

Application to King's College London Bachelor of Science in Nursing with Honours (Top-Up)

Please write clearly in INK using **BLOCK LETTERS**

1. Programme details	
Programme	King's College London Bachelor of Science in Nursing with Honours (Top-Up)
Start Date (Month and Year)	July / October / January / April (*circle where applicable)

2. Personal Details	
Title:	Dr / Mr / Mrs / Mdm / Ms (*circle where applicable)
Gender:	
Given Name:	
Surname/Last Name:	
NRIC/ FIN No.:	
Date of Birth:	
Country of Birth:	
Citizenship:	Singaporean / Permanent Resident / Work Pass Holder (*circle where applicable)
Nationality:	
Do you have dual nationality?	
In which country are you living right now?	

3. Contact Details – Home Address			
Address Line 1:			
Town/City:			
Country/State/Region:			
Country:			
Post Code / Zip Code:			
Phone Number:	(Mobile No)	(Home)	(Work)
Email Address:			

4. Contact Details – Correspondence Address (If the same as home address, please skip this section)			
Address Line 1:			
Town/City:			
Country/State/Region:			
Country:			
Post Code / Zip Code:			
Phone Number:	(Mobile No)	(Home)	(Work)
Email Address:			

5. Equal Opportunities	
Ethnic Origin:	
Do you have a disability you wish to declare?	

6. Education / Academic Qualifications 1	
Type of Institution (High School / University / Technical College):	
Name of Institution:	
Country of Institution:	
Qualification:	
Qualification title / field of study:	
Expected or obtained result:	
Date of attendance – start date	
Date of attendance – end date	
*Please attach any relevant documents with this application.	

6. Education / Academic Qualifications 2	
Type of Institution (High School / University / Technical College):	
Name of Institution:	
Country of Institution:	
Qualification:	
Qualification title / field of study:	
Expected or obtained result:	
Date of attendance – start date	
Date of attendance – end date	
*Please attach any relevant documents with this application.	

6. Education / Academic Qualifications 3	
Type of Institution (High School / University / Technical College):	
Name of Institution:	
Country of Institution:	
Qualification:	
Qualification title / field of study:	
Expected or obtained result:	
Date of attendance – start date	
Date of attendance – end date	
*Please attach any relevant documents with this application.	

6. Education / Academic Qualifications 4	
Have you been taught and examined in English?	Yes / No (*circle where applicable)
If yes, please provide details:	
Have you taken an English proficiency test?	Yes / No (*circle where applicable)
If yes, name of test:	
If yes, candidate number:	
If yes, date taken:	
*Please attach any relevant documents with this application.	

7. Employment Details	
Name of Employer:	
Position Held:	
Description / nature of work:	
Start date:	
End date:	
*Please attach any relevant documents with this application.	

8. Supporting Statement

A statement of up to 4,000 characters (or 500 words) can be completed in the box below. In preparing your personal statement please consider answers to the following questions:

1. What interests you about the Bachelor of Science in Nursing with Honours and studying with King's College London? (Ambitions for the degree, interest in the subject)

2. What makes you suitable for this programme? (Any relevant skills, experience or achievements gained from education, work or other activities)

If there is insufficient space here, you may attach a separate write-up in support of this application.

You may refer to the following websites that offer tips to help you with writing your personal statement:

<https://www.kcl.ac.uk/study/undergraduate/apply/faqs/index.aspx>

<https://www.ucas.com/ucas/undergraduate/getting-started/when-apply/how-write-ucas-undergraduate-personal-statement>

<https://www.youtube.com/watch?v=PNOAH1GzB5w>

9. How did you come to know about the programme? (You may select more than one option)

<input type="checkbox"/> Newspaper / Magazine	<input type="checkbox"/> Brochure / Flyer / Mailer	<input type="checkbox"/> Referrer (name & hp. no.): _____
<input type="checkbox"/> Website	<input type="checkbox"/> Social Media	<input type="checkbox"/> Agent (name): _____
<input type="checkbox"/> Email	<input type="checkbox"/> Exhibition / Roadshow / Seminar	<input type="checkbox"/> Others (please specify): _____

10. Application Fee

Application fee of SGD 100 (subject to prevailing GST) must accompany this form. This application will not be processed until the application fee is paid as specified. Application fee is non-refundable.

Payment made by:

- Cash (please do not mail cash)
 Nets Cheque payable to "Ngee Ann Academy Pte Ltd"

11. Application Checklist

Your application shall not be considered unless all required documents are attached. Please ensure you have:

- completed all sections of this application, including your preferred commencement date
- attached a copy of your Identification (NRIC or passport)
- attached 2 recent passport-size photographs of applicant
- attached copies of your academic certificates and transcripts
- attached a copy of your English Proficiency test results (if applicable)
- attached a copy of your Registration and Practising certificate from Singapore Nursing Board
- signed and dated this application form
- made the application fee payment to Ngee Ann Academy Pte Ltd

12. Private Education Act (Please read through carefully)

Under the Private Education Act legislated in December 2009, the Committee for Private Education (CPE) was set up to regulate the private education industry in Singapore. All private education institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations. Visit www.cpe.gov.sg for more information.

