

Pre-Course Counselling Checklist & Acknowledgement

Name of Applicant	
Course Applied For	

I hereby confirm that I have been briefed by the undersigned on the following and have understood as advised (please tick (✓) or indicate "NA" in the Remarks if not applicable):

Part I: Institute & Course Information	Remarks
AceTek College Information: - History, Vision, Mission and Values - Organisation Structure - Location & Facilities - Student Support Services	
Course Information: - Including Course Fees, Duration, Modules and Structure. - Course Minimum Entry Requirements - Assessments - Industrial Attachment Component (if applicable) - Award, Awarding Body, Award Criteria and Progression (If applicable)	
Course Application: - Procedures - Documents required - Official translation of the documents is required if they are not in the English - Requirement to verify the originality of supporting documents	

Part II: Fees Payable and Payment Methods	Remarks
Application fees; Course fees and Miscellaneous fees payable to AceTek College - Payment modes, methods and schedule acceptable by AceTek College, and that all payments must be made to AceTek College only and not to any third-party.	

Part III: Student Contract and Fee Protection Scheme (FPS)	Remarks
Advisory Note and Student Contract have to be signed and dated before payment can be made. The terms and condition of the Student Contract has been explained and student had fully understood it. - Student has been briefed about the Fees Protection Scheme (FPS) that AceTek College has in place for students.	

Part IV: SWDA & Private Education	Remarks
Under the Private Education Act, the Skills and Workforce Development Agency (SWDA) exercises regulatory authority over Singapore's private education sector. SWDA ensures compliance with the Enhanced Registration Framework (ERF) while maintaining the quality and integrity of Private Education Institutions (PEIs) For more details, contact. https://www.swda.gov.sg/	

Part V: Transfer Withdrawal Refund and Deferment	Remarks
Information on Transfer Withdrawal Refund and Deferment Policy and Procedures	

Part VI: Additional Information to International Students	Remarks
• Student Pass Application Requirements, Procedures and Documents required • Information on Singapore including Airport pick up Accommodation, cost of living and general healthcare services in Singapore. • International students are NOT permitted to engage in any form of employment or attend an industrial attachment/ internship programme, whether paid/ unpaid, without a valid work pass issued by MOM.	

Declaration by Applicant		
☐ I declare that I have read and/or understood all the information provided by AceTek College on the pre-course counselling and all the information I have supplied on this application form including the pre-course counselling checklist is true and correct to the best of my knowledge.		
☐ I acknowledge that AceTek College has the sole discretion to reject/ accept any application and agree to abide by the decision of AceTek College concerning this application.		
Name and Signature of Applicant	Name and Signature of Parent/ Guardian (For student below 18 years old)	Date

Declaration by Course Counsellor/Authorised Student Recruiter (ASR)		
I, on behalf of AceTek College/ASR, declare that I have supplied information and clearly explained to the applicant the items specified in the pre-course counselling checklist.		
Name of Course Counsellor / ASR	Signature of Course Counsellor	Date