

**CHARTERED INSTITUTE
OF TECHNOLOGY**

***STUDENT'S
ENROLMENT
GUIDE***

450 Telok Blangah Street 31
Singapore 108943
Tel: 65-6276 4890
Fax: 65-6276 5901

www.citech.edu.sg



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1. STUDENT'S ENROLMENT GUIDE

Chartered Institute of Technology Welcomes You.

This guide is produced to help you to complete your enrolment. We advise you to read carefully as your enrolment will be delayed if the forms are not completed correctly, or incomplete documents are provided.

If you have any queries, please contact our Students Admission Office at tel: 65-62764890 or fax: 65-62765901 or email us at enquiry@citech.edu.sg.

Students enrolling in person can do so at CITECH's office at 450 Telok Blangah Street 31, Singapore 108943 from Monday to Friday, 9.00am to 6.00pm.

We hope that you will have an enjoyable and fruitful learning with CITECH.



2. HOW TO CONTACT US

Telok Blangah Campus

Information & Enrolments

450 Telok Blangah Street 31
Singapore 108943

Opening Hours

Monday to Friday 9.00am to 6.00pm

Close on all public holidays, Saturdays and Sundays

Contact

General Enquiries 65-6276 4890
Fax 65-6276 5901

Email

enquiry@citech.edu.sg

Website

www.citech.edu.sg



3. ABOUT CHARTERED INSTITUTE OF TECHNOLOGY (CITECH)

The Chartered Institute of Technology-CITECH is a premium education provider with a training network spanning the Asia Pacific region. CITECH offers a wide range of disciplines ranging from Certificates, Diploma, Postgraduate Diploma to Undergraduate Degree programs which include Information Technology, E-Media (Gaming), E-Commerce, Marketing, Marketing & Technology, Business Administration, Financial Services, Accounting & Finance courses.

VISION

To create a global education network in which the creation and sharing of knowledge can flourish.

MISSION

To provide global oriented and value-added professional education.

CORPORATE GOALS

1. To work in partnership with education institutions worldwide for providing good quality and affordable education programmes.
2. To provide up-to-date knowledge and relevant skills for enhancing the employability of our students.
3. To constantly seek recognition for our courses from academic and professional bodies worldwide.
4. To practice professionalism in teaching and facilitate active learning process.
5. To constantly update and improve the internal processes of the organisation



CITECH CORE VALUES & DESIRED CULTURES

- C**are - Build strong relationships with others through care and concern
- I**ntegrity - Act with fairness, dedication and responsibility
- T**eamwork - Create a culture of open communication and working together to achieve common goals
- E**xcellence - Strive to be the best with quality work and high learning expectations
- C**reativity - Pursue growth and learning through divergent thinking
- H**umility - Maintain respect and regard for others

4. STUDENT ADMISSION PROCEDURE

Figure 4.1

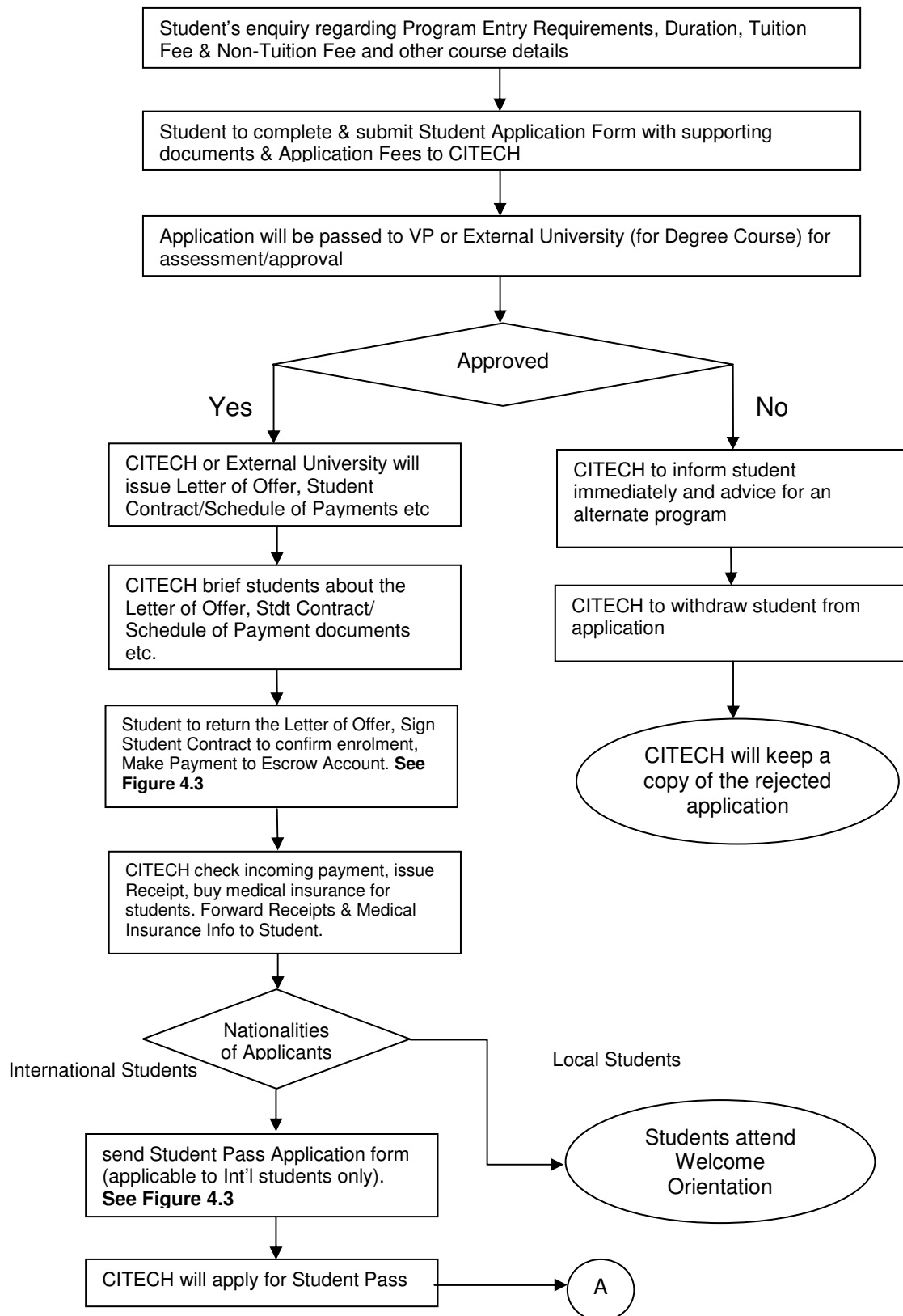
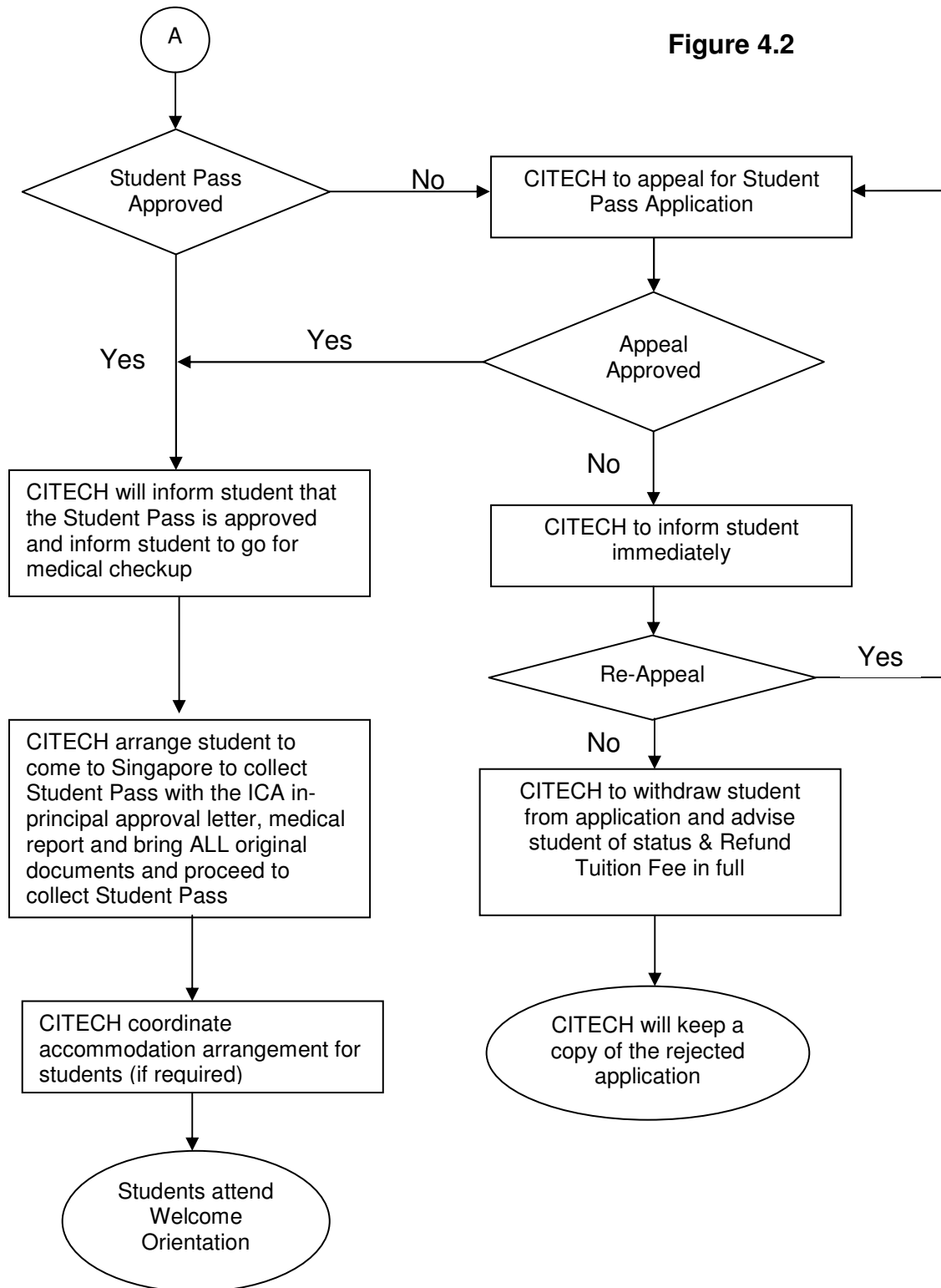
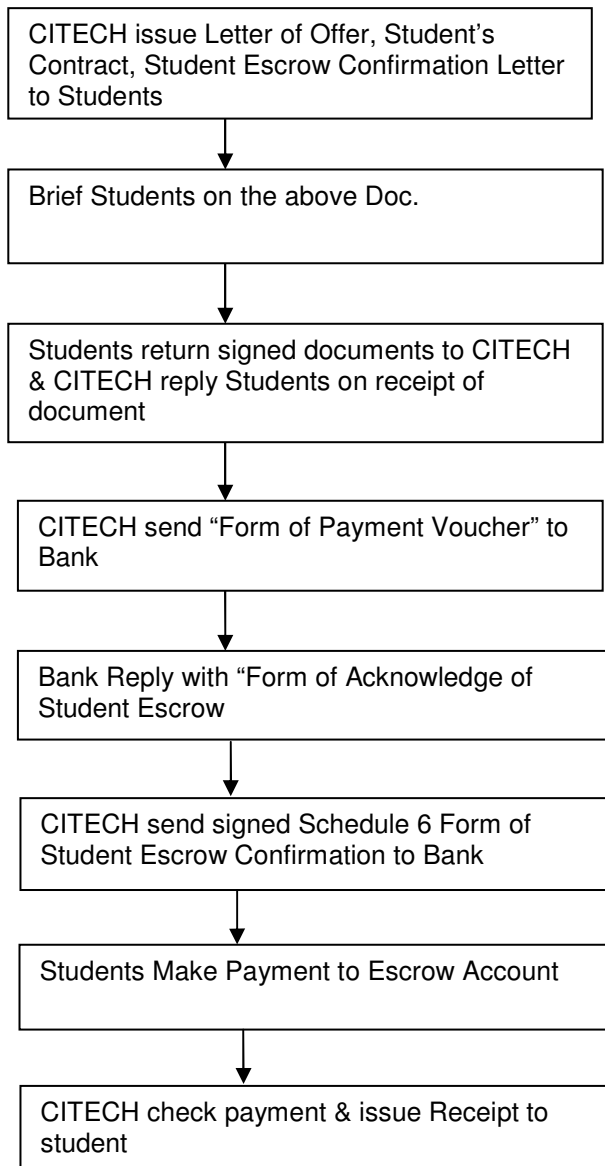


Figure 4.2



4.1 STUDENTS' CONTRACT & FEE PROTECTION SCHEME EXECUTION PROCEDURE

Figure 4.3





5. RECRUITMENT AND ADMISSIONS

5.1 INTRODUCTION

CITECH is committed to providing accurate and appropriate pre-entry information and support to prospective students in order to ensure that they are informed about the course they apply.

Recruitment and admissions activities are carried out in partnership between different departments of CITECH.

We are committed to transparent admissions procedures. We publish admission criteria in relevant recruitment literature (e.g. brochures, posters, banners) and on our website at www.citech.edu.sg.

We make every effort to ensure that the information we provide is accurate when it is published. You should therefore refer to our website for latest information about course content, selection criteria. You are encouraged to touch base with the recruitment department for more information regarding admission criteria and intake information etc.

5.2 HOW YOUR APPLICATION IS CONSIDERED & PROCESSED

Fair admissions

CITECH is committed to providing a fair admissions system, where applicants who are equally likely to succeed are equally likely to be offered a place to study at CITECH. CITECH is committed to providing a high level of applicant care and aims to ensure that decisions are made without undue delay.

Selection criteria

Your application will be assessed against valid academic selection criteria specific to the course of study for which you have applied. Information on course specific entry requirements can be found on CITECH website www.citech.edu.sg.



The general minimum institutional entrance requirements to study in Singapore are:

Applicant's Current Qualification	Course Eligible to Apply	Min. Age	Nationality	Remarks
G.C.E. "O" Level or "SPM" or UEC	Diploma courses	17	Singaporean or Malaysian	Pass in English
High School Graduates	Diploma courses	18	International Applicants	IELTS 5.5 or equivalent
Diploma Graduates & Above	Postgraduate Diploma	19	Singaporean	Proof of English Foundation
			International Applicants	English Assessment Conducted by CITECH
Diploma Graduates	Bachelor Degree	22	Singaporean & International Applicants	IELTS 6.0 or equivalent

You must demonstrate your proficiency in the written and spoken use of the English language (for example proof of IELTS or TOEFL or equivalent or assessment conducted by CITECH) to the standard required by CITECH and the course to which you have applied. This is only applicable to students who are from non-English speaking countries.

5.3 ASSESSING APPLICATIONS

CITECH receives many excellent applications. All applicants for a course are assessed against the same entry criteria. Where places are limited, we offer places to those eligible applicants who best meet our selection criteria, and whom admissions staff judge to have most potential to benefit from their chosen course and to contribute to the academic school.

Methods of assessing applications vary between courses which may include prior academic achievement, references, personal or supporting statements, interview, tests (on a case by case basis).

Applicants who are applying for external degree programs, their applications will be submitted to the respective partner University which CITECH is partnering with for their assessment. The assessment criteria will be assessed according to the respective University entrance requirement.



5.4 ADDITIONAL INFORMATION FOR APPLICANTS

Applicants from other institutions

CITECH welcome applications from students whose previous education qualifications were received from other institutions. Credit is allocated for evidence of achieving appropriate past assessments for various subjects.

Evidence of recent formal study will be viewed favourably and assessed accordingly. Prior to making your application, if you would like to discuss whether your qualifications will meet our criteria, you are welcome to contact our Admission Office for more information.

5.5 APPLICANTS SEEKING TUITION GRANT, SUBSIDY, BURSARY OR SCHOLARSHIP

We are committed to offering tuition grant, subsidy, bursary and scholarships to enable students with outstanding achievement and potential to study at CITECH.

Admission staff will advise whether you are qualified to apply for tuition grant, subsidy, bursary or scholarship. However, the final decision to assess your suitability for tuition grant, subsidy, bursary or scholarship will be assessed by the Academic team after interviewing with the student.

5.6 FEES AND FUNDING

Students are expected to have sufficient funds to pay course fees and living expenses during their period of study, and you are asked to declare your funding arrangements on your application form. This is important if you are an international student as you are required to meet the minimum sufficient funds to sustain your living expenses in Singapore.

5.7 SUPPORTING INFORMATION

All applicants are requested to ensure that proper documentations are submitted when applying course at CITECH.

The minimum documents required are:

- (1) CITECH Student's Application Form or International Student's Application Form
- (2) Passport Size Photographs
- (3) Photocopied NRIC or Passport (for foreigner)
- (4) Proof of education qualifications:
 - a. G.C.E "O" Level results or equivalent
 - b. G.C.E "A" Level results or equivalent
 - c. School Leaving Certificate



-
- d. Diploma results
 - e. Diploma certificate
 - f. Degree results
 - g. Degree certificate

The above documents must be certified true copy if you are an international student.

- (5) Tuition Grant/Subsidy/Bursary or Scholarship Application Form
- (6) Photocopied English Proficiency Test transcripts
- (7) Student's Pass Application Form for international student

5.8 APPLICATION FEES

Applicants must make the application fee payment upon each application. Applicants are requested to find out from CITECH regarding the cost of application fees.

5.9 CLOSING DATES

CITECH has various closing dates for various courses. Applicants are encouraged to find out from the admission office with regards to the closing dates for courses you would like to apply. Applications made before the closing date will be considered equally against the stated selection criteria and in the context of the number of available places.

5.10 FRAUD, OMISSION, AND PLAGIARISM

Applicants may not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process including after an offer is made. Should this occur CITECH reserves the right to dismiss your application, withdraw an offer of a place and/or revoke your registration.

5.11 USE OF APPLICANT'S DATA

The information contained in your application will be used primarily for the purpose of processing your application and, if you are admitted, it will become part of your student record. All data is held and processed in strict confidence.

All applicant data are analysed by CITECH, for purposes including institutional and monitoring, market research, planning and teaching and learning, in order to ensure that our processes are fair and effective and our courses best reflect applicant need.



5.12 DUTY TO DISCLOSE CRIMINAL CONVICTIONS

CITECH has a duty to ensure the safety of its student and staff community, and that of other people with whom students interact as part of their course of study. The application process requires applicants to disclose relevant criminal convictions (if any). Where a relevant conviction is disclosed we will take this into account when considering the application.



6. FINANCIAL MATTERS

6.1 COURSE FEES

Item	Course Name	Course Fees S\$ (per year)		Course Duration	
		Local Students	International Students	Full Time	Part Time
1.	BSc (Hons) in Accounting & Finance – University of Gloucestershire	\$18,600	\$18,600	1 Year	*
2.	BA (Hons) in Business and Management – University of Gloucestershire	\$18,600	\$18,600	1 Year	*
3.	BSc (Hons) in International Finance – University of Gloucestershire	\$18,600	\$18,600	1 Year	*
4.	BSc (Hons) in Business and Information Technology Management – University of Gloucestershire	\$18,600	\$18,600	1 Year	*
5.	CITECH Postgraduate Diploma in Financial Services	\$8,800	\$8,800	1 Year	*
6.	CITECH Professional Postgraduate Diploma in Marketing & Technology	\$8,800	\$8,800	1 Year	*
7.	CITECH Professional Postgraduate Diploma in Marketing	\$8,800	\$8,800	1 Year	*
8.	CITECH Diploma in International Business	\$8,800	\$8,800	2 Years	*
9.	CITECH Diploma in E-media (Gaming)	\$8,800	\$8,800	1 Year	*
10.	CITECH Diploma E-Commerce	\$8,800	\$8,800	2 Years	*
11.	CITECH Diploma in Marketing & Technology	\$8,800	\$8,800	1 Year	*
12.	CITECH Diploma in Business Administration (Marketing)	\$8,800	\$8,800	2 Years	*
13.	CITECH Professional Diploma in Marketing	\$8,800	\$8,800	1 Year	*
14.	CITECH Diploma in Information Technology	\$8,800	\$8,800	2 Years	*
15.	CITECH Diploma in Business Management	\$8,800	\$8,800	2 Years	*
16.	CITECH Diploma in Accounting & Finance	\$8,800	\$8,800	2 Years	*
17.	CITECH Diploma in Financial Services	\$8,800	\$8,800	2 Years	*
18.	CITECH Diploma in IT (IT Audit)	\$8,800	\$8,800	2 Years	*



6.2 OTHER MISCELLANEOUS FEES PAYABLE

Item	Miscellaneous Fee Descriptions	Amount S\$	
		Postgraduate Diploma and Diploma Courses	Bachelor Degree & Above Courses
1.	Course Application Fee (Non-refundable)	\$60	\$60
2.*	Student Pass Application Fee charged by Immigration & Checkpoint Authority (renewable)	\$30 per year	\$30 per year
3.*	Student Pass Issuance Fee charged by Immigration & Checkpoint Authority(renewable)	\$60 per year	\$60 per year
4.*	Multiple Entry Visa Fee (for visa required countries only) charged by Immigration & Checkpoint Authority(renewable)	\$30 per year	\$30 per year
5.*	Admin Charges charged by HSBC (Subject to GST charged by HSBC) per deposit to Escrow Account	\$30 (\$32.10 after GST)	\$30 (\$32.10 after GST)
6.*	Medical Insurance Fee	\$96 per year for International Student \$63 per year for S'porean/SPR	
7.	Course Materials (estimated)	\$300 - \$400 per year	\$300 - \$400 per year
8.	Student ID Card Replacement Fee	\$30	\$30
9.	Examination Fee	\$150/module	\$250/module
10.	Re-Examination Fee	\$150/module	\$250/module
11.	Re-Assessment Fee	\$150/module	\$150/module
12.	Late Payment of Course Fee	\$50	\$50
13.	Course Withdrawal/Transfer Application Fee	\$100	\$100

The above course fees and miscellaneous fees are subject to change without prior notice.

Please note that students are required to make payment to our HSBC Escrow Account for items 2 to 6.



7. HOW TO COMPLETE THE STUDENTS' APPLICATION FORM

Note: Any incomplete information will result in delayed enrolment.

Part 1: Personal Details

Please supply all the information required in this section.

Your legal family and given name must be the same name as shown on the identity documents (for example passport) you provide.

Part 2: English Language Proficiency

It is the student's responsibility to proof his/her English Language Proficiency if you are from the Non-English speaking backgrounds. Otherwise, you may be required to sit for CITECH English entrance test if you do not have any proven English Test backgrounds.

The requirements apply to all full time and part time programs.

The requirements are detailed in separate brochures available from Student Admission Office and are stated in terms of IELTS (International English Language Testing System, TOEFL (Test of English as a Foreign Language), other equivalent overseas English qualifications may also be recognized.

IELTS is always the preferred option as it gives the best indication of your likelihood of success in your chosen program.

Part 3: Program of Study

Please check with the Student Admission Office for the respective enrolment semester details for the course you intend to enroll into.

List the course you are interested or intended to enroll on the form clearly.

Part 4: Accommodation

Please indicate whether you required our assistance to arrange accommodation in Singapore. Please note that all accommodation arrangement will be through third party like the property agent or hostel. Student will be required to pay the agent's commission and cost of accommodation to the agent directly.



Part 5: Academic Background

You are required to furnish your past education history in this section. Please furnish all your education transcripts and certificates with certified true copy together with your submission.

Part 6: Finance

You are required to inform the institute on how you are going to finance your course of study if you are being accepted by CITECH.

Part 7 – 9: Declarations, Refunds & Cancellations and Conditions of Enrolment

Please ensure that you have read and declared all the accurate information in this submission of application form. Please read the refund and withdrawal policy carefully. If you do not understand please ask the Student Admission Officer.

Part 10: Check List

Please ensure that you have submitted all the requested documents to the institute and signed on the application form.

Part 11: Recommendation

Please indicate the name and details of the person or organization who recommends you to CITECH.

Please remember to sign and paste a copy of your passport-sized photo before submission.



8. ENROLMENT CHECKLIST

Please put a tick (✓) in the boxes provided to check against the documents which you have provided.

- | | |
|--|--------------------------|
| Student's Application Form for Singaporeans | <input type="checkbox"/> |
| International Student's Application Form | <input type="checkbox"/> |
| Education's transcripts and certificates with Certified True Copy | <input type="checkbox"/> |
| Student's Passport Size Photographs | <input type="checkbox"/> |
| Photocopied Passport for international students | <input type="checkbox"/> |
| Photocopied Identity Card for Singaporeans | <input type="checkbox"/> |
| Photocopied English Proficiency Test transcripts (for e.g. IELTS, TOEFLS) with Certified True Copy | <input type="checkbox"/> |
| ICA Student's Pass Application Form (Form 16 & V36) | <input type="checkbox"/> |
| Tuition Grant/Subsidy /Bursary/Scholarship Application Form | <input type="checkbox"/> |
| Certified True Copy of your Bank Statement | <input type="checkbox"/> |
| Photocopied of your Birth Certificate | <input type="checkbox"/> |



9. FEE PROTECTION SCHEME

9.1 INTRODUCTION

Upon submission of the application form, CITECH will process your application and advise you of the status of the application within 4 weeks.

9.2 STUDENT CONTRACT EXECUTION PROCEDURE

Once CITECH has approved your application, we will send the letter of offer, student contract, Schedule 6 Form of Student Escrow Confirmation, Advisory Note to you for your consideration to accept the offer. The student contract entails the obligations of the students and rules and regulations of CITECH. A sample copy of the student contract is available on our website www.citech.edu.sg for your reference.

CITECH will call you to brief you about the documents which the institute has sent to you.

You will be required to sign on the Letter of Offer, Student Contracts, Advisory Note to students, Schedule 6 Form of Student Escrow Confirmation documents and returned the signed documents to CITECH.

Your offer will be confirmed once you have accepted the offer by the institute. At the same time, you shall make payment according to the amount and schedule indicated in the student contract.

All students' fees will be protected under the Fee Protection Scheme. CITECH has designated the Hong Kong and Shanghai Bank Corporation as the bank to protect student's fee via the Escrow Account. The information on the Escrow Account is indicated below and in the Schedule 6 Form of Student Escrow Confirmation.

9.3 PAYMENT PROCEDURE

CITECH only accepts the following methods of payment for course fees:

Course Fee must be paid to into our HSBC Escrow Account

Telegraphic Transfer or cheque or bank draft must be deposited into our Hong Kong & Shanghai Bank Corporation Escrow Account

Escrow Account Name: Chartered Institute of Technology Pte Ltd
-FPS Escrow Account

Escrow Account Number: 041-578618-003



Cash or cheque amount is only applicable to Course Registration Fee & miscellaneous fees

Cash or cheque – if in other currencies, the exchange rate shall be based on one prevailing on the day of receipt of the cash/cheque.

9.4 PAYMENT MODE

You can make your cash payment by the following mode for non-tuition fee amount:

1. Personally At CITECH's office located at
450 Telok Blangah Street 31, Singapore 108943

2. Mail You can mail your payment to CITECH's office located at
450 Telok Blangah Street 31, Singapore 108943

9.5 DISHONoured CHEQUES

Students whose cheque payments are dishonoured will have their enrolments cancelled and will incur a \$50 reinstatement fee and any other bank charges (if applicable).



10. COURSE REFUND, TRANSFER/ WITHDRAWAL

10.1 WITHDRAWAL AND REFUND POLICY

CITECH shall, as soon as practicable refund to the student the unconsumed amount of the Course Fees and Deposit and the miscellaneous fees (if any) subject to the following situations:

- (a) if for any reason, CITECH fails to commence the Course on the course commencement date;
- (b) if for any reason, CITECH terminates the Course for any reason prior to the completion the Course;
- (c) if for any reason, CITECH terminates the Course prior to the course commencement date; and
- (d) if for any reason, CITECH fails to complete the course by the course completion date.
- (e) if you application for the Student's Pass is being rejected by the Singapore Immigration and Checkpoint Authority.

10.2 TRANSFER/WITHDRAWAL GUIDELINES

- (a) Withdraw program out of CITECH

Withdrawal of course means student wishes to terminate from the course of study and will no longer be our student.

If student wishes to withdraw from the program all students must give CITECH notice in writing and state the reason(s) for withdrawal. All students are required to fill up the Course Withdrawal/Transfer Form and submit the form to the Student Admission Office.

Any student who requests to withdraw from course will be required to pay a withdrawal fee of S\$100 for processing of documents (e.g. transcripts). The student shall be charged for all modules consumed. If there is any outstanding fee, the student shall be advised to make payment before the Institute processes his/her withdrawal request.

- (b) Transfer Case - Transfer program within CITECH

Transfer of program means student changes the course of study but remains as our student.

All requests for transfer must be submitted in writing and supported with a transfer application fee of S\$100. The student will be charged for all modules consumed in the current course of study and all transfer requests must be submitted before or within 14 days from commencement of class.



The student will be advised to make payment of any outstanding fees before the Institute process the transfer request.

Transfer requests received after 14 days from class commencement date will not be entertained. Students who insist on a transfer will have their request processed as a withdrawal. No refund of fees will be allowed.

In the event that a student has paid in excess of course consumed fees, the Institute will refund the unconsumed fee portion accordingly.

All withdrawal and transfer of course are subject to the approval by the Vice President (Academic).

NOTE: Your official withdrawal date is the date on which the Institute received notification of your withdrawal in writing - not the last day you attended class.

All students must sign a new “Student Contract”, and Form of Student Escrow Confirmation” upon successful transfer of course of study.

10.3. REFUND AMOUNT

(a) Miscellaneous Fee Amount

The following items are considered as miscellaneous fee amount:

- Course Registration Fee
- Payment of Students’ Pass Application Fee to Singapore Immigration & Checkpoint Authority
- Course Materials Fee
- Examination Fee
- Re-sit Examination Fee
- Membership Fee to Association
- Cost of Replacement of Student ID Card
- Medical Insurance Fee
- Course Transfer/Withdrawal Fee
- Late Payment Fee

In the event that students withdraw from the program, all of the above miscellaneous fees are non-refundable.

(b) Course Fee Amount

The course fee amount is the amount payable for the modules you study in the program. The refund amount for the course fee is subject to the policy indicated in the table below:

% of Course Fees Refund	If student's written notice of withdrawal is received
90%	("Maximum Refund") More than 14 days before the Course Commencement Date
50%	Before, but not more than 14 days before the Course Commencement Date
0%	After, but not more than 1 day after the Course Commencement Date
0%	More than 1 day after the Course Commencement Date, but not more than 1 day after the Course Commencement Date
0%	More than 1 day after the Course Commencement Date

10.4. REFUND OF THIRD PARTY EXAMINATION FEES & MEMBERSHIP FEES

If you have paid your exam and membership fees upon enrolment to respective Association or Professional Bodies, withdrawal from the course before and during the term, request for refund is subject to approval by the respective Associations or Professional Bodies. Please check the refund policy with the respective Associations or Professional Bodies.

10.5 COOLING OFF PERIOD

CITECH will provide the student with a cooling-off period of 7 working days after signing the Student Contract. Within these 7 days and regardless whether the Course Commencement Date has passed, the student can submit written notice of withdrawal to CITECH and receive the "Maximum Refund" amount stipulated in the table in clause 10.3 above (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, CITECH administrative charges and any applicable bank administrative charges properly paid/payable which are stipulated in the Miscellaneous Fees).



10.6 SCHOLARSHIP/TUITION GRANT/SUBSIDY/BURSARY STUDENTS

If any student who is granted a scholarship, tuition grant, bursary or subsidy and wishes to withdraw from the course shall be deemed as not fulfilling the terms and conditions of scholarship, tuition grant, bursary or subsidy scheme.

He/She will be subjected to the existing terms and conditions of scholarship, tuition grant, bursary and subsidy's policy. He/She will be required to pay the full amount of the course fee for the scholarship, tuition grant, bursary or subsidy scheme as if he/she were not a scholarship, tuition grant, bursary or subsidy scheme recipient.

10.7 WITHDRAW DURING EXAM PERIOD

Students are not allowed to withdraw during the official examination period. For any withdrawals received upon the start of and during the term exams, no marks will be awarded for the exam.

CITECH reserves the right to take any appropriate action it deems necessary where a student fails to comply with withdrawal procedures & regulations.

10.8 PROCEDURES

Student must submit the Course Withdrawal/Transfer Form to the Student Admission Office in order to process fees refund. Students will be notified in writing whether the refund is successful or not and what will be the refund amount.

For any refund of course fee, it will be refunded via HSBC Escrow Account to student's designated bank account within 4 weeks.

Students must return all properties belonging to CITECH and settle all outstanding bills and submit the course withdrawal form accordingly to the Student Admission Office.

Once CITECH has approved your course withdrawal, all students' pass for international students will be cancelled within 7 working days with the Singapore Immigration & Checkpoint Authority. Students will be issued with a social visitors' pass by the Singapore Immigration & Checkpoint Authority upon cancellation.



11. TERMS AND CONDITIONS OF ENROLMENT

11.1 TERMS AND CONDITIONS

- a. The service you, the student, purchase is the right to attend specific CITECH courses. This service is provided in full upon formal enrolment. The tuition fee excludes the course materials fees.
- b. Tuition fees and charges for each course are established by the management. In the event of any discrepancy between advices, public advertisements, brochures, letters or other communication, current information shall prevail.
- c. You become liable for all CITECH fees and charges when you attend the course. This liability for all fees and charges is not reduced in any way if you do not attend all or partial of the classes.
- d. Additional external examination or exam registration fees (if any), if not paid at the time of enrolment, must be paid by a date specified by CITECH. If not paid by the specified date, the responsibility lies with you, the student, to pay such fees and penalty directly to the examining body. You may be prevented for sitting the exam.
- e. Should you fail to pay your fees by the due date then you are deemed to agree to pay all our costs and expenses whatsoever (including legal costs and any penalty fees) which may be incurred in the recovery or attempted recovery of the overdue amounts from you. Under these circumstances CITECH may give, or obtain from, any third party information about your personal or commercial credit arrangements. CITECH has the right to prohibit you from attending any classes if you fail to pay your fees.
- f. Should you be granted the bursary/scholarship/tuition grant, you are required to pass all the assessments for the whole duration of your study. In the event that you did not pass or you withdraw from the course, you are required to compensate the institute for the tuition fee and any administrative fees accordingly.



11.2 CHANGES TO ENROLMENTS

If you wish to change your course, you must make your request in writing to CITECH's Admission Office. If you apply for a change of course after the start of the course, your request is subject to approval. Changes requested after the Last Withdrawal Date of the course are subject to the withdrawal policy. For course transfer or withdrawal of courses, please refer to Section 10.

11.3 ALTERATION OR CANCELLATION OF COURSES

CITECH reserves the right to cancel any course at any time before the commencement of the course, fees and charges will be refunded in full to the student who has made payment.

CITECH reserves the right to alter any aspect of any course at any time. Where days, dates or times are altered, CITECH undertakes to attempt to contact all students either through email or phone or via written notice to inform them of such changes.



12. INTERNATIONAL STUDENTS PASS APPLICATION

This is applicable to students other than Singaporeans or Singapore Permanent Residents, you are advised to apply for a respective student's visa/pass at the Singapore Immigration & Checkpoint Authority in Singapore or at the respective home country Singapore Embassy. Please check with the Student Admission Office for more information. CITECH will advise you of the application procedure if CITECH is applying student's pass on your behalf.

Before you are allowed to be part of CITECH family, please ensure you have a valid student's pass. You are required to submit the following documents when you apply for your student's visa.

12.1 APPLICATION PROCEDURES

A. PROCEDURES FOR APPLICATION FOR A STUDENT'S PASS

New applications must be submitted at least three months and not more than six months from the course commencement date.

12.1.1 FORMS AND DOCUMENTS TO BE SUBMITTED:

Please arrange your documents in the following order. Kindly note that application with incomplete documents or forms will be rejected.

- a. 2 recent passport-sized photographs (colour)
- b. 2 original copies of duly completed and signed Form IMM 16,
- c. 2 original copies of duly completed and signed Form V36
- d. Photocopies of applicant's notarial certificates on birth, highest educational school results slips, highest educational school certificates and bank statement.

[If the applicant's parent(s)/step parents/spouse is a Singapore citizen or Singapore permanent resident, the applicant must also furnish photocopies of notarial certificates on his parents'/step parent's/his own marriage certificate].

All the notarial certificates must be issued by the local Chinese Notary Public Office and certified by the Consular Department of the Ministry of Foreign Affairs, People's Republic of China, in Beijing.

The Bank statement shall be in fixed deposit of at least 3 months. It can be applicant's savings or his/her parents' savings or a combination of both. The minimum required bank statement is S\$30,000 (or RMB150,000 or its equivalent, if in foreign currency).



12.1.2 INTERVIEW

Applicants are required to attend an interview at the Singapore Embassy in their home country (if requested by the Immigration). The school concerned will be notified in writing of the interview schedule. (Kindly note that the waiting time for interview is about 1-2 months after the application is received).

The applicant is required to bring along the original documents for the interview.

The Immigration & Checkpoint Authority (ICA) will inform the school concerned on the outcome of the applications, within 1-2 months, after the interview. Therefore, please do not call the Embassy to check on outcome of applications.

12.1.3 SECURITY BOND DEPOSIT

Where applicable, a security bond deposit may be required from the applicant upon approval of the application. Singapore Immigration & Checkpoint Authority will advise whether a security bond deposit is required. If required, the security bond deposit should be in the form of a Banker's Guarantee or Cashier Order. This is only applicable for non-degree course.

The amount of security bond deposit is indicated in the table below:

Countries	Amount
Malaysia and Brunei	Nil
Indonesia, Philippines and Thailand	S\$1,000 in the form of a Banker's Guarantee
People's Republic of China, India, Bangladesh and Myanmar	S\$5,000 in the form of a Cashier's Order
Others	S\$1,500 in the form of a Banker's Guarantee

Kindly note that applicants are only allowed to pay up the Security Bond Deposit up to 4 weeks before the commencement of the course. The applicant shall pay the Security Bond Deposit personally.

Alternatively, his/her parents may do so on his/her behalf. When paying the Security Bond Deposit, applicant must produce the original letter of approval from Singapore Immigration & Checkpoint Authority and an original school letter indicating the commencement date of the course.



The Security Bond Deposit will only be refunded after the Singapore Embassy received authorization from the Immigration & Checkpoint Authority. Applicant will be notified regarding the refund.

12.1.4 FEES

The application fee is S\$30 for every student's pass application. This fee is payable to the Singapore Immigration & Checkpoint Authority. This fee is non-refundable regardless of the outcome of the application.

The fee for issuance of a Student's Pass is S\$60/year. The fee for issuance of multiple entry visas is S\$30/year. This fee is payable when an applicant collects the Student's Pass at the Singapore Immigration & Checkpoint Authority after the student has arrived Singapore. Student must collect the Student's Pass within 14 days of arrival into Singapore.

Please check with the Singapore Immigration & Checkpoint authority for any other fees which you may incur.

12.1.5 SUBMISSION

The completed forms together with the supporting documents are to be submitted by post to:

Chartered Institute of Technology
450 Telok Blangah Street 31, Singapore 108943.

12.1.6 APPROVAL

The Singapore Immigration & Checkpoint Authority will inform CITECH of the application outcome. Once your application is approved, the Singapore Immigration & Checkpoint Authority will issue an In-Principal Approval letter. This In-Principal Approval Letter is also an entry visa for you to enter Singapore to collect your student's pass.

12.1.7 MEDICAL CHECKUP

Once your student's pass is approved, you may be requested by the Immigration to go for medical checkup before you proceed to collect your student's pass.

12.1.8 COLLECTION OF STUDENT'S PASS

You are required to bring along with you the following documents when you collect your student pass:

- (a) Medical Report
- (b) In-Principal approval letter
- (c) e-form 16, e-form V36, V36A (provided by CITECH)



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- (d) acknowledgement on the Terms and Conditions of issue for Long Term Pass (provided by CITECH)
 - (e) passport
 - (f) 1 passport sized photo
 - (g) original transcripts, certificates
 - (h) bank statements (for non-Malaysian)
 - (i) payment of Security Deposit



13. UPON ACCEPTED TO STUDY

13.1 WELCOME & ORIENTATION PROGRAM

Once your enrolment is approved by CITECH and you have made the necessary payment, CITECH welcome you on board and we would like to invite you to participate in the orientation program which we have organized for you.

13.2 YOUR CITECH ID CARD

A CITECH Student ID Card will be issued to each student upon payment of tuition fees. The card is valid for the length of course in which you have been enrolled and has student name, ID number, and a photograph.

The card is non-transferable. It should be carried at all times on campus and should be presented to CITECH staff upon request.

CAUTION: Students are warned that tampering or misuse of the card is viewed as a serious offence by CITECH.

13.3 OBTAINING A CITECH ID CARD

Your CITECH ID card will be either mailed to you or you may collect it personally from the Student Reception office.

13.4 REPLACEMENT OF CITECH ID CARD

If you need your card replaced or lost of card, please inform the staff at the student reception. Your old card will be cancelled and a replacement card will be issued. There is a cost of S\$30 for any replacement card(s).

13.5 LIST OF STUDENTS SERVICES AVAILABLE

The following are the list of students' services available for students. For more information, please enquire from the students' admission office.

- Pre-Departure Briefing
- Arrival Services including: –
 - airport pickup
 - registration for accommodation
 - registration for handphone
 - arrangement for medical checkup for purpose of applying for students' pass
 - students' transport arrangement
 - students' pass collection arrangement
 - internet access

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- opening of bank savings account.
 - Orientation Program
 - Financial assistance for example: bursary, scholarship and tuition grant
 - Language improvement programs
 - Register for Student ID, Official Registration of Student
 - Counseling Services
 - Accommodation Service
 - Students' Medical Insurance and other Medical Services
 - Update of Students' Personal Information
 - Student's Graduation Services
 - Access to Library Services (e.g. National University of Singapore, National Library)
 - Departure Services including: –
 - termination of bank saving account
 - termination of student's pass
 - purchase of air-ticket
 - transport arrangement
 - cancellation of accommodation arrangement
 - refund of deposit for accommodation
 - refund of security deposit from Immigration & Checkpoint Authority of Singapore
 - termination of mobile phone service
 - termination of internet service
 - Contact Information and Other Useful Information about Singapore
 - Immigration & Checkpoint Authority Services relating to student's pass matters
 - Career Guidance
 - Further Education Guidance
 - Healthy life style programs
 - Briefing on recreation facilities which include –
 - booking of badminton court
 - basketball court
 - gymnasium
 - dancing hall