

PRE-COURSE COUNSELLING CHECKLIST

INSTRUCTIONS

1. Recruitment Staff, Recruitment Agents and Course Counsellors shall brief and assist the prospective students and/or their parents in accordance to this checklist during their enquiry.
2. This form shall be submitted to the Student Administration and Operations department of IMSC regardless of whether the prospective student has or has not submitted their applications.

Section A: Particulars of Prospective Student	
Name of Prospective Student (as in NRIC or Passport)	
NRIC or Passport No.	
Programme/Course of Interest	
Intake Period	

Section B: Campus & Programme Information	
1. Introduction to IMSC and its vision, mission, culture and values.	<input type="checkbox"/>
2. IMSC location, facilities and infrastructure.	<input type="checkbox"/>
3. Entry requirements, including English proficiency, and exemptions, where applicable.	<input type="checkbox"/>
4. Information on IMSC programmes/courses, including information on course outline, modules, learning objectives, duration, schedule, delivery, assessment, academic pathway, career prospects, and industrial attachment/internship, where required.	<input type="checkbox"/>
5. Type of certificate awarded, details of organization awarding the certificate study, and award criteria.	<input type="checkbox"/>
6. Student support services available.	<input type="checkbox"/>

Section C: Fees and Payment	
7. Total fees payable throughout entire course, payment schedule and payment methods.	<input type="checkbox"/>
8. Fee Protection System and associated charges.	<input type="checkbox"/>
9. Administrative and miscellaneous fees, where applicable.	<input type="checkbox"/>
10. Refund policy and procedure.	<input type="checkbox"/>
11. Grants, funding and financial assistance available, if any.	<input type="checkbox"/>
12. Fees must be paid directly to the IMSC.	<input type="checkbox"/>

Section D: Application and Admission	
13. Application procedure, document requirements and deadlines.	<input type="checkbox"/>
14. Admission requirements and procedure.	<input type="checkbox"/>
15. Compulsory medical insurance policy and exemption condition.	<input type="checkbox"/>
16. Student contract clauses, including 7 days cooling off period.	<input type="checkbox"/>

Section E: Policies and Procedures	
17. Transfer, withdrawal and deferment policy and procedure.	<input type="checkbox"/>
18. Student attendance and leave application.	<input type="checkbox"/>
19. Student Code of Conduct.	<input type="checkbox"/>

Section F: Additional Information For International Students

20. Student's Pass requirements and supporting documents required.	<input type="checkbox"/>
21. Procedure to complete the entire procedure for the issuance of Student's Pass.	<input type="checkbox"/>
22. Approval for the issuance of Student's Pass is given by the Singapore Immigration and Checkpoint Authority (ICA). IMSC is not responsible for the Student's Pass application being rejected by ICA.	<input type="checkbox"/>
23. Compulsory medical insurance policy, and general healthcare services in Singapore.	<input type="checkbox"/>
24. Industrial attachment/internship, where applicable, is not guaranteed, and is subject to, among other factors, approval by the Ministry of Manpower (MOM) for the Training Work Permit (TWP).	<input type="checkbox"/>
25. Security bond requirement, if applicable.	<input type="checkbox"/>
26. COVID-19 advisories and associated costs for quarantine and swab tests, where applicable.	<input type="checkbox"/>
27. Cost of living, including accommodation and healthcare.	<input type="checkbox"/>
28. Singapore laws and regulations in general – in particular, all international students are not allowed to pursue any form of employment under a Student's Pass.	<input type="checkbox"/>

Section G: Feedback and Response Time

29. Response time to resolve any grievance is within 21 working days upon receipt of the feedback/complaint/grievance.	<input type="checkbox"/>
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Section H: Committee for Private Education (CPE)

30. Established under the Private Education Act, CPE is a statutory board empowered with the legislative power to regulate the private education sector. In addition to its role as the sectoral regulator of private education institutions, the Committee facilitates the capability development efforts of uplifts standards in the local private education industry. For more information, please visit the CPE website at www.ssg.gov.sg/cpe/pei.html .	<input type="checkbox"/>
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Section I: Declaration

Recruitment Staff/Agent: I hereby confirm that the above has 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 all of the above.
Name:	Name:
Signature:	Signature:
Date:	Date: