

**STUDENT SERVICES CENTRE
Block 1, Level 1**

**APPLICATION FOR RESEARCH WORKSTATION IN GRADUATE STUDENT ROOM
(NIE3-02-02)**

1. Please complete **Section I** of the form.
2. A deposit of **\$100** is required for the use of the study room. NIE reserves the right to forfeit the deposit if any equipment or furniture in the study room is found to be damaged or if the key is lost.
3. Payment can be made by NETS/credit card at NIE Student Services Centre (SSC), Office of 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 contact you to collect the workstation and locker keys after the access to the study room 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 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

PTO

- (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

Acknowledged by Applicant

Name Signature Date

Section III: For Official Use

- 1) S\$100 Deposit Receipt number: _____
- 2) Study Room keys allocated (key numbers): (i) _____
- (ii) _____
- (iii) _____

Section IV: Acknowledgement

- 1) **Student** to acknowledge receipt of keys: _____
Name & Signature / Date
- 2) **SSC** to acknowledge return of keys by student: _____
Name & Signature / Date