

ADMISSION PROCESS LOCAL STUDENT

Stage 1: Pre-Course Counselling

- All prospective Students are encouraged to contact our BITC Administrative Staff or BITC appointed agents for a pre-course counselling session if they would like to enrol for a course with BITC.
- If the Student has any specific enquiry on the in-depth details of the course, then they will be guided by our BITC Chef Instructors and garner further advice from the Principal of the college on case to case basis.
- For any kind of assistance on admission matters, please contact our BITC Administration Office at bakingskills@bitc.edu.sg
- The selection exercise is carried out only by BITC staff and not by BITC Recruitment agent. Recruitment Agents shall not be involved in the selection process, instead shall submit all completed applications to BITC for review, selection, and approval.

Stage 2: Application Submission

Please complete the BITC Registration Form accompanied with the following supporting documents:

- Student Enrolment Pre-Course Counselling Checklist Form and Feedback Form
- Recent “two” (2) colour passport-sized photographs of applicant
- Applicant’s Photocopy of NRIC / Passport (photocopy of both sides, Stamp of Certified True Copies)
- Applicant’s Certified True Copies of Academic Transcripts (e.g. “N” and/or “O” level results slip)
- Please send the completed forms, supporting documents and registration fees to the following address or visit us in person:
BITC Administration Office
Baking Industry Training College Pte Ltd (BITC)
Block 167 Jalan Bukit Merah #02-15 Connection One, Tower 4, Singapore 150167
- Applicant’s Certified True Copies of testimonials from school or employer

Stage 3: Application Review and Approval/Rejection

- BITC will process and evaluate all Applications upon which acceptance is subjected to approval by the Principal / Academic Board.
- Student who does not meet the entry requirements of course are subjected go through Interview with the Academic Board members or Principal of BITC and are recommended to fill Course enrolment (Interview) form. Upon which Academic Board decides on the admission of the student on case to case basis-
Student completes the BITC - Course enrolment (Interview) form (If Required)
- Upon successful evaluation of the Application, students will receive an official “Letter of Offer” by BITC.

- Applicants who are unsuccessful will be notified by our Administrative Staff / BITC Recruitment Agents
- **Cancellation Policy:** Baking Industry Training College Pte Ltd reserves the right to cancel, combine or dissolve any courses and rejects any enrolments and also the rights to substitute course chef-instructors when necessary.

Stage 4: Acceptance of Offer

Applicants who wish to proceed with their Registration will have to comply with the following steps before the Commencement of their course:

- Non-refundable Registration fee of **SG\$107.00 (including GST)**
- Registration Fees can be made payable via cash or cheque made payable to “Baking Industry Training College Pte Ltd.” or to the following account:
- **Account Details**

Bank Account Name: Baking Industry Training College Pte Ltd
 Name of the Bank: OCBC Bank
 Bank Address: 65 Chulia Street #01-00 OCBC Centre
 Singapore 049513
 Bank code: 7339
 Branch code: 687
 Bank Account No: 687-387514-001
 Swift Address / Code: OCBCSGSG

- Please remember to write your name, NRIC/passport number and contact number behind the cheque.
- Sign the Letter of Acceptance
- Understand and Sign the Advisory Note to Students (Form 12)
- Upon successful application / Approval all Students are required to enter into a PEI-Student Contract that is legally binding between BITC and the Student. Please Find the Link of Sample Student Contract:
- [Sample : Standard PEI-Student Contract - New Version 3.1](#)
- Understand and Sign the Standard PEI Student Contract
- Please read the content of the Student Contract carefully before signing. Keep one copy of the contract for your retention and please provide us with one copy.
- Understand and Sign the BITC - Course Enrolment Declaration Form (If Required)
- Understand and Sign the BITC - Safety Induction Acknowledgement Form
- Understand and Sign the BITC- Letter of Undertaking - BITC Lab Rules
- Be aware of the Terms & Conditions of the Refund, Withdrawal and Transfer policies as stated in the Standard PEI Student Contract and other related Information informed and briefed in Student Enrolment Pre-Course Counselling Checklist Form
- Make payment of fees which includes Course fees and miscellaneous fees (if required).
- The Medical Insurance Provider is immediately informed to provide cover for the new

Student.

- Please read the content of the Student Contract carefully before signing. Keep one copy of the contract for your retention and please provide us with one copy.

BITC Medical Insurance Coverage

- BITC has in place a Medical Insurance Scheme for all its Students as required by CPE under Edu Trust Certification Scheme. BITC appointed Medical Insurance provider is AXA INSURANCE SINGAPORE PTE LTD.
- A SC/PR or a non-Student's Pass International Student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by BITC.

BITC Fee Protection Scheme

- BITC has in place a Fee Protection Scheme (FPS) as stipulated by the Council for Private Education (CPE) (the "FPS") by way of 'Insurance Scheme' to provide fee protection to all our Students. The instalment plan as per the scheme shall be clearly explained to the Student. A copy of the certificate is available on our college website.

Information on Insurance Scheme:

- BITC has engaged Liberty Insurance Singapore Pte Ltd for the Insurance Scheme.
- Under the fee insurance scheme, private education institutions will purchase insurance protection from any one of the Committee for Private Education-appointed insurance companies for every one of their students' to protect their fees.
- For more information, please refer to the Insurance Certificate and Master Insurance Policy on our website (Under Downloads Menu)
- *All fees refer to all monies that are paid by students' to be enrolled in BITC except for miscellaneous fee.
- GST is not inclusive as part of fees to be protected.

Stage 5: Student Orientation

BITC will provide the following facilities to Students

College Orientation

- Briefing about the college and its various policies
- Briefing about BITC infrastructure
- Disseminate and reiterate important course information and other information
- Inform Students of their rights this shall include internal and external grievance and dispute resolution procedures, fee protection scheme, reference to CPE's official website
- Inform Students of BITC student Code of Conduct, Course Transfer, Deferment, Withdrawal, Refund, Termination and Expulsion policies along with the conditions,

criteria's and procedures.

- Give details of the organization awarding the certificate (if and when applicable)
- BITC Student's ID will be given upon successful enrolment (for CPE registered courses)

Library Facilities and Study Areas

- In order to give the Students a motivating environment and help them get a holistic learning experience BITC would be providing library facilities and Study Areas to support our Students' learning process.
- BITC would provide reference books on "baking" to the Students for project work.

Wireless Internet Connection

- BITC would provide Wireless Internet facility to the Students for project work.

Financial Assistance

- The college would be giving scholarships to the deserving Students in order to encourage them to go further and perform better, thus upholding the Core Values of BITC.

Academic Assistance

- The college would be conducting enrichment courses on baking and related courses, as these subjects are the foundation of the various courses taught.
- BITC would provide Students with access to baking tools/ utensils for use in practical and training.

Document Checklist for Local Students

1. BITC - Student Registration Form
2. BITC - Student Enrolment Pre-Course Counselling Checklist Form and Feedback Form
3. Recent two (2) colour passport-sized photographs of applicant.
4. Applicant's Photocopy of Identity Card / NRIC / Passport (photocopy of both sides).
5. Applicant's Certified True Copies of Academic Transcripts (e.g. "N" and/or "O" level result slip)
6. Applicant's Certified True Copies of testimonials from school or employer.
7. Signed Letter of Acceptance
8. Signed Advisory Note to Students (Form 12)
9. Signed Student Contract.
10. BITC's Student Hand Book