

STUDENT APPLICATION FORM

Date of Application: _____ Intake Date _____

Course Applied For: _____ Full-Time Part-Time

How did you get to know about this program?

- BITC's Website Recruitment Agent Social Media (FB, Twitter, LinkedIn, etc)
 Roadshow/ Events Existing Student Word-of Mouth Others (pls specify: _____)

Name of Recruitment Agent (If any) _____

ATTACH
PASSPORT-
SIZE
PHOTO

1. Applicant's Particulars Details

Full Name as in Passport/ NRIC (Underline Surname):

NRIC/ FIN No:

Alias (if any):

Passport No:

Passport Issue Date:

Passport Expiry Date:

Country of Issue of Passport:

Place of Issue of Passport:

Birth Certificate No:

Country of Birth:

Province / State:

Nationality:

Gender (please tick)

Male

Female

Date of Birth: (DD/MM/YYYY)

Occupation:

(if student, indicate as full-time student)

Marital Status:

Race:

Religion:

Email Address:

Tel No: (w/ International Code)

Local Tel No: (if applicable)

Permanent Home Address:

Address for Correspondence:
(if different)

Address in SG: (if applicable)

Name of Emergency Contact Person (Immediate family member only):

Relationship:

Contact No:

Email Address:

Full Name of Guardian (for students below 18 years old):

NRIC/Passport/FIN:

Contact No:

Email Address:

2. Additional Information Required for Student Pass Application

1. Have you resided in any country for one year or more during the last 5 years? Yes No

Country	Address	Period of Stay (MM / YYYY)	
		From	To

2. Have you ever been refused entry into or deported from any country, including Singapore? Yes No

3. Have you ever been convicted in a court of law in any country, including Singapore? Yes No

4. Have you ever been prohibited from entering Singapore? Yes No

5. Have you ever entered Singapore using a different Passport or Name? Yes No

If any of the answers is "YES", please furnish details on a separate sheet of paper.

Remarks:

3. Applicant's Parents/ Spouse/ Siblings Details (if applicable)

3(i) Applicant's Parents and/or Step Parents

Full Name:

Relationship:

Date of Birth:
(DD/MM/YYYY)

Residential Status in Singapore (please tick box)

Singapore Citizen/ Singapore Permanent Resident

NRIC: _____

Resident (Long Term Pass, Work Pass, Dependent Pass etc)

FIN No.: _____

None of the Above

Nationality:

Occupation:

Full Name:

Relationship:

Date of Birth:
(DD/MM/YYYY)

Residential Status in Singapore (please tick box)

Singapore Citizen/ Singapore Permanent Resident

NRIC: _____

Resident (Long Term Pass, Work Pass, Dependent Pass etc)

FIN No.: _____

None of the Above

Nationality:

Occupation:



3(ii) Applicant's Spouse Details (if applicable) NA

Full Name:		
Relationship:	Date of Birth: (DD/MM/YYYY)	<u>Residential Status in Singapore (please tick box)</u> <input type="checkbox"/> Singapore Citizen/ Singapore Permanent Resident NRIC: _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) FIN No.: _____ <input type="checkbox"/> None of the Above
Nationality:	Occupation:	

3(iii) Applicant's Siblings Details (if applicable) NA

Full Name:		
Relationship:	Date of Birth: (DD/MM/YYYY)	<u>Residential Status in Singapore (please tick box)</u> <input type="checkbox"/> Singapore Citizen/ Singapore Permanent Resident NRIC: _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) FIN No.: _____ <input type="checkbox"/> None of the Above
Nationality:	Occupation:	

Full Name:		
Relationship:	Date of Birth: (DD/MM/YYYY)	<u>Residential Status in Singapore (please tick box)</u> <input type="checkbox"/> Singapore Citizen/ Singapore Permanent Resident NRIC: _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) FIN No.: _____ <input type="checkbox"/> None of the Above
Nationality:	Occupation:	

Full Name:		
Relationship:	Date of Birth: (DD/MM/YYYY)	<u>Residential Status in Singapore (please tick box)</u> <input type="checkbox"/> Singapore Citizen/ Singapore Permanent Resident NRIC: _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) FIN No.: _____ <input type="checkbox"/> None of the Above
Nationality:	Occupation:	

4. Applicant's Educational Background (Include Courses Attended in Singapore)

Name of School/ College / University	Country	State or Province	Language of Instruction	Period of Study (DD/MM/YYYY)		Qualification Attained	Cert No.
				From	To		

Obtained a Pass in English: YES / NO

5. Applicant's Employment History/ Other Activities (Include Practical Training, Industrial Attachment and Internship in S'pore)

I do not have any information to declare for Part 5.

