

STUDENT SERVICES CENTRE Block 1, Level 1

APPLICATION FOR RESEARCH WORKSTATION AT CAVE (NIE3-B3-01A)

- 1. Please complete **Section I** of the form.
- 2. A deposit of **\$100** is required for the use of the CAVE. NIE reserves the right to forfeit the deposit if any equipment or furniture in the CAVE is found to be damaged or if the keys are lost.
- 3. Payment can be made by NETS/credit card at NIE Student Services Centre (SSC), Office of Academic Administration & Services, Block 1, Level 1.

 PAYMENT HOURS: MONDAY WEDNESDAY (9.00 AM 5.00 PM), THURSDAY (9.00AM 6.30PM) & FRIDAY (9.00 AM 4.30PM).
- 4. SSC will email you to collect the workstation and locker keys after the access to the CAVE has been activated for you.
- 5. Please return the keys to SSC when you submit your thesis for examination, or if you withdraw or terminate your programme of study.
- 6. Your \$100 deposit will be refunded and mailed to you after you have returned the keys to SSC. If you fail to return the key, your deposit will be forfeited.

Section I: Applicant's Particulars		
Name:		
Mailing address:		
Email address:		
Programme:	Matric Number:	
Date of Admission to NIE :	Contact Number:	
Mode of Study (Part-Time/Full-Time):	Academic Group:	
Duration of Usage : From:	To:	
Purpose (research title) :		
Approved by Supervisor :		
Name & Signature		Date

Section II: Personal Data Protection

I understand, acknowledge, agree and consent that:

- a) National Institute of Education (NIE) is permitted to collect, use, disclose and/or process my personal data/personal information set out in this form and any other personal information provided by me or possessed by NIE for the purpose(s) of:
 - (i) Processing, handling and/or dealing with this application



- (ii) Carrying out and/or dealing with my instructions or responding to any enquiries by me
- (iii) Contacting me or communicating with me via various modes of communication such as phone/voice call, text message and/or fax message, email and/or postal mail. I acknowledge and agree that such communication by NIE could be by way of the mailing of correspondence, documents or notices to me, which could involve disclosure of certain personal data about me to bring about delivery of the same as well as on the external cover of envelopes/mail packages

Acknow	vledged by Applicant				
	Name		Signature	Date	
Section	III: For Official Use				
1)	S\$100 Deposit Receipt number:				
2)	CAVE keys allocated (key numbers):	(i)			_
		(ii)			
		(iii) <u> </u>			_
Section	IV: Acknowledgement of receipt of I	keys			
1)	Student to acknowledge receipt of keys:	Name & Signature	/ Date		
2)	SSC to acknowledge return of keys b	y student:			
			Name & Signature	/ Date	