

## PRE-ADMISSION COUNSELLING FORM

### SECTION A: APPLICANT'S PARTICULARS

Name of Applicant (as in NRIC/Passport) : \_\_\_\_\_  
 Course Applied For : \_\_\_\_\_  
 Intake Applied For : \_\_\_\_\_  
 Highest Qualification : \_\_\_\_\_

### SECTION B: PROGRAMME / CAMPUS INFORMATION AND STUDENT MATTERS

- Student has been briefed on the course information (course structure, intake duration, admission requirements including English language requirement, types of awards, etc).
- Student has been briefed on Informatics Academy location, facilities and infrastructure.
- International student has been briefed about student pass application procedures and documents required.
- International student has been briefed about services provided such as accommodation, airport pick-up, medical check-up, Singapore law, counseling services, etc.
- Briefed students that they 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

### SECTION C: FEES PAYABLE AND PAYMENT METHODS

- Student has been briefed about the application fee (non refundable), course fees, and miscellaneous fees payable to INFORMATICS.
- Student has been briefed on the payment modes and methods acceptable by Informatics Academy, and that all payments must be made to "INFORMATICS Academy Pte Ltd" only.
- Student has been briefed that payments, except for application fee, can only be made after the Student Contract has been signed and dated.

### SECTION D: COMMITTEE FOR PRIVATE EDUCATION (CPE)

- Student has been briefed about the Private Education Act and the Committee for Private Education (CPE).
- Student has been briefed about CPE website and its contact details should the student wish to seek further enquiries on the Private Education Act.
- Student has been briefed about CPE Student Services Centre.

### SECTION E: FEE PROTECTION SCHEME AND STUDENT CONTRACT

- Student has been briefed about the Fee Protection Scheme (FPS) adopted by Informatics Academy.
- Student has been reminded to include a valid email address in the application form so that a copy of the insurance certificate may be sent to them electronically.
- Student has been briefed about the Terms & Conditions stated in the Student Contract.

### SECTION F: MEDICAL INSURANCE AND DECLARATION

- Student has been briefed about the group medical insurance scheme adopted by Informatics Academy.

**SECTION G: POLICY AND PROCEDURE OF WITHDRAWAL/REFUND/TRANSFER**

- Student has been briefed on school's Transfer Policy and Procedures.
- Student has been briefed on school's Academy Withdrawal & Refund Policy and Procedures.
- Student has been briefed on school's Academy Grievance Process.

**SECTION H: HOW DID YOU FIND OUT ABOUT INFORMATICS?**

Please indicate the ways in which you heard about our school and course

- Recruitment Agent
  - o Name of Company : \_\_\_\_\_
  - o Name of Counselor : \_\_\_\_\_
- Student from Informatics
  - o Name of Student : \_\_\_\_\_
  - o Student ID : \_\_\_\_\_
- Friends of Informatics\*
  - o Name of Friend : \_\_\_\_\_
  - o Affiliation\* : \_\_\_\_\_
- Newspaper Advertisement
- Online
- Website
- Flyers
- Friends
- Exhibitions / Roadshows
- Others (please specify) : \_\_\_\_\_

**SECTION I: DECLARATION**

Agent/RO : I hereby confirm that the above have been explained to the student.

Student : I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.

\_\_\_\_\_  
Signature of Student

Name :

Date :

\_\_\_\_\_  
Signature of Parent/Guardian (if student is below 18 y/o)

Name :

Date :

\_\_\_\_\_  
Signature of Agent / RO / SSO

Name :

Date :

**FOR OFFICIAL USE ONLY**

Date received : \_\_\_\_\_

Staff's Name : \_\_\_\_\_

NB: All information provided is treated with strictest confidentiality and are meant for internal use only.

\*ex-staff, partners, vendors