Name of Company	Country	Period of Study (DD/MM/YYYY)		Position Held	Nature of Duties
		From	To		

Remarks/Explanation(if any): _____

6. Applicant's Financial Support (in SGD)

Applicant	Avg Monthly Income for Past 6 Months		Applicant's Spouse	Avg Monthly Income for Past 6 Months	
	Current Savings			Current Savings	
Applicant's Father	Avg Monthly Income for Past 6 Months		Applicant's Mother	Avg Monthly Income for Past 6 Months	
	Current Savings			Current Savings	

Other financial support (eg. scholarship, study loan, funds from relatives): Yes No

If yes, please furnish details (eg. amount in Singapore Dollars): _____

7. BITC's Bank Account Details

- Account Name: **Baking Industry Training College Pte Ltd**
- Bank Name: OCBC Bank (Bank Code: 7339) • Bank Address: 65 Chulia St, #01-00, Singapore 049513
- Branch Name: OCBC Centre (Branch Code: 687) • Account Number: **687-387514-001** • SWIFT Code: OCBCSGSG

8. Medical Insurance

Students are covered under the medical insurance under the regulatory regime required by CPE under EduTrust scheme. BITC has put in place a medical insurance scheme under the **Group Hospitalization & Surgical Insurance Policy** for all students (aged 16 to 65 years old) registered with BITC.

- S\$20,000 annual limit per person.
- B1, 4-bedded Ward entitlement (Government/Restructured hospitals)
- 24 hours worldwide coverage for hospitalization (if student is involved in school-related activities)

9. Fee Protection Scheme (FPS)

FPS serves to protect students' fees in the event the private education institution is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgment made against it by the Singapore courts. EduTrust-certified private education institutions are required to adopt the FPS to provide full protection to all fees paid by their students. All fees refer to all monies paid by the students to be enrolled in a private education institution, excluding the course application fee, miscellaneous fees and GST. BITC uses **Liberty Insurance Singapore Pte Ltd**, Policy Number: **FPS011Y13**.

10. Refund Policy

- a. Student is entitled to full refund of the fees already paid if withdrawal is due to non-delivery of course:
- BITC does not commence Course on the Course Commencement Date.
 - BITC terminate the Course before the Course Commencement Date.
 - BITC does not complete the Course by the Course Completion Date.
 - BITC terminate the Course before the Course Completion Date.
 - BITC has not ensured that the student meets the course entry as set by BITC in Course Details within any stipulated timeline set by CPE.
 - The Student's Pass application is rejected by ICA.
- b. Student is entitled to a refund amount stated in the Refund Policy if withdrawal is due to other reasons except item (a).
- c. Student will be refunded the highest % of the fees (stated in the Refund Policy) already paid if the student submits a written notice of withdrawal to BITC within the cooling-off period, regardless of whether the student has started the course or not.
- d. The refund processing time shall not take more than seven (7) working days from the student's withdrawal/refund request to issuing of the refund. Application fee is non-refundable.

% of the amount of fees paid under Schedule B & C of the Student Contract	When Student's written notice of withdrawal is received
[80%]	("Maximum Refund") More than [30] days before the Course Commencement Date
[10%]	Before, but not more than [30] days before the Course Commencement Date
[0%]	After, but not more than [7] days after the Course Commencement Date
[0%]	More than [7] days after the Course Commencement Date

11. Consent for using Personal Data

1. I hereby acknowledge and consent that the college may collect, use or disclose my personal data for the purpose of this application. The purposes may also include the following such as to provide education services, evaluate my suitability for a course, or to administer bursaries, scholarships and relevant financial assistance schemes. **YES/ NO**
2. I further give consent for BITC to use my images and personal data for marketing activities on BITC's media and documents. **YES/ NO**
3. I would like to find out more information about other courses and consent the college to communicate with me directly to provide me with more information and details. **YES/ NO**

***Please tick whichever is applicable**

Name and Signature of Applicant

Name and Signature of Parent/ Guardian
(For student below 18 years old)

Date