

SCIA Student Application Form

Personal Details: Student (Applicant)

Family Name:				Given Name:				<input type="checkbox"/> Female						
Date of Birth:	D	D	/	M	M	/	Y	Y	Y	Y	Nationality:			<input type="checkbox"/> Male
Passport No:				Expiry Date:	D	D	/	M	M	/	Y	Y	Y	Y
Issuing Country:				Residency Status in Cambodia:	<input type="checkbox"/> Citizen	ID no:				<input type="checkbox"/> Visa	Visa no:			
Current Residential Address:														
Home Country Address: <i>(If Different from Residential)</i>														

Attach Student's Photo
45mm (h) x 35mm (w)

For Transfer Student Only

Current Curriculum:	<input type="checkbox"/> Cambodian	<input type="checkbox"/> American	<input type="checkbox"/> Cambridge	<input type="checkbox"/> IB	<input type="checkbox"/> Others:					
Current Grade:			Applying for Grade:			Name of Current School:				
Preferred Enrolment Date:	<input type="checkbox"/> Immediate	<input type="checkbox"/> August	Y	Y	Y	Y	<input type="checkbox"/> Other:			

Personal Details: Parent(s) / Guardian

Father	Family Name:				Given Name:												
	Date of Birth:	D	D	/	M	M	/	Y	Y	Y	Y	Nationality:					
Passport No:				Expiry Date:	D	D	/	M	M	/	Y	Y	Y	Y	Issuing Country:		
Residency Status in Cambodia:	<input type="checkbox"/> Citizen	ID no:				Preferred Language of Communication:				<input type="checkbox"/> Visa	Visa no:						
Current Residential Address: <i>(If Different from Applicant)</i>																	
Mobile Number:				Office Number:													
Home Number:				Email Address:													
Occupation:				Company Name:													

Mother	Family Name:				Given Name:												
	Date of Birth:	D	D	/	M	M	/	Y	Y	Y	Y	Nationality:					
Passport No:				Expiry Date:	D	D	/	M	M	/	Y	Y	Y	Y	Issuing Country:		
Residency Status in Cambodia:	<input type="checkbox"/> Citizen	ID no:				Preferred Language of Communication:				<input type="checkbox"/> Visa	Visa no:						
Current Residential Address: <i>(If Different from Applicant)</i>																	
Mobile Number:				Office Number:													
Home Number:				Email Address:													
Occupation:				Company Name:													

Guardian (optional)	Family Name:				Given Name:												
	Date of Birth:	D	D	/	M	M	/	Y	Y	Y	Y	Nationality:					
Passport No:				Expiry Date:	D	D	/	M	M	/	Y	Y	Y	Y	Issuing Country:		
Residency Status in Cambodia:	<input type="checkbox"/> Citizen	ID no:				Preferred Language of Communication:				<input type="checkbox"/> Visa	Visa no:						
Current Residential Address: <i>(If Different from Applicant)</i>																	
Mobile Number:				Office Number:													
Home Number:				Email Address:													
Occupation:				Company Name:													

Student's Education Background

Name of School (In Chronological Order of Year of Study)	Curriculum (E.g. IB, Cambridge & Etc.)	Country	City	Primary Language of Instruction	Period of Study				Reason(s) for Leaving
					From		To		
					Y	Y	Y	Y	
					Y	Y	Y	Y	
					Y	Y	Y	Y	
					Y	Y	Y	Y	
					Y	Y	Y	Y	

Student's Language Proficiency

Please tick the appropriate boxes accordingly		Not Applicable	Fair	Good	Excellent
English	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Khmer	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Please Indicate Below)	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Common Language(s) Spoken at Home:					

Applicant's Siblings

Full Name	Date of Birth				Gender	Grade	School						
	D	D	/	M				M	/	Y	Y	Y	Y

Additional Information

Please tick "Yes" or "No" to the following questions		Yes	No	If "Yes", please provide detail(s)
1	Has your child ever skipped a grade level?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has your child ever been in a Gifted Programme?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Has your child ever enrolled in an Enrichment Programme?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Does your child require any specific learning needs?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Does your child have any medical or physical conditions that require special attention or medication, for instance, allergies?	<input type="checkbox"/>	<input type="checkbox"/>	

Modes of Payment, Procedures and Conditions

Payments are to be made only either in cash, cheque, cashier's order, credit card, debit card or inter-bank transfer.

All payments from overseas by cashier's order or telegraphic transfer are to be made payable to SCIA with student's name listed.

All bank charges must be borne by the student.

All cheque payments are to be crossed and made payable to SCIA with student's name written at the back of the cheque.

All fees are payable one (1) month in advance before commencement of each semester on a half yearly basis.

Unpaid fees may result in delay or disruption to the student's enrolment/course of study.

SCIA Account Details

Name of Bank: Maybank (Cambodia) Plc

Address: Maybank Tower, No.43, Preah Norodom Blvd, Sangkat Phsar Thmey 3, Khan Duan Penh, Phnom Penh

Swift Code: MBBEKHP

Beneficiary Name: Singapore (Cambodia) International Academy Co., Ltd

Account No: 00001/02/003031/04

SCIA Standard Refund Policy

Refunds are only applicable for tuition fees; all other fees i.e. application fee, enrolment fee, annual capital fee, transition fee and miscellaneous are non-refundable and non-transferable. Refunds can only be issued in the form of cheque.

75% refund if withdrawal notice given more than thirty [30] calendar days prior to the start of the semester.

50% refund if withdrawal notice given within fourteen [14] to thirty [30] calendar days prior to the start of the semester.

No refund if withdrawal notice given less than fourteen [14] calendar days prior to the start of the semester or after the semester has begun.

Application Checklist

- Completed and Signed Application Form
- Copy of each parent's passport or ID
- A Copy of student's Birth Certificate (Original and English translation) and/or passport
- Additional three (3) recent passport-sized photographs of the student
- A copy of student's school reports and any standardised tests for the past 2 years (Original and English translation)
- A copy of any other relevant certification or information that may be useful in this application
- Copy of all relevant psycho-educational and / or special education evaluation reports (If applicable)

Acknowledgement

- I/We understand that a place is not guaranteed until a Letter of Offer from SCIA is issued. I/We give permission for the student to undertake any testing required as part of the admissions process.
- I/We authorise SCIA to contact current and past schools including teachers, tutors, administrators and other sources as required, to obtain information to support this application. Deliberate withholding or false provision of any records or specific information, e.g. additional learning support, may result in the delay/rejection/retraction of the admissions/acceptance to SCIA. SCIA reserves the right to make this decision.
- I/We guarantee that in the event that the student resides with a relative or guardian, he/she will be fully supported in his/her studies and extra-curricular activities.
- I/We will support and help the student to observe all school regulations, including respecting and protecting the school's property, equipment, building and good name.
- I/We understand that SCIA does not discriminate in the enrolment practices against any person due to race, creed, gender, nationality or ethnic region.
- In submitting this application, I/we agree to the above terms and declare that all the information provided is correct. I/We understand that false, inaccurate or misleading information may result in the rejection of this application and forfeiture of application fee, or disruption to the student's course of study.

Signature of the Parent / Guardian

Name:										
Date:	D	D	/	M	M	/	Y	Y	Y	Y

For Official Use Only

Proposed Start Date:				
Attended By:				
Application Fee Received	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Test Required	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Approved by Registrar:				
Date of Approval:				

Contact Us

Phone 061 777 818
Email enquiry.scia@sim.edu.sg

Facebook Website Singapore Cambodia International Academy
www.scia.com.kh