



UWC South East Asia Nominee Programme (UNP) ADMINISTRATION GUIDE

This guide has been prepared to assist corporations manage the UNP process. It contains:

- how to subscribe and register a potential Nominee for admission
- how to pay the subscription
- glossary of UNP terms
- UNP and admissions process flowchart
- age-grade boundaries chart for admissions
- UNP contacts



How to subscribe to the UNP and register a potential Nominee for admission to UWCSEA

1. To subscribe:
 - a. complete the UNP Agreement Forms
 - b. complete the UNP Nominee Registration Forms
 - c. the UNP sub-committee reviews all UNP applications within 48 hours
 - d. pay the SGD\$10,000 Subscription Deposit per Nominee, on receipt of invoice
2. The Director of Corporate Relations will confirm receipt of the Subscription Deposit and at this point, the parents of the potential Nominee can begin the Admission Application process by completing the online application process. See Glossary for Admissions documentation required from parents as part of the application. Please note the following:
 - the application is subject to the same admissions policies and practices as all other applicants to the College and the potential Nominee may be required to come to the College for assessment
 - for 2019, the grades offered for entry are K1–Grade 11 on either campus, excluding K2 on Dover Campus
 - to determine the grade placement of a potential Nominee refer to the 'Age-Grade Boundary Chart' in this guide
3. The Admissions Department will review the potential Nominee's application to ensure they meet the College's Admissions Policy (including but not limited to entrance criteria applicable at the time of nominating) following payment of the deposit, the non-refundable Admissions Application fee and the submission of a completed online Admission Application. Potential subscribers are not obligated to commit to a UNP subscription if the potential Nominee does not meet the entry criteria of the College.

4. Where the Director of Admissions determines that the entrance criteria will not be met by the potential Nominee, we will notify you that the nomination is unsuccessful.

If the potential Nominee does not meet the entry criteria of the College, the prospective corporate subscriber:

- a. is not obliged to take up the subscription and may request a refund of the Subscription Deposit; or
 - b. may put forward another potential Nominee for pre-screening by 8 April 2019 for admission in August 2019
 - c. after 8 April 2019, Qualified Children will be placed at the top of the application roll for their relevant grade, as enrolment may be full. Offers may be made to Qualified Children as and when a leaver place becomes available
5. If the Nominee meets the entry criteria of the College, UWCSEA's Finance Department will then issue an invoice for the balance of the UNP subscription.
 6. Once the UNP subscription has been paid in full for Qualifying Children
 - a. the UNP Agreement is binding
 - b. a Certificate of Holding is issued
 - c. the Corporation will be advised when an offer of a place has been made to the parents of the Qualifying Child



Withdrawing a Nominee

If a corporation wishes to withdraw a Nominee,

- a. parents of the Nominee must advise the College in writing of the withdrawal of the Nominee
- b. the Corporation then completes the UNP Nominee Withdrawal Form

For new Nominees, a nomination may not be withdrawn by the Corporation after an offer of a place has been made, until the offer has been declined in writing by a parent of the Nominee.



UNP subscription payment

1. For the 2019/2020 academic year, a single UNP subscription is SGD\$225,000 (plus GST), for either East or Dover Campus.
2. GST applies to all transactions at the prevailing rate.
3. UWCSEA Finance Department will issue invoices and receipts to the person specified in your Agreement Form, unless instructed otherwise.
4. Admission Application fees, enrolment fees, first term's in advance fees (tuition fees, development levy and any other costs in relation to the education of the Nominee) are payable in addition to the cost of a UNP subscription and remain payable by the corporation or employee.

Payment details

Payments can be made by cheque, bank draft or telegraphic transfer to the bank account of the relevant campus for which the UNP place is being purchased:

	East Campus	Dover Campus
Bank	OCBC BANK LTD 65 Chulia Street OCBC Centre Singapore 049513	The Hong Kong and Shanghai Banking Corporation 21 Collyer Quay #08-01 HSBC Building Singapore 049320
Account name	United World College of S.E.Asia-East	United World College of S.E.Asia
Account number	615655001	159573001
Bank code	7339	7232
Branch code	581	142
Swift code	OCBCSGSG	HSBCSGSG
Cheques made payable to	UWCSEA-East	UWCSEA

Glossary

UWCSEA Nominee Programme (UNP)

Means a programme whereby a Corporation subscribes for one or more UNP Places at UWCSEA 'the College' for a period of up to 12 years, from the date of subscription, for a fixed number of Qualified Children (defined below) of the employee of the Corporate Subscriber (defined below).

A Corporation

Means a company registered pursuant to the Companies Act of Singapore.

Corporate Subscriber

Means a company which has been accepted by UWCSEA as a UNP Subscriber and that has paid the prescribed subscription fee in full.

Nominee

Means the Qualified Children of the employees of the Corporate Subscriber.

Qualifying Children

Means the children of an employee of the Corporate Subscriber who have met the College's entrance criteria.

A UNP Place

A UNP Place is a place made available to a Corporate Subscriber to enable it to put forward a potential Nominee for pre-screening.

Subscription Deposit

SGD\$10,000 deposit per place payable to set up a UNP subscription and proceed with pre-screening of the nominated child(ren).



