



Student Enrolment Pre-Course Counselling Checklist & Acknowledgement

Course Applied for: _____ Class Code / Intake applied for: _____

I have been briefed by the undersigned on the following and have understood as advised:

Part I: Course Information	Remarks
<input type="checkbox"/> Location, facilities and infrastructure in place at BITC	
<input type="checkbox"/> Course Information (course title, module, course content)	
<input type="checkbox"/> Course duration (Start and End Date, Day, Time)	
<input type="checkbox"/> Examination/Assessment information (theory, practical, group project, portfolio) and Schedule	
<input type="checkbox"/> Examination/Assessment Appeal Process	
<input type="checkbox"/> Types of Certification awarded / awarding organization on completion of course	
<input type="checkbox"/> Language Proficiency (English / Chinese)	
<input type="checkbox"/> Entry/Admissions Requirements	
<input type="checkbox"/> Attendance Rate (75% for local students & 90% for international students)	
<input type="checkbox"/> Make-up lesson	
<input type="checkbox"/> Progression and Study Pathway	
<input type="checkbox"/> Courses offer that match aspirations and interest of student	
<input type="checkbox"/> Stationery required for the course such as calculator	

Part II: Fees Structure / Advisory Note and Standard PEI Student Contract	Remarks
<input type="checkbox"/> Tuition and Non-Tuition Fees payable – course fee and miscellaneous fees	
<input type="checkbox"/> Payment Mode (cash, NETS, credit card, cheque, cashier order, internet transfer, bank draft & TT)	
<input type="checkbox"/> Subsidies / Promotional Discount	
<input type="checkbox"/> Fee Protection Scheme Insurance (Insurance Scheme [int'l / local student]) (covers course fee, registration fee, exam fee (if applicable), uniform, tool bag, textbooks and bread thermometer)	
<input type="checkbox"/> Installment Payment amount and frequency	
<input type="checkbox"/> Advisory Note	
<input type="checkbox"/> Standard PEI Student Contract	

Part III: College Policies and Procedures	Remarks
<input type="checkbox"/> Deferment Policy	
<input type="checkbox"/> Transfer Policy	
<input type="checkbox"/> Withdrawal Policy	
<input type="checkbox"/> Refund Policy	
<input type="checkbox"/> Suspension, Termination and Expulsion Policy	
<input type="checkbox"/> Student Code of Conduct	
<input type="checkbox"/> Reference to Council for Private Education (CPE) www.cpe.gov.sg	
<input type="checkbox"/> 7 Working Days "Cooling Off" Period (effective on the second day after signing the Standard PEI Student Contract)	
<input type="checkbox"/> Bring own carrier bag / non – woven Bag (Plastic carrier bags payable at 0.20 cents)	
<input type="checkbox"/> BITC's History, Vision, Mission, Culture and Values	

Part IV: Student Support Services, Medical Insurance, Dispute Resolution Policy and Procedure	Remarks
<input type="checkbox"/> Student Support Services (Pastoral Care @ BITC)	
<input type="checkbox"/> Medical Insurance (covered by BITC) from age 16 – 65 years old - Annual coverage limit of not less than S\$20,000 per Student; - At least B1 ward in Government and Restructured Hospitals; and - 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration	
<input type="checkbox"/> Dispute Resolution Policy	

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Part V: Others	Remarks
<input type="checkbox"/> Attire (uniform, apron, chef hat and non-slip footwear) Non-uniform – black pants and white t-shirt	
<input type="checkbox"/> Enquiries and matching prospective Student's aspiration	
<input type="checkbox"/> Student applying Leave of Absence, Safety Induction in BITC premises	
Do you wish to be in our mailing list? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part VI: Additional information to International Students	Remarks
<input type="checkbox"/> Student pass application requirements and procedures, Immigration forms for visa required countries (E Form 16 & Form V 36)	
<input type="checkbox"/> Applicant's Educational Certificates and transcripts (certified or notarized photocopy)	
<input type="checkbox"/> Advice on personal and medical insurance, Medical Check up	
<input type="checkbox"/> Relevant Singapore Laws including that of ICA & MOM (e.g. Alcohol, driving, drugs, employment, smoking, traffic, littering, etc.)	
<input type="checkbox"/> Accommodation and cost of living, general healthcare services in Singapore	
<input type="checkbox"/> Students are not supposed to pay course fees through Agent	
<input type="checkbox"/> ICA regulations for Security Bond Form, Banker's Guarantee & Security Deposit Information	
<input type="checkbox"/> Students are not permitted to engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower	
<input type="checkbox"/> Important Note: Please ensure that the registration forms & all the necessary documents have been completed /furnished. Official translation of the documents is required if they are not in the English language.	

CLASS PRODUCTION	Remarks
<input type="checkbox"/> Portion of class production can be taken back at the end of the session. Any additional bakery products can be purchased without obligation.	

Part VII: Declaration	
Course Consultant / Recruitment Agent	Student
I hereby confirm that the above have been explained clearly to the student.	<ul style="list-style-type: none"> I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above. I have been given the Medical Insurance policy and the details.
Signature & Date Name:	Signature of Student & Date Name:

Applicable to student under the age of 18 years	Stamp if counseled by Recruitment Agent
Acknowledgment by Parent/Guardian's is required <input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE
Signature of Parent / Guardian & Date Name:	Signature & Date Name:

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