



ADMISSIONS APPLICATION FORM

Please complete all parts of this form in **BLOCK LETTERS**. Incomplete application may result in a delay in the processing. Correspondence with you will mainly be by email. *Please ensure that your email address is clearly legible.

APPLYING TO

- | | | |
|--|--|--|
| <input type="checkbox"/> English Immersion Programme | <input type="checkbox"/> Secondary 3 / Year 9 | <input type="checkbox"/> Pre-University Year 1 / Year 11 |
| <input type="checkbox"/> Secondary 1 | <input type="checkbox"/> Secondary 4 / Year 10 | <input type="checkbox"/> Pre-University Year 2 / Year 12 |
| <input type="checkbox"/> Secondary 2 | | <input type="checkbox"/> Diploma (Business) |

1 APPLICANT DETAILS

Full Name as in NRIC / Passport
(Underline Surname)

Date of Birth

DD / MM / YYYY

Gender

Male

Female

Nationality

Religion

Race

1A Residential Status

- | | | |
|--|---|--|
| <input type="checkbox"/> Singapore Citizen | <input type="checkbox"/> Foreigner | <input type="checkbox"/> Student's Pass |
| <input type="checkbox"/> Singapore PR | <input type="checkbox"/> Dependant's Pass | <input type="checkbox"/> Long Term Social Visit Pass |
| <input type="checkbox"/> Others | | |

NRIC No

Birth Certificate No

Passport No

Country of Issue

Expiry Date

DD/MM/YYYY

FIN No

Pass Expiry Date

DD / MM / YYYY

1B Contact Details

Address

(Home Country)

Address

(Singapore)

Tel (Home)

Tel (H/P)

Email*

1C Educational History

Last School
Studied

Highest Level Completed

1D Medical History

Do you have any food/ drug allergies?

 No

 Yes

If Yes, please provide details below:

Do you have medical conditions that
require special attention/medication?

 No

 Yes

If Yes, please provide details below:

1E Other Information

Name of siblings studying in SFMS (if any)

Confidentiality Clause:

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2 PARENTS DETAILS

2A Father's Particulars

- Singapore Citizen Foreigner Employment Pass
 Singapore PR Dependant's Pass Long Term Social Visit Pass

Full Name as in NRIC / Passport
(Underline Surname)

Nationality NRIC / Passport No FIN No Expiry Date DD/MM/YYYY

Address Same as Applicant's Home Address Different from Applicant's Home Address
(please provide details below)

Occupation

Tel (Home) Tel (H/P) Email*

2B Mother's Particulars

- Singapore Citizen Foreigner Employment Pass
 Singapore PR Dependant's Pass Long Term Social Visit Pass

Full Name as in NRIC / Passport
(Underline Surname)

Nationality NRIC / Passport No FIN No Expiry Date DD/MM/YYYY

Address Same as Applicant's Home Address Different from Applicant's Home Address
(please provide details below)

Occupation

Tel (Home) Tel (H/P) Email*

3 ACCOMMODATION / GUARDIANSHIP SERVICES

Do you require accommodation and / or guardianship services?

Yes, I would require the School to assist in the arrangement of my accommodation and / or guardianship:



ACS Oldham Hall – The Boarding School
(Please refer to the insert for fees structure, terms and conditions of ACS Oldham Hall)

Homestay

Guardianship

No, I would not require the School to assist in the arrangement of my accommodation/guardianship.

4 PARTICULARS OF SCHOOL APPROVED AGENT

Name of Agency Branch (if any)

Name of Consultant (Underline Surname)

Tel (Office) Email

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SFMS/Administration/AO_AAF/17102016

5 NOMINATION OF GUARDIAN (Applicable to foreign student below 18 years old and without a parent residing in Singapore)

- Singapore Citizen Foreigner Employment Pass
 Singapore PR Dependant's Pass Long Term Social Visit Pass

Full Name as in NRIC / Passport
(Underline Surname)

Date of Birth Gender Male Female

NRIC No FIN No Expiry Date

Passport No Country of Issue Expiry Date

Address
(Singapore)

Tel (Home) Tel (H/P)

Email* Occupation

- Guardian's Relationship with Applicant
- Sibling
 - Grandparent
 - Aunt
 - Uncle
 - Parents Approved (Family Friend)
 - School Assigned
 - Others:

Are you medically fit? Yes No

Do you have any criminal records? Yes No

Other information to declare

5A Parent's Consent and Acceptance from Appointed Guardian

I, hereby appoint and approve

to act on my behalf and be the Guardian of my child

during his/her studies at St Francis Methodist School.

