Pre-Course Counselling Checklist

*Parents are to ensure that they read and understand all information below as part of the College's pre-course counselling process.

1. Academic, Campus and Enrolment Matters

- Curriculum Information
- Course Entry Requirements
- Admissions Policy & Terms and Conditions Governing Enrolment
- Term Dates
- Admission Requirements 90% for students with Student Pass and 85% for all other students
- Co-Curricular Activities
- School Facilities
- School Location
- Application Information
- <u>Student Pass Application and Procedures</u> (The School will inform ICA immediately if students with Student Pass fail to attend classes for a continuous period of 7 days or more without any valid reason; or have a percentage of attendance of less than 90% in any month of the course without any valid reason)
- Withdrawal and Transfer Policy
- Refund Policy

2. Fee Schedule and Payment Modes

- Fee Payment Details for <u>Elementary School</u> and <u>High School</u> (Payment of Tuition
 Fees can only be made after Student Contract has been signed)
- Course and Miscellaneous Fees Payable: Elementary School and High School

3. Fee Protection Scheme and Student Contract

- Fee Protection Scheme and what it is for
- ES Terms and Conditions Governing Enrolment

4. Other Important Information

- Estimated Costs of Living in Singapore
- Healthcare in Singapore
- Reference to the Committee for Private Education (CPE)'s Website

I confirm that I have understood the above pre-course counselling information	
communicated to me.	
Date	Name and signature