

## PRE-ADMISSION COUNSELLING FORM

### SECTION A: APPLICANT'S PARTICULARS

Name of Applicant (as in NRIC/Passport)

NRIC/Passport No.

Home Tel No.

E-mail Address

Course Applied For

Intake Applied For

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

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Student has been briefed on programme information (course structure, exam timing for part-time students, intakes, duration, admission requirements, English language proficiency requirement, types of awards)   |
| <input type="checkbox"/> | Student has been briefed on Grade Point Average (GPA) requirements (students in the Certificate/Diploma/Advanced Diploma/ Higher Diploma programmes must pass all modules and achieve a minimum cumulative GPA of 1.0 (excluding Certificate in English Proficiency, Foundation Diplomas and Preparatory Courses)  |
| <input type="checkbox"/> | Student has been briefed on PSB' location, facilities and infrastructure.  |
| <input type="checkbox"/> | Student has been briefed on the photographs requirements for PSB Student Card<br>(The size of the passport photograph should be 35mm (1 3/8") wide and 45mm (1 7/8") high and taken within the last 3 months. The full face of the applicant must appear in the photograph with the shoulders of the applicant just visible. You may also submit your photograph in a high-resolution (at least 60Kbytes) softcopy in JPEG format. The softcopy should have a preferred dimension of 400 (height) by 514(width) pixels, and appended as NRIC/Passport.JPG) |
| <input type="checkbox"/> | International student has been briefed about student's pass application, procedures and documents required.  |
| <input type="checkbox"/> | International student has been briefed about services provided like accommodation, airport pick-up, medical check-up, Singapore law, counselling service, etc.   |

### SECTION C: FEES PAYABLE AND PAYMENT METHODS

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Student has been briefed about the tuition fees, non-tuition fees and any other relevant fees payable to PSB Academy.                        |
| <input type="checkbox"/> | Student has been briefed on the payment modes and methods acceptable by PSB Academy, and that all payments must be made to PSB Academy only. |
| <input type="checkbox"/> | Student has been briefed that payment can only be made after the Student Contract is signed and dated.                                       |

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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Student has been briefed about the Fee Protection Scheme (FPS) that PSB Academy provides for student.     |
| <input type="checkbox"/> | Student has an email address in the application form for insurance certificate to be sent electronically. |
| <input type="checkbox"/> | The Terms & Conditions stated in the Student Contract have been explained to the student.                 |

### SECTION E: MEDICAL INSURANCE AND DECLARATION

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Student has been briefed about the compulsory medical insurance scheme provided by PSB Academy.   |
| <input type="checkbox"/> | Student has been briefed about the exemption from this medical insurance scheme and will make the necessary declaration in the Acceptance Form ( <b>Not applicable to international students</b> ). |

### SECTION F: POLICY AND PROCEDURE OF WITHDRAWAL/REFUND/TRANSFER

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Student has been briefed on PSB Academy's Transfer Policy and Procedures.            |
| <input type="checkbox"/> | Student has been briefed on PSB Academy's Withdrawal & Refund Policy and Procedures. |

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<b>SECTION G: DECLARATION</b>	
AO/Agent: 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.	
_____	_____
Name, Signature of AO/Agent & Date	Signature of Student & Date

<b>FOR OFFICIAL USE ONLY</b>	
Date received:	
Received by:	

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