Application documentation

In addition to payment of the non-refundable Admission Application fee, the following documents will need to be uploaded in order for the online Admission Application to be successfully submitted:

- a. copy of birth certificate
- b. copy of potential Nominee's passport
- c. copy of documents indicating immigration status in Singapore (e.g., copy of Dependent or Student Pass)
- d. an official copy of the last two reports (which must include the latest end of year report) and any standardized test results or grades
- e. copies of any specialist reports relating to learning abilities, such as an educational psychologist's report
- f. a Student Statement, completed and signed by the potential Nominee (this form is available on the College website)
- g. passport-style photograph of potential Nominee

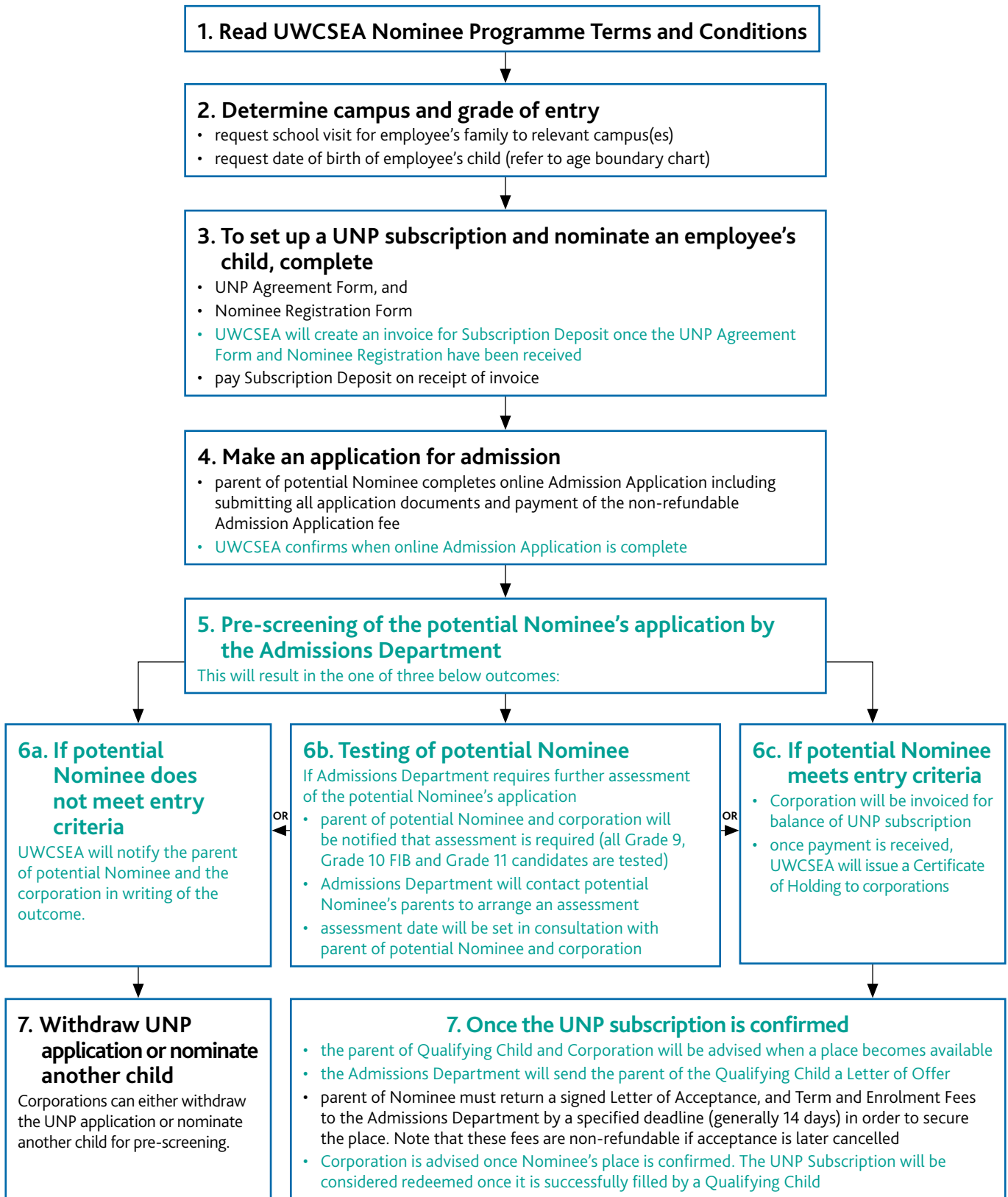
Age-Grade boundary guide—2019/2020

UWCSEA Schools	UWCSEA Grade	Age of August 2019 entrants
Infant School	Kindergarten 1	4–5 years (born 1 September 2014 – 31 August 2015)
	Kindergarten 2 (East Campus only)	5–6 years (born 1 September 2013 – 31 August 2014)
	Grade 1	6–7 years (born 1 September 2012 – 31 August 2013)
Junior School	Grade 2	7–8 years (born 1 September 2011 – 31 August 2012)
	Grade 3	8–9 years (born 1 September 2010 – 31 August 2011)
	Grade 4	9–10 years (born 1 September 2009 – 31 August 2010)
	Grade 5	10–11 years (born 1 September 2008 – 31 August 2009)
Middle School	Grade 6	11–12 years (born 1 September 2007 – 31 August 2008)
	Grade 7	12–13 years (born 1 September 2006 – 31 August 2007)
	Grade 8	13–14 years (born 1 September 2005 – 31 August 2006)
High School	Grade 9	14–15 years (born 1 September 2004 – 31 August 2005)
	Grade 10*	15–16 years (born 1 September 2003 – 31 August 2004)
	Grade 11	16–17 years (born 1 September 2002 – 31 August 2003)
	Grade 12* (no direct entry)	17–18 years (born 1 September 2001 – 31 August 2002)

* There is no entry into IGCSE Grade 10 or Grade 12. These are the second of two-year examination courses. For appropriately qualified students, entry into the Grade 10 Foundation IB course is available.

UNP and admissions process

The following diagram shows the steps that take place in setting up a UNP subscription and nominating an employee's child. The steps have been colour coded for easy reference. You are required to complete the steps, in black, with input from your employee. UWCSEA is responsible for completing the steps marked in green.





UWCSEA contacts

UNP Programme

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