

ACCA / SMCCI Scholarship

An ACCA scholarship award for future accountants

Application Form



Important Notes to Applicants

1. Before you proceed further, please ensure that you:
 - a. are a Singaporean or Singapore Permanent Resident
 - b. are a member of SMCCI as defined in the "Classification of Membership" in the Membership Application Form (SMCCI); or are nominated by a member of SMCCI as endorsed and accepted by SMCCI;
 - c. are aged between 18 and 30 as at **4 August 2008**;
 - d. have the minimum of two GCE 'A' Levels and three GCSEs ('O' Levels) or equivalent in five separate subjects, including English and Mathematics (for normal entry);
 - e. are at least 21 year-old (for *Mature Student Entry Route* - MSER);
 - f. have completed the final CAT papers in the June 2008 exams (for CAT-ACCA transfer student – if you fall under this category, please contact ACCA Singapore for more information);
 - g. have read and understood the **Terms and Conditions (Section Six)** found on the last page of this document.
2. Please complete the application form providing all requested information. If a section or part is not applicable to you, please indicate as "NA" or "Nil" where appropriate.
3. Enclose supporting documents where appropriate – types of possible attachments are listed in **Section Five**.
4. Please ensure that the declaration and consent section (**Section Four**) is signed and dated.
5. Send the completed form and all the attachments to ACCA Singapore – this must be received by ACCA Singapore on or before **5pm, 3 October 2008 (Friday)**. *Forms received after 5pm, 3 October 2008 will not be considered.*
6. If you wish to receive an acknowledgement of your application, please provide further details at the lower portion of Page 6 (*Acknowledgement Slip*) and adhere sufficient postage in the postage stamp box. Do not print Sections Four and Five on the same page if you wish to receive an acknowledgement.
7. Please note that the decision of the Scholarship Selection Committee is **final** and no correspondence on this matter will be entertained.
8. The following are grounds for immediate disqualification:
 - a. Is a registered ACCA student member before 31 July 2008 (except for CAT transfer students – item 1f above)
 - b. Has been suspended from the ACCA register and in the process of re-registering (RR)
 - c. Is currently a recipient of an award, grant, or a scholarship from an institution, school or organisation
9. Overview of the deadlines and time schedule as follows:

Item	Timeline
Deadline for Application	3 Oct
Selection	3 Nov
Notification of Selection Outcome	Week starting 24 Nov

10. ACCA and SMCCI reserve the right to postpone or discontinue the award, prior to the notification of selection outcome, where necessary.

ACCA Singapore

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 tel: +65 6734 8110 fax: +65 6734 2248 www.acca.org.sg

Section One

Please place
a recent
photograph
here.

Personal Particulars and Contact Details

Full Name (as in NRIC/Passport)

please write clearly in BLOCK letters

NRIC / Passport / ID Number

Date of Birth Age as at 4 August 2008

dd/mm/yyyy

Residential Address

Mailing Address

Gender	Male / Female*	Nationality		Race	
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Residential Number		Fax Number (if any)	
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Mobile Phone Number		Office Number	
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Email Address (1)

Email Address (2)

* Delete whichever not applicable. **(Please write clearly.** Applicant should also note that due care must be taken to ensure the security, usability and accessibility of the email addresses provided herewith, and that ACCA and/or SMCCI will not be held responsible for the security and deliverability of email messages to email addresses listed above.)

Character Reference:

Name (1)		Name (2)	
Company / Designation		Company / Designation	
Contact		Contact	

Please provide the names and contact information of two referees. ACCA and/or SMCCI may contact them for a reference check and to verify the information provided on this form. Please note that the named referees must not be in any way related to the applicant.

Section Two

Academic Achievements

Qualification Title / Name	Year Achieved	Awarding Institution
1.		
2.		
3.		
4.		
5.		

(Please attach copies of certificates and transcripts of the qualifications listed. Please use a separate sheet if required.)

Awards, Prizes, Community and Social Activities, CCA

Award Title / Name	Year Achieved	Awarding Institution
1.		
2.		
3.		
4.		
5.		

(Please attach copies or photographs of the award certificates / prize / letters, etc, where possible. Please use a separate sheet if required.)

Work Experience (if any)

Position Held	From (mm/yyyy)	To (mm/yyyy)	Name of Company
1.			
2.			
3.			
4.			
5.			

(You may include experience gained from part-time work, internship and attachment programmes. Please use a separate sheet if required.)

Section Three

Statement of Commitment

Please use a separate sheet if required.

(In not more than 300 words, outline your plan of action to ensure success in pursuing the ACCA qualifications.)

Career and Education Objectives

Please use a separate sheet if required.

(In not more than 300 words, outline your career and education objectives, goals and direction.)

Section Four

Declaration, Consent and Agreement

I hereby declare that I do not have a criminal record, and I am not a party to either civil or criminal proceedings.

I hereby declare that I am presently **NOT** in receipt of any awards, grants, scholarships and/or subsidies from any school, institution or organisation; nor am I currently serving a bond or contract in repayment of such awards, grants, scholarships and/or subsidies.

I hereby agree to pursue the ACCA Qualification if my application is successful and I have formally accepted the scholarship by signing the *ACCA/SMCCI Scholarship Agreement*.

I also declare that I am currently **NOT**, and never had been, a registered ACCA student prior to 15 December 2007 (except for CAT transfer students – please refer to *Important Notes 1d*).

I hereby declare that the information provided in this document are true and correct to the best of my knowledge. I understand that my application is considered based solely on the information provided, and the decision of the Scholarship Selection Committee is final.

I also understand that my application would be disqualified and I may be liable for legal proceedings for providing information which I know to be untrue, false and/or erroneous.

I hereby give consent to ACCA and SMCCI to use the information contained in this application form for the purpose of publicity, marketing and promotion, and for general communication with third parties that are authorised by ACCA and SMCCI to receive such communications.

I unreservedly agree to abide by the Terms and Conditions (**Section Six**) governing the award of this scholarship; the ACCA bye-laws governing the student membership (Student Handbook, ACCA Rulebook); the SMCCI rules and regulations governing membership; and the rules and regulations of the learning partner to which I am assigned to.

I hereby undertake to follow the study guidelines provided by the learning partner by attending all lectures as outlined in the study schedules and/or timetables; and to submit reports, projects and/or assignments if required; and to attempt the ACCA examinations based on the options selected; and to apply myself in such a manner as to create the best possible chance of success in passing the ACCA examinations.

Full Name

NRIC / Passport / ID Number

Signature

Today's Date

Section Five

Supporting Documents (checklist)

- Copies of all completion certificates issued by the awarding body (**DO NOT** submit originals).
- Copies of official transcripts, issued by the awarding body, listing the subjects passed to gain your qualification(s).
- Copy of the SMCCI membership certificate.
- One passport-sized photograph pasted in the box provided on Page 1.
- Copies of your NRIC / Passport / ID card showing your personal details.
- A copy of your marriage, deed poll or *decree nisi* certificate if your name has changed.
- Letters of recommendations, commendations or statement on character (if available).
- Official translations where documents are not in English.

Please complete the following section and place a stamp in the box if you wish to receive an acknowledgement of your application. Thank you.

-----✂ ** for ACCA use only ** Cut Along Here ✂ ** for ACCA use only ** -----

Acknowledgement Slip

Place
Stamp
Here

Name: _____

Address: _____

_____ Singapore ()

This is in acknowledgement of your application for the **ACCA/SMCCI Scholarship**. You will be informed of the outcome by the week starting 24 November 2008. If you do not receive a reply by then, please send an email with the subject line "ACCA/SMCCI Scholarship" to info@sg.accaglobal.com, providing your name and contact number. Thank you.

Signed: _____

On behalf of ACCA Singapore

Date: _____

Section Six

Terms and Conditions

1. Duration of award: The ACCA/SMCCI Scholarship (**ACCA Nurture**) is for the pursuit of the **ACCA Qualification**, and shall be for the duration of the course of studies or a maximum of five (5) years from the date of the award, whichever is shorter.
2. Value of Award: the ACCA Scholarship covers:
 - a. initial registration and annual subscription fees to both ACCA and ICPAS*
 - b. tuition and revision fees levied by the learning partner(s) (*first attendance only*)
 - c. examination fees (*first attempt only*) and/or exemption fees
 - d. OBU marking and mentorship fee (*first attempt only*)
 - e. a one-time book allowance of S\$250 (for the whole duration of the scholarship)
3. Eligibility:
 - a. Singaporeans and Singapore Permanent Residents
 - b. Aged 18 to 30 as at 4 August 2008
 - c. Member (as defined in the "Classification of Members"), or a nominated candidate of members of SMCCI
4. The recipient may attempt the ACCA exams at a rate that is comfortable for progress, but must complete all 14 papers of the ACCA examinations within the stipulated period of five (5) years.
5. The award may be withdrawn under the following situations:
 - a. Breach of Professional Conduct
 - i. Causing disrepute to the reputation and good name of ACCA and/or SMCCI
 - ii. Cheating and plagiarism in ACCA exams and project
 - iii. Failure to abide by the Terms and Conditions of this scholarship, the ACCA by-laws, the rules and regulations governing SMCCI membership; and/or the rules and regulations of the assigned learning provider
 - b. Unsatisfactory academic performance:
 - i. Repeated failure in a paper by more than 3 times
 - ii. Failure to complete programme within 5 years
 - c. Other Reasons:
 - i. For non-Singaporeans, the status as a student is revoked or cancelled by ICA or the relevant authorities
 - ii. Inability of student to continue with the scholarship programme
 - iii. Circumstances beyond the control of the recipient, with confirmation from ACCA Singapore and SMCCI
6. In the event of withdrawal, ACCA Singapore and/or SMCCI reserve the right to seek compensation and the recovery of all fees paid with cost from the recipient.

7. The candidate will report to the ACCA Singapore office on a regular basis – generally once a month, but frequency may be increased in relation to performance – subject to the sole discretion of ACCA Singapore.
8. In relation to item 7 above, the recipient will be subject to reviews, updates and reports, with reference to the “*Statements of Commitment*” and the “*Career and Educational Objectives*” (submitted under **Section Three** of this document).
9. During the course of study, the candidate will be required to perform a short internship programme with SMCCI for a duration that will be determined by SMCCI.
10. On the successful completion of the examinations, the recipient will be known as the *ACCA/SMCCI Scholar*, and will be required to remain as an ACCA affiliate or member for a minimum period of five (5) years from the date of the last examination.
11. The *ACCA/SMCCI Scholar* will be required to perform ambassadorial and representation duties and functions for the purpose of promoting the ACCA Qualification, examinations and membership; and be involved in ACCA and SMCCI events and activities deemed necessary towards this end, as determined by ACCA Singapore and SMCCI, for a period of five (5) years from the date of the last examination.
12. All other fees and charges not explicitly listed are not included in this award.
13. ACCA Singapore and SMCCI reserve the right to amend or change the terms and conditions of this award without prior consultation with the recipient.

* ICPAS – Institute of Certified Public Accountants Singapore