

## Pre-Admission Counselling Checklist

### **Section A: Student Particulars**

**Name of Student** (as in NRIC/ Passport) : \_\_\_\_\_ **Identification No.** (NRIC/ Passport/WP) : \_\_\_\_\_

**Contact Number** : \_\_\_\_\_ **Email Address** : \_\_\_\_\_

**Course Interest in** : \_\_\_\_\_

### **Section B: Course and School Info**

1. I have been briefed on Asian International College's (AIC) location, facilities, infrastructure and Application with CPE.			<input type="checkbox"/>
2. I have been briefed about information relating to my course of interest. This includes;			<input type="checkbox"/>
<ul style="list-style-type: none"> <li>✓ Entry requirement, including language, minimum age and medical requirements</li> <li>✓ Accreditation</li> <li>✓ Application procedures</li> </ul>	<ul style="list-style-type: none"> <li>✓ Course module, learning and delivery</li> <li>✓ Practicum, if applicable</li> <li>✓ Duration and schedule</li> <li>✓ Assessment schedule and criteria</li> </ul>	<ul style="list-style-type: none"> <li>✓ Criteria for course completion</li> <li>✓ Award certification</li> <li>✓ Academic and career progression</li> <li>✓ Student support services</li> <li>✓ School's Attendance Policy</li> </ul>	

### **Section C: Fees Payable and Payment Method**

1. I have been briefed on fees payable to Asian International College which includes application fee, nett course fee payable, insurance fee, any other relevant fees and the payment schedule.	<input type="checkbox"/>
2. I have been briefed on the modes of payment acceptable by Asian International College and all payments will only be made to the College.	<input type="checkbox"/>
3. I have been briefed that Asian International College will only accept payment after the Student Contract is signed and dated.	<input type="checkbox"/>
4. I have been briefed about the process to submit SkillsFuture Credit claim.	<input type="checkbox"/>

### **Section D: FPS and Student Contract**

1. I have been briefed about the Fee Protection Scheme (FPS) provided by Asian International College for its students.	<input type="checkbox"/>
2. I have a valid email address as stated above and in the course application form for insurance certificate to be sent electronically.	<input type="checkbox"/>
3. I have been briefed and understand the terms and conditions of the Student Contract.	<input type="checkbox"/>

### **Section E: Medical Insurance and Declaration for exemption**

1. I have been briefed about the compulsory medical insurance scheme provided by Asian International College.	<input type="checkbox"/>
<i>Applicable only to Local Students</i>	
2. I have been briefed about the exemption from the above medical insurance scheme and where applicable will provide the necessary documents and sign a medical declaration form.	<input type="checkbox"/>

### **Section F: Withdrawal, Transfer, and Refund Policy and Procedures**

1. I have been briefed about Asian International College's Withdrawal, Transfer, and Refund.	<input type="checkbox"/>
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**Section G: Reference to CPE's Official Website**

2. I have been informed that I can visit <a href="https://www.ssg.gov.sg/cpe/pei.html">https://www.ssg.gov.sg/cpe/pei.html</a> if I need to find out more detailed information.	<input type="checkbox"/>
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**Section H: Additional Information for International Students (if applicable)**

1. I have been briefed about the minimum language criteria set for the course.	<input type="checkbox"/>						
2. I have been briefed about student pass application, procedures and documents required.	<input type="checkbox"/>						
3. I have been briefed about services provided which includes;	<input type="checkbox"/>						
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">✓ Relevant Singapore laws (ICA/ MOM related)</td> <td style="width: 33%;">✓ Personal and medical insurance</td> <td style="width: 33%;">✓ Cost of living</td> </tr> <tr> <td>✓ Immigration requirements</td> <td>✓ Airport pick-up</td> <td>✓ Accommodation</td> </tr> </table>	✓ Relevant Singapore laws (ICA/ MOM related)	✓ Personal and medical insurance	✓ Cost of living	✓ Immigration requirements	✓ Airport pick-up	✓ Accommodation	
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✓ Immigration requirements	✓ Airport pick-up	✓ Accommodation					

**Section I: Additional Advisory**

1. I have been briefed that the following courses conducted in both English and Mandarin languages are accredited or endorsed by Early Childhood Development Agency (ECDA): a. WSQ Professional Diploma in Early Childhood Care and Education b. WSQ Advanced Certificate in Early Years c. WSQ Higher Certificate in Infant Care d. Fundamentals Certificate in Early Childhood Care and Education	<input type="checkbox"/>
2. I have been briefed courses awarded by Asian International College have not been accredited by the Early Childhood Development Agency (ECDA), the effect of which is that these courses will not be recognized as a professional qualification required for the registration of pre-school teachers in Singapore. This condition will be in effect until such time that Asian International College provides evidence to CPE that these courses have been officially accredited by ECDA.	<input type="checkbox"/>
3. I have been briefed that the Bachelor and Master Degree courses have not been accredited by the Early Childhood Development Agency (ECDA). Graduates who wish to work in the local early childhood sector will need to submit an application to ECDA for Teacher Registration via a preschool. Approval by ECDA will be subjected to the applicant meeting the requirements for Teacher Registration.	<input type="checkbox"/>

**Section J: Declaration by Agents and Students**

"I, \_\_\_\_\_ (Student's Name), \_\_\_\_\_ (NRIC/FIN No.)  
hereby confirm that a representative from the College \_\_\_\_\_ (Admissions Officer / Agent  
Name) has briefed me through the items mentioned in the above checklist and that I understand fully what was  
communicated to me.

\_\_\_\_\_  
Student's  
Signature & Date

\_\_\_\_\_  
Admissions Officer / Agent's  
Signature & Date

<b>For Official Use</b>	
Verified by Head, Admissions and Development:	