Following are the requirements in compliance with the regulations:-

1. PEI-Student Contract

The contract lays out the important terms and conditions governing the relationship between the student and NAA in the course of study as an enrolled student in NAA.

2. Fee Protection Scheme (FPS)

The Fee Protection Scheme (FPS) serves to protect students' fees in the event a PEI is unable to continue operating due to insolvency, and/ or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore court.

NAA is insured under the Fee Protection Scheme in compliance with the requirement by the Committee for Private Education for EduTrust certification. NAA has appointed Lonpac Insurance Bhd as the FPS insurer.

3. Advisory Note

The PEI Act also requires a student to sign an Advisory Note prior to enrolling to the chosen PEI. The advisory note must be signed and returned together with the PEI-Student Contract. This advisory note is available for inspection together with the PEI-Student Contract upon request.

4. Cooling Period

A cooling period of 7 working days will be given upon the signing of the student contract for new students. A new student is able to withdraw from the programme by submitting a written notice of withdrawal and Application for Refund Form within 7 working days after the date that the PEI-Student Contract has been signed by both parties. The student will be refunded the highest percentage as stated in Schedule D in the PEI-Student Contract.

13. Declaration and Signature

I agree to:

- Comply with NAA's rules on admission, enrolment, fee payment;
- Notify the Admissions & Corporate Accounts Department if there is any change to the information I have given in this application for admission;
- Permit NAA to access my academic records from other institution(s);
- Permit NAA to disclose personal information collected from this application to the relevant bodies for the verification and assessment of my previous qualifications; and
- Receive electronic communication and information from NAA relating to my application

I understand that:

- The documents submitted become the property of NAA and will not be returned to me;
- NAA may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me;
- NAA reserves the right to inform other institutions, if any of the material presented to support my application is found to be false;
- The personal information that I have provided may be released to the Committee for Private Education (CPE).
- I, or my sponsor, will be responsible for the full cost of the programme for which I am seeking admission.
- The documents and information submitted will be shared with King's College London for the purposes of assessing my application, and if successful for the administering of the programme (<https://www.kcl.ac.uk/aboutkings/orgstructure/ps/audit/compliance/data-protection/Student-Data-Collection-Notice.aspx>)
- King's College London may require you to provide an employment and academic reference to support the assessment of applications in some circumstances.

I declare that I have read the *Application Instructions* on this application form and that the information provided by me in this application is true and complete in every detail.

Name of Applicant: _____ Signature of Applicant: _____ Date: ___ / ___ / ___ (DD/MM/YY)

For official use

Application Received by: _____ (Staff Name)

Receipt Date: _____ Receipt Number: _____ Receipt Amount \$: _____

Application Status:

Approved:

Not Approved:

Name & Signature of Approving Officer: _____

Date: _____

This application will not be processed until the application fee is paid as specified.

Your application cannot be considered unless all essential documents are attached.

Certification and submission of documents

- Supporting documents submitted with the application must be certified. A certified copy of the original document is one which has been certified by an official agent or a staff member of NAA - as a true copy of the original document.
- If the official transcript does not state the successful completion of the qualification, applicants must provide an original or certified copy of the original letter from the institution - issued by its central administration office, eg. Registry, Student Administration, Graduate School - confirming the completion. Letters from individual academic staff are not accepted.
- The university reserves the right to inspect and verify the originals of your qualifications and transcripts prior to and during your enrolment.
- The documents should be presented (in A4 format) in the same sequence as they are requested in the application form.
- All submitted documents become the property of Ngee Ann Academy and will not be returned to the applicants.

Evidence of English Language Proficiency (ELP)

- You must include certified ELP evidence with your application or have applied to sit for IELTS/ TOFEL at the time of application. Delay in providing such evidence may result in you not being able to commence in your preferred term.

Submit the completed application form and required documentation:

- by email to admissions@naa.edu.sg
- by post to:

Head, Admissions & Corporate Accounts
Ngee Ann Academy Pte Ltd
391A Orchard Road, #25-02A Tower A Singapore 238873

Admission and acceptance procedure

Ngee Ann Academy will assess each application and issue a provisional offer to study if the applicant meets King's College London entry requirements for the programme. When Ngee Ann Academy issues a provisional offer, they will pass the applicant's information to King's College London for assessment and King's College London will contact referees. Final approval of admission to the programme lies with King's College London. Ngee Ann Academy will notify the applicant of the outcome of their application.

Successful applicants will receive an official King's College London written offer normally within 3 working weeks. Applicants will also receive the PEI-Student Contract at the same time.

Applicants must accept their offer, in writing to Ngee Ann Academy, by the deadline specified in their Letter of Offer, otherwise the offer may lapse.

Administration fee of SGD 214.00 (inclusive of prevailing GST) is applicable upon the acceptance of offer.

Unsuccessful applicants will be notified by Ngee Ann Academy by email if they are not accepted into the programme.

Change of application details

It is your responsibility to immediately inform the Head, Admissions & Corporate Accounts in writing of any changes in application details, e.g. personal information such as email address and name changes.