

Application Form

CONFIDENTIAL

Course Apply:

- ☐ Gov. Pre. Course
☐ GCE 'O' Level
☐ Cert/Dip in Business/ACCA
☐ IELTS Pre. Course
☐ General English

A. Personal Particulars

Name of Applicant (Please write in BLOCK letters and underline surname):		Chinese Characters:		<i>Photo</i>
FIN NO. :		Alias, if any:		
Gender: Male / Female	Nationality:	Race:		
Province / State & Country of Birth:		Religion:		
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Occupation:		
Date of Birth:	Birth Certificate No.:	Place of Issue of Passport:		
NRIC / Passport No:	Issue Date of Passport:	Expiry Date of Passport:		
Overseas Address:		Contact Number:		
Singapore Address:		Contact Number:		
E-Mail:				

B. Educational Background

Level	Name of College	Country	Language	Period of Study (DD/MM/YYYY)		Certificate Number
				From (DD/MM/YYYY)	To (DD/MM/YYYY)	
Primary						
Junior Middle						
Senior Middle						
Diploma						
Degree						
Other						

C. Employment History

Name of Company	Country	Period of Working (DD/MM/YYYY)		Position Held
		From (DD/MM/YYYY)	To (DD/MM/YYYY)	

D. Parent's/Spouse's/Family Members' Particulars

Name	Date of Birth	Relationship	Occupation	Name of Company	Income and Bank Deposit

E. Legal Guardian Particulars

Name	NRIC/PASSPORT	ISSUE PLACE	Occupation	Address	Contact No.

Terms and Conditions of Enrolment

➤ Selection & Admission Policy

Selection is based on the student's eligibility (particulars, language proficiency and qualifications). Student without the required grades of IELTS, or TOEFL or equivalent would be required to take English language proficiency test organized by BCI. The Barclyne College International reserves the right to reject any applicants who do not meet the entrance requirements. The college will proceed to apply ICA student pass, conduct pre-course counseling, execute standard PEI-Student Contract, and collect course fee, for successful applicants.

➤ Student's Pass

Renewal and cancellation of student's pass will be handled by the college; however, students should inform the college at least 14 days in advance from the expiry date to allow the staff sufficient time to process the renewal.

➤ Confidentiality Clause

All particulars provided by applicants are solely for the purpose of completing course submission and satisfying conditions of relevant government authorities. All particulars are kept strictly confidential in the college administration and will not be given to any other party without the student's consent.

➤ Student Particulars

It is the student's responsibility to update the college of any changes of address, contact numbers and sponsor's information.

➤ Refund Policy

[A] Refund due to the college's non-Delivery of Course:

The College will notify the student within three (3) working days upon knowledge of any of the following:

1. It does not commence the Course on the Course Commencement Date;
2. It terminates the Course before the Course Commencement Date;
3. It does not complete the Course by the Course Completion Date;
4. It terminates the Course before the Course Completion Date;
5. It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
6. The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

[B] Refund for Withdrawal Due to Other Reasons

1. If the Student withdraws from the Course for any reason other than those stated in Clause A above, the college will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.
2. The said Schedule D reads as follows:

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[70%]	more than [15] days before the Course Commencement Date
[60%]	before, but not more than [15] days before the Course Commencement Date
[50%]	after, but not more than [7] days after the Course Commencement Date
[0%]	more than [7] days after the Course Commencement Date
❖ Less any applicable bank administrative charges properly paid	

Time Frame for Refund:

No more than seven (7) working days after receiving student's written notice

DOCUMENTATION CHECK-LIST FOR STUDENT PASS

BCI Application Form
2 recent passport-sized photographs of applicant [1]
Photocopy of applicant's passport
Applicant's Birth Certificate/ Birth Notarial Certificate
Applicant's Highest Educational Qualification
Applicant's Highest Educational Results
Fixed-term Deposit Statement [3]
Proof of Employment History & Monthly Income Statement [4]
Applicant's Marriage Certificate (If Applicable)
Applicant's Company Reference Letter (If Applicable)

- [1] For international applicant, a digital photo with white background can be submitted online first.
- [2] For diploma holders and degree holders, high school graduation certificate is required.
- [3] Parents of the applicant must prove there are sufficient funds in the fixed-term deposit statement which bears the name of the parents. The applicant can also provide fixed-term deposit statement as a proof of funds if he or she is a working adult. The Fixed-term Deposit presented must be at least 30,000 SGD.
- [4] The statement / Proof shall include either parents' or applicants or both, whichever is applicable.
- [5] Official English translation is required for all supporting documents.

