



NEWWAY INTERNATIONAL COLLEGE

Blk 134 Jurong Gateway Road, #04-307B Singapore - 600 134

Website: www.nwic.edu.sg

Tel: +65 91806070, 88949486 | Email: internationalcollegenewway@gmail.com

Pre-Course Counselling Checklist

Section A: Applicant's Particulars	
Name of Applicant (as in NRIC/Passport)	
NRIC/Passport No/ FIN No:	Mobile / Home Tel No:
Course Applying:	
Course Period:	

I confirm I have been advised on / provided information of the following:

Section B: Programme / College Details		
No.	Items	Tick accordingly
1	Information of the college, including but not limited to college's history, college's vision and mission, college's value and culture, college website: www.nwic.edu.sg , college's management team, members of academic and examination boards, college's location, how to locate the college, opening and closing hours, facilities and nearby amenities.	
2	Information of the course, including but not limited to the certification award, awarding body, course structure, course outline, total number of modules, course intake, course contact hours, course duration, course schedule, and timing of classes, assessment schedules, teaching and assessment methods, and Student Handbook, teacher-student ratio, award criteria, quality assurance of delivery of course and opportunity for further education /career pathway/ employment opportunities in the different industries.	
3	Attendance requirements <ul style="list-style-type: none"> • Full Time and Part Time Local Students: minimum 75% per module • Full Time International Students: minimum 90% (for all courses) 	
4	Application details, including but not limited to the documents required to be submitted by the prospect for entry eligibility assessment, timeline for application assessment, and application procedures.	
5	Admission eligibility, including but not limited to minimum entry requirement and English Language proficiency for the various course offered by the NEWWAY International College, and the criteria for being able to apply for exemptions (if applicable).	
Section C: Fees Payable, Payment Methods, Fee Protection Scheme, Medical Insurance and Student Contract		
6	Course fees including but not limited to total course fees, registration fees of S\$100 (non-refundable fees), FPS, insurance fees and any other miscellaneous fees	
7	Payment methods, including but not limited to information pertaining to payment modes, payment schedule, instalment plans available and payment methods acceptable by NWIC and that all payments must be made to NWIC only.	
8	Information on Fee Protection Scheme (FPS) and Medical Insurance Scheme	
9	CPE Student Advisory Note	



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10	Student Contract detail, including but not limited to rules and regulations that bind both student and institute, withdrawal and transfer policies and related fees, refund policy and its related fees.	
11	Grievance procedure / dispute resolution system, deferment and termination policies.	
Section D: Student Support Services		
12	Student support services, including but not limited to the information pertaining to the general description of the college's facilities, environment, student protection, counselling, orientation, progression & career pathway, academic support, holistic development, feedback and communication.	
Section E: Confidentiality of Student Data and Non-Discriminatory Policy		
13	All personal data and information shall be kept strictly confidential. NWIC is to ensure the integrity of students' personal particulars and confidential information entrusted is not compromised. Unless the disclosure is required by the law, government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements and/or order of any courts of Singapore for their internal use only, NWIC undertakes not to divulge any of the student's personal information to any unauthorised third party without the prior written consent of the student.	
14	NWIC complies with the relevant Singapore non-discrimination laws and government policies. This non-discrimination policy applies to student selection, admission, retention, expulsion, appeal and treatment in NWIC programmes and activities	
Section F: Relevant Singapore Law, Visa and Student's Pass Application Requirements and Procedures, Living in Singapore and General Healthcare Services in Singapore (International Student Only)		
15	Student's pass application, procedures and documents required	
16	Relevant Singapore Law (Immigration & Checkpoints Authority (ICA))	
17	Services like accommodation, airport pick-up, living in Singapore (accommodation and cost of living), medical check-up and counselling service	

Section G: Declaration

Staff/Agent: I confirm that the above have been explained to the student.

Student: I have been briefed by the NWIC's representatives (in native language when necessary) and fully understand the above information.

Name, Signature of Staff/Agent & Date

Signature of Student & Date

FOR OFFICIAL USE ONLY

Received by:

Date: