type="checkbox"/> Electronic Fund Transfer – I have attached a copy of my Electronic Fund Transfer receipt for	<input type="text" value="S\$"/>

Account Name : Melior Business School Pte Ltd  
 Bank : OCBC Bank  
 Coleman Branch  
 1 Coleman St #01-09/#02-08 The Adelphi Singapore 179803  
 Account No. : 650-843162-001  
 Swift Code : OCBCSGSG  
 Currency : Singapore Dollars  
 All bank charges for Telegraphic Transfers shall be borne by the student

## 9. IMPORTANT INFORMATION FOR APPLICANTS

### a. Change of Name

If you have changed your name or if any of your documents show a name which is different from this application form, then you must present certified documentary evidence of the change.

### b. Accommodation and Living Cost

The cost of accommodation, living costs (including textbooks, food, transport, etc.) are NOT included in the Tuition Fee.

### c. Regulation of Student Pass

International students holding a Student Pass issued by the Singapore Immigration and Checkpoints Authority (ICA) are strictly forbidden to engage in any form of employment during the validity of their student pass.

**ICA will require at least 4 to 6 weeks processing time to process each Student's Pass application.**

You are not allowed to start your study until the Student's Pass has been approved.

### d. Case Trust Student Tuition Fee Insurance/SPS

In compliance with Case Trust for Education, international students who have accepted a place to study at Melior are covered under SPS automatically with the School.

### e. Standard Student Contract

You will be required to enter into the Standard Student Contract with Melior Business School as a requirement under CaseTrust for education scheme and provided by the Consumer Association of Singapore (CASE). It is a legal binding contract between Melior Business School(Singapore) and the student that embodies clear definition of program details, full disclosure of all costs, the School's commitment to the Student Protection Scheme (Escrow), clear definition of refund policies and clear definition of dispute resolution mechanism.

### f. WILL English™ Program

Students who do not meet the minimum English proficiency requirement will need to attend the WILL English™ Program. There are 5 levels in this program: 1,2,3,4 and level 5 which is the IELTS preparatory program of the WILL English™ s Program. Students will need to take the preliminary English Test at agent office followed by the final WILL Diagnostic Test to be done on arrival in Singapore to determine the appropriate level. The IELTS Guaranteed Program – This is applicable to WILL English™ Level 5 only (IELTS Preparatory Program). To qualify for IELTS Guaranteed Program, please refer to the terms and conditions which can be obtained from School's Admissions Offices.

### g. Non-Discriminatory policy

Melior Business School does not discriminate against any person on the basis of race, religion, color, national, age and ethnic origin, nor does it discriminate against qualified handicapped persons in the admissions and retention of students, application of code of conduct and administrations of all polices of programs.

### h. Student Data Confidentiality

Student data will be kept confidential only for Melior Business School (MBS) record. MBS will consult the student in case which his/her personal details are required for official submission/disclosure to external organizations.

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

Date \_\_\_\_\_

## 10. DECLARATION (All applicants must complete)

I declare that I have read and understood all the information provided by the School in this application and all the information I have supplied on the application form is, to the best of my knowledge, complete and correct. I acknowledge that my application for enrolment is subject to acceptance by the School which has power to impose conditions. I further acknowledge that in the event my application for enrolment as a student at the School is accepted by the School, and in consideration of provision of educational resources by the School, I will be bound by the provisions of the relevant student Handbooks, statutes, rules and policies of the School as are in force from time to time, and will be subject to the lawful instructions of officers of the School.

**Privacy**  
I understand that information contained on this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed onto any other external bodies without my authorization unless a valid legal request has been made.

Name and Signature

Date

## 11. DECLARATION BY AGENT (Only applicable when application is submitted through an agent)

1. I, on behalf of the agency, declare that I have supplied information to the best of my knowledge to this applicant with regards to Melior programs, tuition fees, administrative fees and any other related fees.

2. I, on behalf of the agency, declare that this applicant has been advised that he / she is not allowed to engage in any form of employment in Singapore during the validity of their student pass.

Name of Agency

Name of Counsellor

Signature of Counsellor

Date

## 12. CHECKLIST FOR DOCUMENTS

- |   |   |
|---|---|
| <input type="checkbox"/> 5 Passport-sized Photos (3 for local student)  | <input type="checkbox"/> Passport (copy of identity page ,NRIC for local)                                       |
| <input type="checkbox"/> Supplied English language proficiency score sheets   | <input type="checkbox"/> Birth Certificate (For international students)   |
| <input type="checkbox"/> Enclosed payment / payment details for application fee   | <input type="checkbox"/> Bank Statement (For international students)  |
| <input type="checkbox"/> Enclosed notarized / certified copies of academic transcripts, including certified translation, if necessary | <input type="checkbox"/> Module details of tertiary education for applicants seeking exemptions (if applicable) |

## 13. SUBMISSION OF APPLICATION

This application form can be downloaded from [www.mbs.edu.sg](http://www.mbs.edu.sg)  
Completed application forms should be submitted to:

Melior Business School  
Melior City Campus  
133 New Bridge Road, #03-45, Chinatown Point  
Singapore 059413

For further information, please contact:

Singapore Admissions Office  
Telephone +65 6533 3356  
Facsimile +65 6533 2826  
Email [enquiry@mbs.edu.sg](mailto:enquiry@mbs.edu.sg)  
Web <http://www.mbs.edu.sg>

MBS attempts to ensure that the information contained in this form is correct at the time of production (July 2009). However, sections may be amended without notice by the School in response to changing circumstances or for any other reason. Applicants should check with the School at the time of application whether any later information is available.

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

Date \_\_\_\_\_

## Melior Business School – Singapore TUITION FEES & OTHER FEES – FULL-TIME

### Tuition Fees

Program (Full-time)	Total Amount payable (before GST)	Installment Plan	Due Date	Installment (Before GST)	Installment (With GST)*
1. <b><u>Bachelor's Degree Programs (3 years) – October 2009 Intake</u></b> a. Bachelor of Hospitality Management <sup>#</sup> b. Bachelor of Business <sup>#</sup>	S\$18,000 + AUD15,600	Payment Upon Enrolment* (Registrar)		S\$3,000	S\$3,210
		1st Installment	1-Dec-2009	S\$3,000	S\$3,210
		2nd installment	1-Mar-2010	S\$3,000	S\$3,210
		3rd Installment	1-Jun-2010	S\$3,000	S\$3,210
		4th Installment	1-Sep-2010	S\$3,000	S\$3,210
		5th Installment	1-Dec-2010	S\$3,000	S\$3,210
		6th Installment	1-Feb-2011	AUD3,900 <sup>^</sup>	GST Not Applicable
		7th installment	1-Jun-2011	AUD3,900 <sup>^</sup>	
		8th installment	3-Oct-2011	AUD3,900 <sup>^</sup>	
		9th installment	1-Feb-2012	AUD3,900 <sup>^</sup>	
2. <b><u>Bachelor's Degree Programs (Final Year) – October 2009 Intake</u></b> a. Bachelor of Hospitality Management (12 Courses)	AUD15,600	1st Installment	1-Oct-2009	AUD3,900 <sup>^</sup>	GST Not Applicable
		2nd installment	1-Feb-2010	AUD3,900 <sup>^</sup>	
		3rd Installment	1-Jun-2010	AUD3,900 <sup>^</sup>	
		4th Installment	1-Oct-2010	AUD3,900 <sup>^</sup>	
3. <b><u>Advanced Diploma in Tourism and Hospitality Management – Bridging modules for Business-Related Diploma with local polytechnics<sup>+</sup> (6 modules)</u></b>	SGD4,200	Payment Upon Enrolment* (Registrar)		S\$2,100	S\$2,247
		2nd installment	1-Feb-2010	S\$2,100	S\$2,247

\* Fee inclusive of prevailing GST 7%. Payment Upon Enrolment (Registrar) is non-refundable.

<sup>^</sup> Fees for University-level modules are payable in Australian Dollars (AUD) and directly to the University, subject to adjustments by the University.

<sup>#</sup> Includes Melior's Business Administration Foundation and Advanced Diploma programs.

<sup>@</sup> Intake commencement in Aug 2009, subject to registration completion with Singapore Ministry of Education

<sup>+</sup> Please check with Admissions Office for a full list of the Diploma certificates accepted.

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

Date \_\_\_\_\_

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Program (Full-time)	Total Amount payable (before GST)	Installment Plan	Due Date	Installment (Before GST)	Installment (With GST)*
4. <b>Master's Degree Programs – October 2009 Intake</b> a. Master of Management (International Business) (9 Courses)	AUD14,400	1st Installment	1-Oct-2009	AUD4,800^	GST Not Applicable
		2nd installment	1-Feb-2010	AUD4,800^	
		3rd Installment	1-Jun-2010	AUD4,800^	
b. Master of Business Administration (12 Courses)	AUD19,200	1st Installment	1-Oct-2009	AUD4,800^	GST Not Applicable
		2nd installment	1-Feb-2010	AUD4,800^	
		3rd Installment	1-Jun-2010	AUD4,800^	
		4th Installment	1-Oct-2010	AUD4,800^	
5. <b>English Programs – October 2009 Intake</b> a. WILL English™ – Level 1 to 5 (3 months per level)	S\$7,500	1st Installment	One month before commencement of each level	S\$1,500	S\$1,605
		2nd installment		S\$1,500	S\$1,605
		3rd installment		S\$1,500	S\$1,605
		4th installment		S\$1,500	S\$1,605
		5th installment		S\$1,500	S\$1,605

#### Other Fees

Type of Fee (Non-refundable)	Due Date	Amount Payable	Amount Payable (including GST)
Application (No Student Pass Required)	Upon submission of application	S\$100	S\$107
Application (Student Pass Required)	Upon submission of application	S\$300	S\$321
Transfer Program	Upon application	S\$300	S\$321
Graduation	Upon receiving notice of graduation	S\$300	S\$321
Insurance – Tenet	Upon enrolment		S\$436.95 – S\$1,290.50
Medical checkup & collection of student pass	Before student pass collection		S\$111 – S\$141

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@ Intake commencement in Aug 2009, subject to registration completion with Singapore Ministry of Education

+ Please check with Admissions Office for a full list of the Diploma certificates accepted.

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

Date \_\_\_\_\_

## Melior Business School – Singapore TUITION FEES & OTHER FEES – PART-TIME

### Tuition Fees

Program (Part-time)	Total Amount payable (before GST)	Installment Plan	Due Date	Installment (Before GST)	Installment (With GST)*
1. <b><u>Bachelor's Degree Programs (3 years) – October 2009 Intake</u></b> a. Bachelor of Hospitality Management <sup>#</sup> b. Bachelor of Business <sup>#</sup>	S\$18,000 + AUD15,600	Payment Upon Enrolment* (Registrar)		S\$3,000	S\$3,210
		1st Installment	1-Dec-2009	S\$3,000	S\$3,210
		2nd installment	1-Mar-2010	S\$3,000	S\$3,210
		3rd Installment	1-Jun-2010	S\$3,000	S\$3,210
		4th Installment	1-Sep-2010	S\$3,000	S\$3,210
		5th Installment	1-Dec-2010	S\$3,000	S\$3,210
		6th Installment	1-Feb-2011	AUD3,900 <sup>^</sup>	GST Not Applicable
		7th installment	1-Jun-2011	AUD3,900 <sup>^</sup>	
		8th installment	3-Oct-2011	AUD3,900 <sup>^</sup>	
		9th installment	1-Feb-2012	AUD3,900 <sup>^</sup>	
2. <b><u>Bachelor's Degree Programs (Final Year) – October 2009 Intake</u></b> a. Bachelor of Hospitality Management (12 Courses)	AUD15,600	1st Installment	1-Oct-2009	AUD3,900 <sup>^</sup>	GST Not Applicable
		2nd installment	1-Feb-2010	AUD3,900 <sup>^</sup>	
		3rd Installment	1-Jun-2010	AUD3,900 <sup>^</sup>	
		4th Installment	1-Oct-2010	AUD3,900 <sup>^</sup>	
3. <b><u>Advanced Diploma in Tourism and Hospitality Management – Bridging modules for Business-Related Diploma with local polytechnics<sup>+</sup></u></b> (6 modules)	SGD4,200	Payment Upon Enrolment* (Registrar)		S\$2,100	S\$2,247
		2nd installment	1-Feb-2010	S\$2,100	S\$2,247

\* Fee inclusive of prevailing GST 7%. Payment Upon Enrolment (Registrar) is non-refundable.

<sup>^</sup> Fees for University-level modules are payable in Australian Dollars (AUD) and directly to the University, subject to adjustments by the University.

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<sup>@</sup> Intake commencement in Aug 2009, subject to registration completion with Singapore Ministry of Education

<sup>+</sup> Please check with Admissions Office for a full list of the Diploma certificates accepted.

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

Date \_\_\_\_\_

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Program (Part-time)	Total Amount payable (before GST)	Installment Plan	Due Date	Installment (Before GST)	Installment (With GST)*
4. <b>Biomedical Science</b> a. Diploma in Biomedical Science <sup>@</sup>	S\$8,100	Payment Upon Enrolment* (Registrar)		S\$2,700	S\$2,889
		1st Installment	1-Sep-2009	S\$2,700	S\$2,889
		2 <sup>nd</sup> Installment	1-Dec-2009	S\$2,700	S\$2,889
b. Advanced Diploma in Biomedical Science <sup>@</sup>	S\$15,000	Payment Upon Enrolment* (Registrar)		S\$2,700	S\$2,889
		1st Installment	1-Sep-2009	S\$2,700	S\$2,889
		2 <sup>nd</sup> Installment	1-Dec-2009	S\$2,700	S\$2,889
		3 <sup>rd</sup> Installment	1-Mar-2010	S\$2,700	S\$2,889
c. Bachelor of Bio-Medical Science (8 Courses)	AUD11,200	1st Installment	1-Oct-2009	AUD2,800 <sup>^</sup>	GST Not Applicable
		2nd installment	1-Feb-2010	AUD2,800 <sup>^</sup>	
		3rd Installment	1-Jun-2010	AUD2,800 <sup>^</sup>	
		4th Installment	1-Oct-2010	AUD2,800 <sup>^</sup>	

\* Fee inclusive of prevailing GST 7%. Payment Upon Enrolment (Registrar) is non-refundable.

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+ Please check with Admissions Office for a full list of the Diploma certificates accepted.

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

Date \_\_\_\_\_

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Program (Part-time)	Total Amount payable (before GST)	Installment Plan	Due Date	Installment (Before GST)	Installment (With GST)*
5. <b>Psychology</b>					
a. Certificate in Psychology <sup>@</sup>	S\$1,500	Payment Upon Enrolment* (Registrar)		S\$1,500	S\$1,605
b. Diploma in Psychology	S\$3,300	2nd Installment	1-Sep-2009	S\$1,650	S\$1,765.50
		3rd Installment	1-Dec-2009	S\$1,650	S\$1,765.50
c. Bachelor of Science (Psychology) (12 Courses)	AUD16,200	1st Installment	1-Oct-2009	AUD2,700 <sup>^</sup>	GST Not Applicable
		2nd installment	1-Feb-2010	AUD2,700 <sup>^</sup>	
		3rd Installment	1-Jun-2010	AUD2,700 <sup>^</sup>	
		4th Installment	1-Oct-2010	AUD2,700 <sup>^</sup>	
		5th Installment	1-Feb-2011	AUD2,700 <sup>^</sup>	
		6th Installment	1-Jun-2011	AUD2,700 <sup>^</sup>	

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<b>Program (Part-time)</b>	<b>Total Amount payable (before GST)</b>	<b>Installation Plan</b>	<b>Due Date</b>	<b>Installation (Before GST)</b>	<b>Installation (With GST)*</b>
6. <b>Master's Degree Programs – October 2009 Intake</b> a. Master of Management (International Business) (9 Courses)	AUD14,400	1st Installation	1-Oct-2009	AUD3,200^	GST Not Applicable
		2nd installment	1-Feb-2010	AUD3,200^	
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		4th Installation	1-Oct-2010	AUD4,800^	
b. Master of Business Administration (12 Courses)	AUD19,200	1st Installation	1-Oct-2009	AUD3,200^	GST Not Applicable
		2nd installment	1-Feb-2010	AUD3,200^	
		3rd Installation	1-Jun-2010	AUD3,200^	
		4th Installation	1-Oct-2010	AUD4,800^	
		5th Installation	1-Feb-2011	AUD4,800^	

#### Other Fees

<b>Type of Fee (Non-refundable)</b>	<b>Due Date</b>	<b>Amount Payable</b>	<b>Amount Payable (including GST)</b>
Application (No Student Pass Required)	Upon submission of application	S\$100	S\$107
Transfer Program	Upon application	S\$300	S\$321
Graduation	Upon graduation	S\$300	S\$321

\* Fee inclusive of prevailing GST 7%. Payment Upon Enrolment (Registrar) is non-refundable.

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

Date \_\_\_\_\_

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