

AMITY GLOBAL INSTITUTE

PRE-COURSE COUNSELLING CHECKLIST

Name of Applicant (as in NRIC / FIN / Passport)			
NRIC / FIN / Passport No.	Contact No.	E-mail Address	
Course Applying For			Intake

Please put '✓' or 'N.A.' where non-applicable against the items which Amity Course Counsellors has explained to you for the Pre-Course Counselling.

A PROGRAMME / CAMPUS INFORMATION, ATTENDANCE REQUIREMENTS AND STUDENT PASS MATTERS	
1	Student has been briefed on programme information (course structure, intakes, duration, admission requirements, English language proficiency requirement, application procedures and types of awards).
2	Student has been briefed about Amity Global Institute background, locations of the campuses, facilities and infrastructure.
3	International student has been briefed about Student's Pass application procedures and documents required.
4	<p>Student has been briefed on the Attendance Requirements.</p> <p><u>International Student</u>: Immigration & Checkpoints Authority has set the following attendance requirements.</p> <ul style="list-style-type: none"> • International Student will have to meet at least 90% monthly attendance rate • Attend class for a continuous period of seven days or more <p>Further for international students on student's pass, 90% attendance is required to be eligible to sit for examinations/ assessments.</p> <p><u>Full-time Local Student</u>: All fulltime local students are required to meet the 75% attendance requirement to be eligible to sit for examinations/ assessments.</p> <p><u>Part-time Student</u>: Part time students are encouraged to achieve an attendance of 75%.</p>
5	International Students are briefed that International students holding Student's Pass 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.
6	Student has been briefed on relevant Singapore laws especially those relating to ICA and Ministry of Manpower (MOM). This include, but are not limited to, immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering.
7	International student has been briefed about the services provided like accommodation, cost of living, airport pick-up, medical check-up and general health-care services, counseling services etc.
B FEES PAYABLE AND PAYMENT METHODS	
1	Student has been informed about the course fee and any other relevant fees payable to Amity. All Course Fees shall be paid directly to Amity Global Institute and not to the Agent. Agents shall not collect any fees from the students under any circumstances besides the commission. Agents shall not collect any consultation fees under the name of Amity Global Institute. Any fees charged by the Agent (in its own name) for assisting the students with their application to Amity is up to SGD1,000/-.
2	Student has been briefed on the payment modes and methods acceptable and that all payments must be made to Amity Global Institute only
3	Student has been briefed that payment can only be made after the student contract is signed and dated.
C FEE PROTECTION SCHEME AND STUDENT CONTRACT	
1	Student has been briefed about the Fees Protection Scheme (FPS) that Amity provides for its students.
2	The terms and conditions stated in the Student Contract has been explained to the student.
D MEDICAL INSURANCE AND DECLARATION	
1	Student has been briefed about the compulsory (for all International Students) medical insurance scheme provided by Amity.
2	Student has been briefed about the exemption from the medical insurance scheme and will make the necessary declaration in the Medical Insurance Scheme Declaration for Opt-Out form (not applicable to international students).

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.

AMITY GLOBAL INSTITUTE

E POLICY AND PROCEDURE OF WITHDRAWAL / REFUND / TRANSFER	
1	Student has been briefed on the school's Transfer Policy and Procedures
2	Student has been briefed on the school's Withdrawal and Refund Policies and Procedures
F OTHER INFORMATION	
1	Opportunities for further education after graduation or job prospect after graduation.
2	Student support services.
3	Refer to CPE official website (www.cpe.gov.sg) for more details.
4	Accessibility of information required by Private Education Regulations Clause 28 (1) Disclosure - items (a) to (o). Refer to Appendix A & School's website for further details

Acknowledgement by Student	
I acknowledge that the Course Counsellor has brought to my attention the above information during pre-course counselling, and I understand its contents and my rights.	
Name of Student	
Signature	Date
Parent / Guardian* (if student is under 18 years of age)	
Name	
Signature	Date

Acknowledgement by Amity Staff / Agent	
I hereby acknowledge that I have covered the above information in my pre-course counselling.	
Name of Course Counsellor	
Name of Agency (if applicable)	
Signature	Date

For Office Use Only	
Date Received	
Received By	

Appendix A : Extract from No. S 617/2009, Private Education Regulations 2009

<p>Disclosure</p> <p>28. — (1) Every registered private education institution shall ensure that the following information is made available to its students, intending students and prospective students in such form or manner as to be easily accessible by them:</p> <p>(a) the registration number of the private education institution;</p> <p>(b) the name of the private education institution and the names of all of its schools and departments or faculties thereof, where applicable;</p> <p>(c) the addresses of all registered premises of the private education institution;</p> <p>(d) accurate visual representations of the registered premises of the private education institution, including one or more photographs or video recordings of the registered premises;</p> <p>(e) the number of classrooms in the registered premises of the private education institution, and the floor area and capacity of each classroom;</p> <p>(f) the facilities and equipment the private education institution provides;</p> <p>(g) the name of every manager of the private education institution;</p> <p>(h) the name of every member of the Academic Board and the Examination Board of the private education institution;</p> <p>(i) the organisation structure of the private education institution, and the names of the persons having charge of or responsibility for every school, or department or faculty thereof, and every other section of the private education institution;</p> <p>(j) the names of all the courses which the private education institution has the permission of the Council to offer or provide under section 43(1) of the Act, and the modules or subjects thereof;</p>	<p>(k) the name of every teacher deployed, the course or the module or subject thereof the teacher is deployed to teach, and whether the teacher teaches the course, module or subject on a full-time or part-time basis;</p> <p>(l) the qualifications of every teacher referred to in sub-paragraph (k) in the field to which the course, module or subject he is deployed to teach relates and the name of the education institution which conferred each relevant qualification;</p> <p>(m) information on the courses referred to in sub-paragraph (j), including —</p> <p style="margin-left: 20px;">(i) the manner in which every course will be taught;</p> <p style="margin-left: 20px;">(ii) the requirements for enrolment and graduation in respect of every course;</p> <p style="margin-left: 20px;">(iii) the manner in which every assessment or examination for every course will be conducted;</p> <p style="margin-left: 20px;">(iv) the duration of every course, and whether offered or provided on a full-time or part-time basis;</p> <p style="margin-left: 20px;">(v) the commencement date and end date of every course; and</p> <p style="margin-left: 20px;">(vi) the terms or requirements of any industrial attachment;</p> <p>(n) the average teacher-student ratio for every course referred to in sub-paragraph (j); and</p> <p>(o) all fees that are payable by students for every course referred to in sub-paragraph (j).</p>
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