

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
<p>BITC Information:</p> <ul style="list-style-type: none"> • History, Vision, Mission, Culture and Values • Organisation Structure • Location, Facilities, Infrastructure • Student Support Services 	
<p>Course Information Course Duration (Start and End Date, Day, Time), Modules, Course Outline, Assessment schedule, Learning Outcomes and Structure</p> <ul style="list-style-type: none"> • 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) 	
<p>Course Application:</p> <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
<ul style="list-style-type: none"> • Tuition and Non-Tuition fees; Course fees and miscellaneous fees are payable to BITC. 	
<ul style="list-style-type: none"> • Student has been informed of the payment mode 	
<ul style="list-style-type: none"> • Student has been informed NOT to pay course fees through Agent. 	
Part III: Student Contract and Fee Protection Scheme (FPS)	Remarks
<ul style="list-style-type: none"> • Advisory Note and Student Contract have to be signed and dated before payment can be made. 	
<ul style="list-style-type: none"> • Student has been briefed about the Fees Protection Scheme (FPS) provided by BITC. 	
<ul style="list-style-type: none"> • Student Contract has been explained and student had fully understood on the following: <ol style="list-style-type: none"> 1. Course Information 2. Refund Policy 3. Additional Information 	
Part IV: Medical Insurance	Remarks
<ul style="list-style-type: none"> • Student has been briefed on the Medical Insurance (applicable to international students) • Medical insurance scheme provided by BITC. <ol style="list-style-type: none"> 1. S\$30,000 annual limit per person 2. B1, 4-bedded Ward entitlement (Government/Restructured hospitals) 24 hours worldwide coverage for hospitalisation (if student is involved in school-related activities) <p>Local students are exempted from the medical insurance scheme if they already hold a Medical Insurance of the same or higher coverage.</p> 	
Part V: Committee for Private Education (CPE)	Remarks
<p>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.</p> <p>https://www.ssg-wsg.gov.sg/</p>	

Part VI: Additional Information to International Students	Remarks
Student Pass Application Requirements, Procedures and Documents required	
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.	
Accommodation, cost of living and general healthcare services in Singapore	
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.	

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.

Name and Signature of Applicant

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

Date

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

Date