



Pre-Course Counselling Form
课前辅导表格

All students must be briefed in accordance to this checklist during course inquiry and submit together with course application form.
 学生必须在课程查询时按照本清单的填写以下表格，并连同课程申请表一并提交智源教育学院

Please tick (✓) wherever is applicable.
 请在适当的空格内打“✓”。

SECTION A: APPLICANT'S PARTICULARS

A部分：申请人的个人资料

Name of Applicant (as in Passport/NRIC) 申请人姓名（以护照/身份证为准）		Contact No. 电话号码
Passport/NRIC Number 护照/身份证号码	Email Address 电邮地址	
Course Applied For 申请课程名称		

SECTION B: PROGRAMME / CAMPUS INFORMATION AND STUDENT PASS MATTERS

B部分：课程计划 / 校园信息与学生证事宜

<input type="checkbox"/>	Student has been briefed on programme information (course structure, intakes, duration, Course admission requirements, language requirements and type of awards) 学生已经获得相关信息（如：课程结构、开办届数、课程起止时间、入学要求、语言能力要求、相关奖励等。）
<input type="checkbox"/>	Student has been briefed on KLCII's campus locations, facilities and student support services. 学生已经获得智愿教育学院各分校校区位置、课程设施和学生支持服务等方面的信息。
<input type="checkbox"/>	International student has been briefed about student visa application, procedures and documentation required. 国际学生已经获得学生签证申请程序及所需文件的相关信息。
<input type="checkbox"/>	International student has been briefed about services provided like accommodation, airport pick-up, cost of living, medical examination, Singapore laws, counselling service, etc 国际学生已经获得学院所提供的相关服务信息，如住宿、机场接机、生活费用、体检、新加坡相关法律、咨询等。

SECTION C: FEES PAYABLE AND MODE OF PAYMENT

C部分：应付费用及付款方式

<input type="checkbox"/>	Student has been briefed about the course fee and miscellaneous fess and any other relevant fees payable to KLCII. 学生已经获知应该缴纳的课程学费、课程行政费以及其他应向智源教育学院缴纳的各种费用。
<input type="checkbox"/>	All payment must be made to KLCII and student is briefed on the types of payment modes available. 学生已经获知智源教育学院所接受的付款方式和方法，以及所有付款必须仅向智源教育学院缴付。
<input type="checkbox"/>	Student has been briefed that course fee payment can only be made after the Student Contract is endorsed. 学生已经获知所有支付款项必须在学生合同签署后才缴付。

SECTION D: FEE PROTECTION SCHEME AND STUDENT CONTRACT

D部分：学费保障计划及学生合同

<input type="checkbox"/>	Student has been briefed about the Fee Protection Scheme (FPS) that KLCII provides for student. 学生已获知关于智源教育学院为学生提供的学费保障计划（FPS）。
<input type="checkbox"/>	Student has an email address in the application form for insurance certificate to be sent electronically. 学生保险证书的申请表，将以电子邮件方式发送至学生的电邮地址。
<input type="checkbox"/>	All important information stated in the Student Contract has been explained to the student. 学生合同中包含的各种重要信息，已经清楚地向学生进行解释。
<input type="checkbox"/>	Student can refer to the Council of Private Education (CPE) at www.cpe.gov.sg for more information. 学生能查阅私立教育理事网页以索取更多详情。

SECTION E: MEDICAL INSURANCE AND DECLARATION

E部分：医疗保险及声明

<input type="checkbox"/>	International Student has been briefed about compulsory medical insurance scheme provided by KLCII. 学生已经获知了智源教育学院提供的强制性医疗保险计划。
<input type="checkbox"/>	Local Student with valid medical insurance are exempted from the medical insurance scheme provided by KLCII. 本地学生已经获知了关于豁免该医疗保险计划及在学生合同中的相关说明

SECTION F: POLICY AND PROCEDURE OF WITHDRAWAL / REFUND / TRANSFER

F部分：关于退学 / 退款 / 转学的政策和手续

- Student has been briefed on KLCII's transfer & withdrawal policy and procedures.
学生已经获知智源教育学院的退学与转学的政策和程序。
- Student has been briefed on KLCII's refund policy and procedures.
学生已经获知智源教育学院的退款的政策和程序。

SECTION G: LOCAL STUDENTS ON WDA FUNDING (NON EC SECTOR)

G部分：本地学生享有WDA赞助津贴（非幼儿教育）

- Student has been briefed on the type of Funding schemes available.
学生已经获知可用的赞助津贴的类型。
- Student understood and are aware of the Terms & Conditions and Obligations for WDA funding.
学生理解不同类型的赞助津贴要求的责任与义务。
- Student has been briefed of the content stated in the Letter of Undertaking.
学生已经获知保证书中所列明的相关内容。
- Student understood and are aware that they agree to sign the Letter of Undertaking at the point of application.
学生理解和明白他们需要在保证书中的申请者部分签名。

SECTION H: Trainees' Motivation & Commitment Towards Course

H部分：学生学习动机与课程承诺

- 1 What is your motivation to enrol in this course?
你参加这个课程的动机是什么？

To have a better career pathway
有更好的职业途径

To work with children
能够更好的与孩子相处

To gain a wider job scope and new job responsibility
获得更广泛的工作范围和工作职责

To have better job prospect
有更好的工作前景

To gain competency in working with parents
与家长一起工作以获得胜任

To be able to better manage children
能够更好的管理孩子

To perform better in classroom and teaching duties
在课堂和教学上表现更好

To gain pay rise
获得加薪

- 2 After course completion, will you remain in early childhood industry for 1 to 2 years?
课程完成后，你会在幼教行业服务一至两年吗？

Yes 是

No 否

- 3 Will you commit to complete this course within the course duration?
你会在课程的时间内完成这门课程吗？

Yes 是

No 否

SECTION I: DECLARATION

I部分：声明

Course Consultant / Approved Agent: I hereby confirm that the above information had been explained to student.
课程顾问 / 认可代理人： 本人在此确认，上述内容已经向学生解释清楚。

Student: I hereby acknowledged that I have been briefed and I fully understand on all the above information.
学生： 我完全明白传达给我的各种信息，特此声明，我已获悉上述所有相关内容。

Signature of Course Consultant / Approved Agent
课程顾问 / 认可代理人签名

Signature of Student
学生签名

Name:
姓名:

Name:
姓名:

Date:
日期:

Date:
日期:

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仅供工作人员使用

ACKNOWLEDGEMENT BY COURSE CONSULTANT (If briefing done by approved agent)
课程顾问的确认（如果由认可代理人完成）

Date Received
收件日期

Received by
收件人

Note: All information provided are treated with strictest confidentiality and are meant for internal use only
注：提供的所有信息严格保密，被视为是仅供内部使用。