

SINGAPORE POLYTECHNIC
SINGAPORE MARITIME ACADEMY
COURSE APPLICATION FORM

TO BE COMPLETED BY THE APPLICANT							
Name (in Block Letters)			Singapore Polytechnic Admission No		Photograph 2 copies		
Residential Address							
Residential Tel No.			Email Address				
Mailing Address in Singapore (if different) from above				Date of Birth:	Country of Birth:		
Telephone No.			Handphone:		Race:	Sex:	
NRIC No:		Passport No:		Nationality:			
Cert of Comp/held:		Cert No:		Dis. Bk. No:			
Are you sponsored? Yes/ No		Name of sponsor's company					
Previous Polytechnic course and year				Correspondence_ No:			
Accumulated Sea Service to date (No. of months)			Name of Father/Mother				
Please use my passport / CDC* no. to issue my certificates.							
Note: APPLYING IN SINGAPORE 1. Complete the form, ticking the appropriate boxes below for the courses required. 2. Get the completed form approved by the SMA Dept. 3. Pay the full fees at the Finance Counter/Finance Dept. 4. Return enrolment form stamped by Finance Dept to SMA office for registration.				APPLICATION BY POST 1. Student should complete the form and attach one photograph. 2. Tick appropriate boxes below for courses required. 3. Return completed form to Dir., SMA along with full fees in S'pore dollars by Bank draft and made payable to "SINGAPORE POLYTECHNIC"			
* Delete accordingly							
_____				_____			
Date				Signature of Applicant			
Tick ✓	Nautical Division	Approval Initials	Course Date	Tick ✓		Approval Initials	Course Date
N A U T I C A L	DNS Phase 3 (for DNS Student only)						
	DNS Phase2 Correspondence Course						
* The application is approved for the () course (s) indicated above. * Applicants must pay their fees and register with the department within 3 working days of approval date. * Applicants should note that all fees are non-refundable except on compassionate or other valid reasons which will be considered on a case by case basis. * State number of Courses Date				For Finance Only			
_____		_____		_____		_____	
Approving Authority		Approval Date		Approving Authority		Approval Date	

CORRESPONDENCE COURSE (NAUTICAL)

The course provides tuition by distance learning to prepare students for full time studies at the Singapore Polytechnic (SP) toward a Class 3 Certificates of Competency. Successful completion of the course will help in the fulfilment of some Task And Record book (TARB) requirement needed by the Maritime and Port Authority, Singapore (MPA) for the issue of the Class 3 Certificate of Competency.

Course Structure

The course is divided into three stages. All stages are to be completed not later than 3 years from the date of enrolment. Students who fail to complete all assignments within the stated period may be removed from the course.

Each lesson consists of:

- Study material for the subjects of the stage,
- Tutorials for your self-assessment and formative development, and
- Theory and practical assignments to be completed and returned for marking.

The table below shows subjects tutored for each stage, lesson number for each subject, and total number of lessons for the stage. Subjects written in italic entail practical assignments that will help satisfy the relevant TARB requirements.

	Induction Stage	Foundation	Understudy Stage
Subjects Covered	Mathematics Science Navigation Seamanship Ship Knowledge and Safety	Mathematics Science Navigation Ship Operations Cargowork Nava Architecture]	Mathematics Science Navigation Ship Operation Cargowork Naval Architecture
Lesson No	1, 2 and 3	4, 5 and 6	7 and 8
Total No of Lessons	15 for the stage	18 for the stage	12 for the stage

Cost of Books and Overseas Delivery

	<u>Singapore Citizen</u>	<u>Singapore PR</u>	<u>Foreign National</u>
Correspondence Course (3 books)	S\$ 707	S\$ 938	S\$ 1407
Task & Record Book (TARB)	S\$ 16	S\$ 16	S\$ 16
Overseas Postage	-	S\$ 30	S\$ 30

Withdrawal and Deferment

Withdrawal and deferment notice must be made in writing to Singapore Maritime Academy (SMA) via email to eyvonne@sp.edu.sg.

For withdrawal cases, the portion of course fee to be refunded is based on the date of notice as follows:

- 2 weeks before the commencement of the course - Full refund
 - Less than 2 weeks before commencement of the course - 70% refund
 - On or after date of commencement - No refund
- * Unless otherwise stated in the course webpage

The Singapore Polytechnic reserves the right to cancel or postpone any of the courses.

Applicants will be duly notified and where applicable, the full fees will be refunded.

The Singapore Polytechnic also reserves the right to amend the fees charged

or the period and duration of the courses.

For DLP : Date of commencement is the date of dispatch of the correspondence material from SMA.