

PRE-COURSE COUNSELLING CHECKLIST

Name of Learner: _____ Start Date: _____

Course Title / Year: _____

Part 1: Campus, Course Information, Course Application, Contact Details

- ☐ About NISS - Location Map, Contact Details and general description of the facilities and infrastructure
- ☐ Curriculum Information - Certification award, awarding organization, academic year and term break information, subject options, admission criteria, English Language Proficiency requirements, teacher:learner ratio, opportunity for further education
- ☐ NISS General Information - Admission processing, Student Pass application, fees payment, school day, canteen, transportation, school uniform

Part 2: Fee Protection Scheme, Fee Structure / Payment Mode, Advisory Note and Student Contract Clauses

- ☐ Fee Protection Scheme (FPS) adopted by NISS
- ☐ Fees and Refund policy / Payment mode
- ☐ Advisory Note and Student Contract Clauses
- ☐ Links provided for students to access a copy of the Student Contract

Part 3: Withdrawal and Refund Policies and Procedures

- ☐ Withdrawal Policy and Procedures
- ☐ Refund Policy and Procedures
- ☐ A copy of the refund policy provided

Part 4: Student Support Services, Medical Insurance, Dispute Resolution and Grievance Procedures

- ☐ Student Support Services - General description of facilities, environment, counseling, orientation, academic support and holistic development, feedback and communication
- ☐ Medical Insurance
- ☐ Dispute Resolution and Grievance Procedures

Part 5: Relevant Singapore Law, Visa and Student's Pass Application Requirement and procedures

- ☐ Relevant Singapore Law - Immigration & Checkpoints Authority [ICA], Ministry of Manpower [MOM], Ministry of Education [MOE] requirement for Singaporeans
- ☐ Visa and Student's Pass Application Requirement and Procedures including, but not limited to: Learner's attendance, no employment ruling, updating ICA in change of status

Declaration: Prospective Parent / Guardian

I fully understand what has been communicated to me and hereby acknowledge that I have been briefed on the above.

Name: _____ Signature: _____ Date: _____

Declaration: NISS Admissions / Agent

- ☐ NISS Admissions ☐ Agent

I hereby confirm that the above have been explained clearly to the prospective student / parent / guardian.

Name: _____ Signature: _____ Date: _____

Agent Company Name (if applicable): _____