I, understand and accept the responsibilities to be the Guardian of the above child/ward.

Signature of Parent Date

Signature of Guardian Date

5B Communication

For security, privacy and safety reasons, please tick one parent and/or the guardian. Emergency contract and access to Parent Portal should be: Father Mother Guardian

FOR OFFICIAL USE ONLY

Status Accepted Pending

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6 DECLARATION

1. Agree to abide the rules and regulations of the School at all times.
2. Attend classes punctually and every school day without fail, unless student can provide a medical certificate or other supporting document. A student may be barred from taking school examinations if his/ her attendance falls below 90%.
3. Understand that where school attendance falls below 90% in any month without valid reason, or if a student is absent for a period of 7 consecutive days or more without any valid reason, this will be reported to Immigration & Checkpoints Authority (ICA) and the student is liable to have his/her Student's Pass cancelled.
4. Understand that the Principal may require at any time the withdrawal of a student from the School for any cause judged by the Principal in her absolute discretion to be adequate.
5. Agree to give at least 7 working days' notice in writing before withdrawing from the School. Failure to do so may affect the preparation of transcripts and Student's Pass cancellation.
6. Understand that the Student's Pass (for overseas students) or EZlink card (for local student) has to be surrendered to the School immediately upon his/her withdrawal from the School, or at any point in time when the School terminates his/her studies for any reasons deemed adequate by the School.
7. Agree to make prompt payment of school fees. Note: Non-payment of fees will result in the dismissal of student from the School.
8. Ensure the validity of the Social Visit and/or Student's Pass.
9. Agree to notify the School immediately if there is any change of guardianship, a change of address, contact numbers etc.
10. Understand that registration of the Admission Tests and submission of the necessary documents, pertaining to admission into the School, have to reach the School at least 4 weeks before the commencement of the school terms. Failure to do so may result a delay in attending class.
11. Consent to the applicant's (student) name and/or photo being used by the School for School's publicity purposes.

(APPLICABLE TO GUARDIANS ONLY)

12. Understand that the School requires guardians to attend Parents-Teachers-Meeting sessions to discuss on the academic progress of students or to make alternative arrangements with the relevant teachers should they fail to attend PTM on the specified day.
13. Understand the responsibility to supervise the student's attendance, academic performance and conduct, and ensure the timely referral to appropriate support services should personal problems arise that may affect the student's performance in school.
14. Assist the student under your guardianship on any problem concerning his/her well-being outside the school, such as inspection of accommodation environment, arrangement of professional counseling/medical treatment/academic tutoring, arrangement of bank accounts/mobile phone accounts, filing of police report on loss of important documents, booking of air tickets or city orientation etc.
15. Undertake the responsibility to sign permission forms for school activities, any necessary medical treatment forms and any other forms on behalf of student and/or his/her parent.

DECLARATION BY APPLICANT, PARENT(S) AND GUARDIAN

We hereby acknowledge that we have read, understood and agreed to the above clauses. We declare that all particulars given on this application form are true and correct to the best of our knowledge.

Signature of Applicant (Student)

Date DD/MM/YYYY

Signature of Parent

Date DD/MM/YYYY

Signature of Guardian

Date DD/MM/YYYY

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FOR OFFICE USE – SECTION 1	
Name of Student	Class
Course Offered	Course Intake
ENGLISH IMMERSION PROGRAMME	AUSMAT YEAR 9 & 10
<input type="checkbox"/> EIP1 <input type="checkbox"/> EIP2 <input type="checkbox"/> EIP3	<input type="checkbox"/> Sec3A <input type="checkbox"/> Sec4A1 <input type="checkbox"/> Sec4FT1
1. ESL 2. IT Skills 3. Science 4. Social Studies / Business English^ 5. Mathematics 6. Visual & Performing Arts <i>^Business English is for EIP3</i>	1. Applied Information Communication Technology 2. English# 3. Mathematics# 4. Science# 5. Society and Environment 6. Business Management Enterprise# 7. Visual & Performing Arts 8. Accounts*# 9. Chinese# <i>*Accounts is offered in Sec4A1; # Sec 4FT1</i>
LOWER SECONDARY	WACE YEAR 11 & 12
<input type="checkbox"/> Sec 1 <input type="checkbox"/> Sec 2	<input type="checkbox"/> PU1A1 <input type="checkbox"/> PU2A1
1. ESL / Language Arts 2. Mathematics 3. Science 4. Social Studies 5. IT Skills 6. Visual & Performing Arts 7. Chinese* <i>*Chinese is compulsory for Chinese students</i>	1. English / English as an Additional Language or Dialect 2. Mathematics Applications / Mathematics Methods Electives <input type="checkbox"/> Chemistry / Accounting and Finance <input type="checkbox"/> Mathematics Specialist / Biology <input type="checkbox"/> Business Management and Enterprise / Physics <input type="checkbox"/> Chinese: First Language <i>Min 5 subjects</i>
SINGAPORE-CAMBRIDGE GCE O-LEVEL	PEARSON EDEXCEL INTERNATIONAL ADVANCED LEVEL (IAL)
<input type="checkbox"/> Sec3C1 <input type="checkbox"/> Sec4C1	<input type="checkbox"/> PU1G1 <input type="checkbox"/> PU1G2 <input type="checkbox"/> PU2G1 <input type="checkbox"/> PU2G2
1. English Language 2. Mathematics Electives <input type="checkbox"/> Physics / Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Accounts <input type="checkbox"/> Geography / Chinese Literature <input type="checkbox"/> Chinese <input type="checkbox"/> Additional Mathematics <i>Sec 3 min 7 subjects and 8 if take Chinese; Sec 4 min 6 subjects</i>	1. English Language 2. Mathematics 3. Accounting Electives <input type="checkbox"/> Further Mathematics <input type="checkbox"/> Physics <input type="checkbox"/> Chemistry <input type="checkbox"/> Chinese* <i>*Chinese are offered in PU1 only 4 A2 subjects and 1 AS subject. 5 students to start Further Mathematics</i>
PEARSON EDEXCEL INTERNATIONAL GCSE	PEARSON BTEC LEVEL 5 HIGHER NATIONAL DIPLOMA IN BUSINESS
<input type="checkbox"/> Sec3G1 <input type="checkbox"/> Sec3G2 <input type="checkbox"/> Sec3G3 <input type="checkbox"/> Sec4G1 <input type="checkbox"/> Sec4G2 <input type="checkbox"/> Sec4G3	
1. English Language 2. Mathematics Electives <input type="checkbox"/> ICT / Chemistry <input type="checkbox"/> Commerce / Physics <input type="checkbox"/> Biology^ / Accounts <input type="checkbox"/> Pure Mathematics / History <input type="checkbox"/> Chinese* <i>^Biology is only offered in T1 & 3; *Chinese is only for Sec 4 offered in T1 & 2 Sec 3 min 6 subjects; Sec 4 min 5 subjects</i>	1. Business and the Business Environment 2. Marketing Essentials 3. Human Resource Management 4. Management and Operations 5. Management Accounting 6. Managing a Successful Business Project 7. Entrepreneurship and Small Business Management 8. Financial Accounting 9. Research Project 10. Organisational Behaviour 11. Product and Service Development 12. Integrated Marketing Communications 13. Digital Marketing 14. Consumer Behaviour and Insight 15. Tapping into New and International Market
Character Development	
1. Chapel 2. Pastoral Care 3. Physical & Health Education^ <i>^No PE for Sec4G1, Sec4G2, Sec4G3, PU1A1, PU2A1, PU1G1, PU1G2, PU2G1, PU2G2, HND</i>	
Acknowledged by:	
Signature of School Officer	Signature of Student
Date DD/MM/YYYY	Date DD/MM/YYYY

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FOR OFFICE USE – SECTION 2

Selection Checklist

Pre-Course Counselling Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Admissions Test	<input type="checkbox"/> Required	<input type="checkbox"/> Exempted
Applicant Meet Minimum Entry Requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interview Assessment Outcome	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed <input type="checkbox"/> Exempted
Application Status	<input type="checkbox"/> Successful	<input type="checkbox"/> Unsuccessful Date: _____
Course Offered		
Letter of Offer Issued Date:	DD/MM/YYYY	

Remarks:

Application Checklist

▪ Application Documents

- ICA Form 16 and V36
- 2 recent passport sized photographs with white background
- Copy of Student's Pass / Cancellation slip from previous school
- Birth Certificate
- Student's Passport (valid for at least 12 months)
- Parents' Passports
- Certified and Notarized Copies of Highest Educational Certificates and Transcripts (school stamp required)
- Certified and Notarized Parents' Marriage/Divorce Certificate/Death certificate
- Household Register *(if applicable)

Additional Documents required to be submitted for Visa Required Country

- Parents' Financial Statements (bank statements / fixed deposits / saving accounts)
- Parents' Letter of Employment

- Student's Pass Approved Rejected
- Signed Letter of Offer
- Student Contract Issued / Signed
- Advisory Note
- Course Fees Paid
- SchoolBase Updated

Handled by: _____ Date DD/MM/YYYY

Checked by: _____ Date DD/MM/YYYY

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