DECLARATION: I confirm that all information given by me in this application is true, complete and correct. I understand that my application or any subsequent offer may be withdrawn by BCI if in the future, the information provided proves to be inaccurate, either intentionally or unintentionally. I hereby also authorize the College to conduct enquiry or investigation of the above information for purpose of verification. In addition, I have read, understood and accept the college's fees, charges, and refund policy. While I am a student, I shall abide by all the Statutes, By-Laws and Rules of the College and Regulatory Bodies.

Signature

Date

FOR OFFICE USE

Accepted / Not accepted / Conditional Offer

Name, Signature, Date

FOLLOW UP

Pre-Course Counseling Checklist

S / N	ITEMS	✓ by Education Consultant
1	学校位置和设备及基础设施的基本描述 College's location(s) and a general description of the facilities and infrastructures	
2	申请的要求和程序 Application requirements and procedures	
3	为学生提供课程咨询以保证课程的目标与学生的期望相吻合 Course counseling to match the aspirations of the prospective students with the course learning outcomes	
4	该课程是否有证书，如有将荣获何种证书 Whether there is certification awarded at the end of the course. If there is, what type of certification awarded at the end of the course	
5	毕业后继续升学的机会和就业前景 Opportunities for further education after graduation or job prospect after graduation	
6	整个课程期间的所有费用，费用必须透明，不可以有隐藏的收费 Total payable fee throughout the course duration. Fee must be transparent so that there are no hidden costs	
7	学校采用的学费保护计划，付款方式和时间安排 Fee Protection Scheme adopted by the college, payment methods and schedule	
8	学生的合同条款 Student contract clauses (e.g. 7 days cooling off period, dispute resolution, etc.)	
9	退款政策 Refund Policy	
10	转课和退学政策 Transfer and Withdrawal Policy	
11	学生服务 Student Support Services	
12	课程入学要求及任何的豁免（如适用） Course Admission Requirements and any Exemption (if applicable)	
13	课程科目及概要 Course Modules and Outlines	
14	课程学时及考评时间表 Course Duration and Assessment Schedules	
15	促销、获颁文凭的标准和条件 Promotion and Award Criteria, including any Special Condition	
16	参考 CPE 的官方网站（www.ssg.gov.sg）以获得更多详情 Reference to CPE Official Website (www.ssg.gov.sg) for more details	
17	查看 CPE 教育法令 28 项第一条规定的学校应会公开的信息 - 共 15 项 (a) - (o) 详情见学院网站 Accessibility to Regulation 28(1) Disclosures – 15 items (a) to (o) [see College Website]	
18	有关新加坡法律，特别是 ICA 和人力部 MOM 的规定。这包括但不限于入境规定、驾驶法例、药物和酒精滥用、就业、吸烟、交通和乱扔垃圾。 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	
19	签证和学生准证的申请和程序 Visa and Student Pass Application Requirements and Procedures	
20	解释医疗保险 Advice on Personal and Medical Insurance	
21	解释住宿和生活费用 Advice on Accommodation and the Cost of Living	
22	在新加坡的一般医疗服务 General Healthcare Services in Singapore	
23	英语能力要求（如有） English Language Proficiency Requirement (if applicable).	

I acknowledge that

- The college has brought to my attention the above information during the pre-course counseling, and I understand its contents and my rights
- Receipts of a copy of the medical insurance policy / having been informed that I can download a copy of the medical insurance policy from the college websites
- Having been informed about the exclusions to the medical insurance policy

Student's Acknowledgement	Education Consultant's Acknowledgement
Name and Signature of Student: Name and signature of parent / guardian (if student is below 18 years old) 	Name and Signature of Education Consultant: Date: