

**Student Selection and Admission Procedure
(Local Student Admission Monitoring Process)**

Steps		Documents
1	<p>Upon management's approval, CSE proceeds with enrolment of the student. CSE explains the programme details, award criteria, standard contract details, school's policy, FPS, Medical Insurance, payment methods and refund/transfer/withdrawal policy and procedure.</p> <p>Student completes the application and submits the documents. CSE enter the details in the Academic Information Management Systems (AIMS) and a Personal file (or P-file) is opened by the CSE and follow the details according to the checklist included.</p>	Enrolment form
2	CSE issues an offer letter to the student. The student accepts the offer and signs the acceptance letter.	Letter of Offer Acceptance Letter
3	Student signs the advisory note/contract prepared by CSE. If the student is below 18 years, the parent/guardian signs as well.	Advisory Note Standard Contract
4	Student is given the letter of undertaking, student registration checklist, and student handbook. Student reads and signs the said documents. The signed documents are filed in the P File.	
5	Students joining after the course commencement date need to sign an Undertaking for Late Joining.	Undertaking letter
6	Payment is collected in accordance with 4.1.3 and receipts are issued in accordance with 4.1.4.	
7	FPS is purchased. Medical Insurance also purchased for the applicable students.	
8	Student's name is added to the student register	AIMS

**Student Selection and Admission Procedure
(International Student admission through Authorised Agent)**

Steps

1	International Students Recruitment Staff (ISR) receives international student application from the Authorised Agent of BMC.
2	ISR Staff checks the completed application and documents and arrange for eligibility check. If the student does not meet entry requirements, ISR Staff advises agent accordingly.
3	If the applicant meets the Entry Requirements, ISR Staff checks (through Pre-Admission Counselling Form) whether the student had been briefed by the Agent on the particulars including Course details, FPS, Refund and Withdrawal policy, Medical Insurance, etc.
4	ISR Staff seeks the Management approval.
5	If the application is rejected by the Management, the same is informed to the student through the Agent.
6	If the application is approved by the management team, a letter of offer and acceptance letter is sent to the student.
7	ISR Staff submits a student's application to ICA.
8	If ICA approves the Student's pass, ISR Staff informs the Agent of the result and to get the student to come to Singapore 1 week before the class commences. If ICA rejects the application, based on the request by the student BMC lodge an appeal to ICA. Outcome of the appeal is informed to the student through the Agent.
9	(a) ISR Staff attends to the student's arrival in Singapore (Upon request of the student or agent) and brings him/her to BMC. ISR Staff prepares the contract and explains the programme information, award criteria, standard contract details, school's policy, FPS, Medical Insurance, payment methods and refund/transfer/withdrawal policy and procedure to the student. Student reads through the contract and acknowledges his/her understanding of each clause by signing in each page of the contract. Student is given the BMC's Student Handbook. (b) Students joining after the course commencement date need to sign an Undertaking for Late Joining.
10	Student pays the school fee and ISR Staff issues the receipt. FPS certificate is purchased and issued along with the Medical Insurance certificate.
11	ISR Staff Manager conducts orientation to the student to give a better understanding of the international student's policies.
12	ISR Staff fixes an appointment with ICA for the student to collect the student's pass.
13	Student collects student's pass from ICA.
14	Programme Manager conducts Orientation on the programme
15	Student attends classes.

Student Selection and Admission Procedure (International Student Admission - Student Walk-in (not through registered Agent))	
Steps	
1	ISR Staff attends to foreign enquiries and briefs the course details and the entry requirements.
2	If the student meets the entry requirements, ISR Staff explains Course details, FPS, Refund and Withdrawal policy, Medical Insurance, etc.
3	ISR Staff checks the completed application and Documents and arrange for eligibility check and management approval.
4	Upon management's approval, ISR Staff proceeds with enrolment of the student. CSE explains the programme details, award criteria, standard contract details, school's policy, FPS, Medical Insurance, payment methods and refund/transfer/withdrawal policy and procedure.
5	ISR Staff verifies the submitted documents and ensure all documents are enclosed.
6	ISR Staff prepares letter of offer and acceptance letter. Student signs Acceptance letter.
7	Student pays course application fee and ISR Staff issues the receipt.
8	ISR Staff has all completed documents to apply the student pass.
9	ISR Staff submits student's application to ICA.
10	Upon approval, ISR Staff informs the result to the student and to get the student to come to Singapore 1 week before the class commences. If ICA rejects the application, based on the request by the student BMC lodge an appeal to ICA upon student's request. Outcome of the appeal is informed to the student.
11	(a) ISR Staff attends to the student's arrival in Singapore (Upon request of the student or agent) and brings him/her to BMC. ISR Staff prepares the contract and explains the programme information, award criteria, standard contract details, school's policy, FPS, Medical Insurance, payment methods and refund/transfer/withdrawal policy and procedure to the student. Student reads through the contract and acknowledges his/her understanding of each clause by signing in each page of the contract. Student is given the BMC's Student Handbook. (b) Students joining after the course commencement date need to sign an Undertaking for Late Joining.
12	Student pays the school fee and ISR Staff issues the receipt. FPS certificate is purchased and issued along with the Medical Insurance certificate.
13	ISR Staff Manager conducts orientation to the student to give a better understanding of the international student's policies.
14	ISR Staff fixes an appointment with ICA for the student to collect the student's pass.
15	Student collects student's pass from ICA.
16	Programme Manager conducts Orientation on the programme
17	Student attends the classes.

**Student Selection and Admission Procedure
International Student Admission
(Online/Telephone Query (Not Through Agent))**

Steps

1	ISR Staff attends to a foreign enquirer through e-mail or phone call and explains the details of the course and entry requirement.
2	If the student meets the entry requirements, ISR Staff explains about FPS, how to check if fee is protected at CPE website, refund policy, withdrawal policy, award criteria, attendance requirements, exam procedures, grades, appeal, academic progression etc
3	If the student does not meet the entry requirement, the ISR Staff advises applicant accordingly.
4	ISR Staff sends through e-mail the pre- course counselling form and student pass application form to fill up. ISR Staff advises to email back once all forms are filled up together with the scanned photograph, passport, bank statement, transcript of records and all pertinent documents (Documents must be translated in English). (May refer to the student pass application form for needed documents) (DOCUMENTATION CHECK-LIST FOR APPLICANT APPLYING FOR STUDENT'S PASS)
5	Student sends through e-mail all the documents.
6	ISR Staff checks all documents are completely submitted. Once all documents are complete, ISR Staff sends e-mail about the payment of Course Application Fee through TT or DD.
7	Student pays course application fee and ISR Staff issues the receipt.
8	ISR staff submits Student Pass Application online via the ICA's system.
9	Upon approval, ISR Staff informs the result to the student and to get the student to come to Singapore 1 week before the class commences. If ICA rejects the application, based on the request by the student BMC lodge an appeal to ICA. Outcome of the appeal is informed to the student.
10	(a) ISR Staff attends to the student's arrival in Singapore (Upon request of the student or agent) and brings him/her to BMC. ISR Staff prepares the contract and explains the programme information, award criteria, standard contract details, school's policy, FPS, Medical Insurance, payment methods and refund/transfer/withdrawal policy and procedure to the student. Student reads through the contract and acknowledges his/her understanding of each clause by signing in each page of the contract. Student is given the BMC's Student Handbook. (b) Students joining after the course commencement date need to sign an Undertaking for Late Joining.
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