

**ACTS COLLEGE**  
**UNDERGRADUATE PROGRAMME – MODULE ENROLLMENT FORM**

**Essential Particulars (Compulsory)**

Full Name (as in NRIC/Passport): \_\_\_\_\_ Student ID: \_\_\_\_\_  
 NRIC/Passport (last 3 digit and letter): \_\_\_ \_\_\_ \_\_\_ Semester/Year: \_\_\_ / \_\_\_  
 First-time registering for class at ACTS:  Yes  No Matriculated:  Yes  No

**Personal Particulars**

For **new** students: *Please complete this section* For **existing** students: *Please update where applicable*

Gender:  Male  Female Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ Singapore \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Hp Number: \_\_\_\_\_  
 Home Church: \_\_\_\_\_ Ministry in church: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Highest Academic Qualification: \_\_\_\_\_

**Course Enrollment**

**Note: Existing students who register for a module less than 7 days before the commencement of the module will be required to pay a \$50 late fee. This late fee is also waived for new students who have never taken any modules with the College.**

	Code	Module Name	Audit	Credit	Fees	Per Module	No. of Modules	Amount
1.					Tuition Fee - Matriculated	\$220		
2.					Tuition Fee - Non-Matriculated	\$260		
3.					Tuition Fee - Audit	\$180		
4.					Misc. Fee (Non-refundable)	\$80		
5.					Coaching (Non-refundable)	\$50		
6.					Directed Studies Surcharge	\$100		
7.					Graduation Fee	\$150		
8.					Registration Fee (Non-refundable)			\$30
<b>Total Credits</b>					<b>Sub-total</b>			

**NOTES:**

- All fees should be paid in full upon registration/enrollment unless special arrangement is made with the Administration Manager.
- A student who withdraws from a module at least one week before commencement of class receives a 100% refund of tuition fee.
- A student who withdraws from a module within one week before commencement of class or within first six hours of class receives 80% refund of tuition fee.
- No refund of tuition fees for module withdrawn after first six hours of class.
- Admin Charge of \$30 will be levied for Add/Change or Withdrawal of any module.
- Cheques to be made payable to: "ACTS College Ltd"

Less: Academic Counselling Rebate (if any)	\$ (10)	( )
Less: Tuition Fees Rebate (if any)		( )
<b>Total Payable</b>		
<b>Less: AYFTS (if applicable)</b>		
<input type="checkbox"/> Bursary (50% of Tuition Fee)		( )
<input type="checkbox"/> Scholarship		( )
<b>Net Payable</b>		

**Provisional Enrollment to Practicum**

I would like to enroll for Practicum ___ in the coming semester.	
I understand that enrollment to Practicum will only take effect after Practicum Coordinator confirms that I have satisfactorily attended the briefing and submitted my proposal.	

**Note: Registrar will advise student on payment (\$80) upon successful enrollment.**

**(Tick to confirm)**

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1. I  agree /  disagree to let ACTS College use my photographs taken in all college activities for the purpose of publicity, publication and official matters. I understand it is my responsibility to excuse myself from photo-taking if I disagree.

2. Student Data Protection Policy

We, at ACTS College, take our responsibilities under the Personal Data Protection ACT 2012 (the “PDPA”) seriously. We also recognize the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data. Our Student Data Protection Policy, which is available online, is designed to assist you in understanding how we collect, use and/or disclose the personal data you have provided to us, as well as to assist you in making an informed decision before providing us with any of your personal data. If you, at any time, have any queries on this policy or any other queries in relation to how we manage, protect and/or process your personal data, to request to review, update or withdraw your consent for the collection, please do not hesitate to contact us at 6861 1770 or admin@acts.edu.sg.

3. I  agree /  disagree to let ACTS College contact me for any college related activities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name of Referrer: \_\_\_\_\_

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FOR OFFICE USE ONLY		
Acknowledged: <b>(Registrar)</b>	Approved: <b>(Academic Dean)</b>	Student’s Record Updated:
Signature /Date:	Signature/Date:	Date:

Installment-plan payment is **ONLY APPLICABLE** to **matriculated students** who fulfill **ALL** the following criteria:

- Having financial problems
- Not receiving any scholarships or sponsorship from any organisation/church/individuals

Installment Plan as per arrangement agreed below:

Description	Amount Payable	INSTALLMENT PLAN			PAYMENT RECORDS					
		No.	Due Date	Amount	Payment Date	Payment Mode	Receipt No.	Amount Received	Balance Outstanding	