

PRE-ADMISSION COUNSELLING FORM

SECTION A: APPLICANT'S PARTICULARS

Name of Applicant (as in NRIC/Passport) : _____

Programme Applied For : _____

Intake Applied For : _____

Highest Qualification (Academic) : _____

English Qualification : _____

SECTION B: PROGRAMME / CAMPUS INFORMATION AND STUDENT RELATED MATTERS

- Applicant has been briefed on the programme information (programme structure, intake duration, admission requirements including English language requirement, types of awards, etc).
- Applicant has been briefed on the Internship requirements and regulations as a part of the Diploma and Advanced Diploma in Network and Computer Technology programme (if applicable).
- Applicant has been briefed on Informatics Academy's location and facilities.
- International applicant has been briefed about Student Pass application procedures and documents required.
- International applicant has been briefed about services provided such as accommodation, airport pick-up, medical check-up, Singapore law, counseling services, etc.
- International applicant has been briefed 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 the Ministry of Manpower (MOM).

SECTION C: FEES PAYABLE AND PAYMENT METHODS

- Applicant has been briefed about the application fee (non-refundable), course fees and miscellaneous fees payable to Informatics Academy.
- Applicant has been briefed on the payment modes acceptable by Informatics Academy and that all payments must only be made to "Informatics Academy Pte Ltd".
- Applicant 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)

- Applicant has been briefed about the Private Education Act and the Committee for Private Education (CPE) / Skills Future Singapore (SSG).
- Applicant has been briefed about SSG website and its contact details, should the applicant wish to seek further enquiries on the Private Education Act.
- Applicant has been briefed about CPE Student Services Centre.

SECTION E: FEE PROTECTION SCHEME AND STUDENT CONTRACT

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

SECTION F: MEDICAL INSURANCE

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

SECTION G: POLICY AND PROCEDURE FOR TRANSER / WITHDRAWAL / DEFERMENT / REFUND

- Applicant has been briefed on School's Transfer Policy and Procedures.
- Applicant has been briefed on School's Withdrawal & Refund Policy and Procedures.
- Applicant has been briefed on School's Deferment Policy and Procedures.
- Applicant has been briefed on School's Grievance Process.

SECTION H: HOW DID YOU FIND OUT ABOUT INFORMATICS?

Please indicate the ways in which you heard about our School and programme:

- Recruitment Agent
 - Name of Company : _____
 - Name of Counselor : _____
- Student from Informatics
 - Name of Student : _____
 - Student ID : _____
- Friends of Informatics*
 - Name of Friend : _____
 - Affiliation* : _____
- Online / Social Media
- Website
- Flyers
- Friends
- Exhibitions / Roadshows
- Others (please specify) : _____

SECTION I: DECLARATION

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

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

Signature of Applicant	Signature of Parents /Guardian (<i>if Applicant is below 18 y/o</i>)	Signature of Agent / RO / SSO
Name :	Name :	Name :
Date :	Date :	Date :

FOR OFFICIAL USE ONLY

Date Received: _____ Name of Staff: _____

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

**ex-staff, partners, vendors*