

PRE-COURSE COUNSELLING CHECKLIST & ACKNOWLEDGEMENT

Name of Applicant	
Course Applied For	

I hereby confirm that I have been briefed by the undersigned on the following and have understood as advised (please tick (√) or indicate "NA" in the Remarks if not applicable):

Part I: Institute & Course Information	Remarks
<input type="checkbox"/> BITC Information: <ul style="list-style-type: none"> History, Vision, Mission, Culture and Values Organisation Structure Location, Facilities, Infrastructure Student Support Services 	
<input type="checkbox"/> Course Information: <ul style="list-style-type: none"> Course Duration (Start and End Date, Day, Time), Modules, Course Outline, Assessment Schedule, Learning Outcomes and Structure. Course Entry Requirements, English Proficiency Requirement. International students will need to meet 90% monthly attendance. Examination/Assessments (International students need to meet 90% attendance and Local students need to meet 75% to be eligible for examination/assessment) Industrial Attachment Module (if applicable) Name of Award, Awarding Body, Award Criteria and Progression Stationery/ Attire required for the course (uniform, non-slip footwear) 	
<input type="checkbox"/> Course Application: <ul style="list-style-type: none"> Requirements Procedures Documents required Official translation of the documents is required if they are not in the English To verify the originality of supporting documents submitted by the applicant (if applicable) 	

Part II: Fees Payable and Payment Methods	Remarks
<input type="checkbox"/> Tuition and Non-Tuition fees; Course fees and miscellaneous fees are payable to BITC.	
<input type="checkbox"/> Student has been informed of the payment mode.	
<input type="checkbox"/> Student has been informed NOT to pay course fees through Agent.	

Part III: Fee Protection Scheme (FPS) and Student Contract	Remarks
<input type="checkbox"/> Advisory Note and Student Contract have to be signed and dated before payment can be made.	
<input type="checkbox"/> Student has been briefed about the Fees Protection Scheme (FPS) provided by BITC.	
<input type="checkbox"/> Student Contract has been explained and student is fully understood on the following <ol style="list-style-type: none"> Course Information Refund Policy Additional Information 	

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Part IV: Medical Insurance	Remarks
<p><input type="checkbox"/> Student has been briefed on the Medical Insurance (applicable to International students)</p> <p>CPE Medical Insurance requirements and the medical insurance scheme provided by BITC.</p> <ul style="list-style-type: none"> • S\$20,000 annual limit per person • B1, 4-bedded Ward entitlement (Government/Restructured hospitals) • 24 hours worldwide coverage for hospitalisation (if student is involved in school-related activities) <p><i>Local students are exempted from the medical insurance scheme if they already hold a Medical Insurance of the same or higher coverage.</i></p>	
Part V: Committee for Private Education (CPE)	Remarks
<p><input type="checkbox"/> CPE was appointed by SkillsFuture Singapore (SSG) Board in October 2016 to carry out its functions and powers relating to private education under the Private Education Act. CPE regulates the sector, provides student services, consumer education and facilitates capability development efforts to uplift standards in the local private education industry. https://www.ssg-wsg.gov.sg/</p>	
Part VI: Additional Information to International Students	Remarks
<p><input type="checkbox"/> Student Pass Application Requirements, Procedures and Documents required</p>	
<p><input type="checkbox"/> Relevant Singapore Laws including that of Immigration and Checkpoints Authority (ICA) & Ministry of Manpower (MOM), e.g. alcohol, driving, drugs, employment, smoking, traffic, littering, etc.</p>	
<p><input type="checkbox"/> Accommodation, cost of living and general healthcare services in Singapore</p>	
<p><input type="checkbox"/> Students are NOT permitted to engage in any form of employment or attend an industrial attachment/ internship programme, whether paid/ unpaid, without a valid work pass issued by MOM.</p>	

13. Declaration by Applicant

- I declare that I have read and/or understood all the information provided by BITC on the pre-course counselling and all the information I have supplied on this application form including the pre-course counselling checklist is true and correct to the best of my knowledge.
- I acknowledge that BITC has the sole discretion to reject/ accept any application and agree to abide by the decision of BITC concerning this application.
- I give consent to BITC's use of my images and any related materials for the purpose of training, assessment, documentation and marketing activities on BITC's media and documents.

Name and Signature of Applicant

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

Date

14. Declaration by Course Consultant/ Recruitment Agent

I, on behalf of BITC, declare that I have supplied information and clearly explained to the applicant with regards to the items specified in the pre-course counselling checklist.

Name of Course Consultant/ Recruitment Agent

Signature of Course Consultant/ Recruitment Agent

Date