



BTEC INTERNATIONAL APPLICATION FORM

SECTION 1 STUDENT DETAILS

Full name (as stated in passport)

Student's preferred name

The International BTEC Diploma in Business course that I would like to pursue is: ☐ Level 2 ☐ Level 3

Gender ☐ Male ☐ Female

Applying for enrolment year /

Date of birth

Expected start date

Nationality (if dual, please indicate)

Passport number

Passport expiry date

Visa Type (tick as appropriate)

Visa number

☐ Dependant's pass ☐ Citizen ☐ Permanent Resident

Visa expiry date

- For Singapore citizens, please note that approval is required from the Ministry of Education.
- We are also unable to accept students on Long Term Visitor Passes and Student Passes.

Does your child have any additional support needs? ☐ Yes ☐ No

What is your child's first language?

If English is not your child's first language, please select their level of English proficiency from the list below

☐ Beginner ☐ Gaining confidence ☐ Confident ☐ Fluent ☐ Native

What is the main language spoken at home?

Other languages spoken

SECTION 2 STUDENT'S SCHOOL HISTORY

Current/ most recent school

Date joined

Language of instruction

Date left

School contact name

Curriculum

School contact phone number

Country

School contact email address

Have there been any serious disciplinary issues?
E.g. internal or external suspension, expulsions or withdrawal from school.
☐ Yes ☐ No

NOTE: Upon receipt of this application, DCIS will contact the most recent school for a confidential student reference. If you have any reservations, please let us know.

SECTION 3 FAMILY DETAILS

Parent 1 full name

| | |
|-------------------|--------------------|
| <i>first name</i> | <i>middle name</i> |
| <i>last name</i> | |

Relationship to student

Home address

Email address

Mobile telephone number

Nationality

| | | | | | |
|--|----|----|---------|----|-----|
| Visa Type <i>Please tick as appropriate</i> | EP | DP | Citizen | PR | IEO |
|--|----|----|---------|----|-----|

Occupation

Employer's name

Parent 2 full name

| | |
|-------------------|--------------------|
| <i>first name</i> | <i>middle name</i> |
| <i>last name</i> | |

Relationship to student

Home address

Email address

Mobile telephone number

Nationality

| | | | | | |
|--|----|----|---------|----|-----|
| Visa Type <i>Please tick as appropriate</i> | EP | DP | Citizen | PR | IEO |
|--|----|----|---------|----|-----|

Occupation

Employer's name

Parents' marital status: Married Separated Widowed Divorced

SECTION 4 UNIVERSITY / COLLEGE PLANS

Subjects likely to be studied at university / college

Where might you attend university? (Tick all that apply)

UK US Singapore Canada Australia New Zealand France Germany

Other Countries (*please name*)

SECTION 5 SUBJECTS STUDIED AND EXPECTED / ACTUAL RESULTS

[illegible][illegible]

SECTION 6

STUDENT QUESTIONS

Please answer the following questions:

Why do you want to be an IB student at DCIS? *(If possible, also comment on how this is connected with your career/university plans)*

What do you think you will have to do to be a successful IB student at DCIS?

SECTION 7

ADDITIONAL SUPPORT NEEDS

Has your child ever been involved in serious disciplinary action such as suspension or expulsion?

Yes

No

Has your child ever received support for learning?

Yes

No

Does your child receive support as identified below? *(tick any/all that apply)*

Occupational Therapy

Speech and Language

Counselling

Learning Support

Physical *(includes visual and hearing)*

Other *(please specify)*

Behavioural, Social and Emotional

English as an Additional Language

Please attach all reports from doctors, psychologists, therapists, behaviour coaches, etc.

Has there been any significant life event that you would like to share with us? *(e.g. divorce, death, accidents or illnesses)*

Yes *(please specify below)*

No

SECTION 8 HEALTH

Does your child have any diagnosed medical conditions and/ or require any medication?

Yes (please specify below) No

Does your child have a diagnosed allergy? Yes (please provide hospital or doctors reports) No

SECTION 9 TUITION FEE DETAILS

Fee payment will be made by: Father only Mother only Company only

Split fee payment

Father/ mother/ company

Father/ mother/ company

%Fee percentage

%Fee percentage

If billing should be sent to the company, please complete the [Letter of Guarantee](#).

SECTION 10 ADDITIONAL INFORMATION

Why did you choose Dover Court International School for your children?

How did you hear about Dover Court International Schol?

Word of mouth Education guides The DCIS website Live nearby the school

Local newspapers/magazines Other:

If your child has been identified as exceeding in a particular subject by a previous school or teacher, please supply details here:

SECTION 10 THE APPLICATION PROCESS

To apply for admission to DCIS please submit the Application Form and the required documentation listed below. You are encouraged to make your application package as complete as possible. We will contact you if further information is required. The personal data collected from applicants and/or their parents/guardians pursuant to this application form will be handled by our staff, kept confidential and used by DCIS for lawful and relevant purposes including but not limited to:

- Assessing the suitability of applicant's admission to DCIS
- Processing applications for admission
- Verification of the applicant's examination results, academic records and other information
- School administration and operation after admission
- Statistical and research purposes

Personal data may be stored in our or our affiliates' database systems (which may be located within or outside Singapore) and online portals. Failure to provide the requested data may result in us being unable to process the application and may influence the outcome of the application. Please review our full Personal Information Collection Statement on the school website:

<https://www.nordangliaeducation.com/our-schools/singapore/personal-data-protection-policy>

Important note: Any special social, medical, dietary, psychological or educational needs must be noted, with supporting information or documentation attached. If the applicant has been tested for any educational, social, emotional or psychological purposes, the test results must be submitted with this application. Please refer to the declaration section of this application in reference to the withholding of any additional testing materials during the time of application. We make every effort to place your child in the most appropriate pathway to meet their needs. As a child develops, unidentified needs may present following enrolment. In this case, we may need to re-evaluate a child's pathway to ensure that they are appropriately supported. This may require a movement of pathway (class).

The Admissions Process

- Complete an Application Form and provide all the required documentation on this checklist:
 - Application Form
 - Copies of school reports for the previous 24 months (a certified English translation is required for reports not originally issued in English)
 - Any documentation relating to any past, current or future additional services provided to your child
For example, an IEP/ISP; educational-psychological evaluation; speech and language reports; OT reports; etc.
 - A recent passport-style photo of each student (attached to the Application Form)
 - A copy of the passport ID page for the student and each parent (for non-Singapore citizens/permanent residents)
 - Copies of the front and back of the student and parent Employment and Dependant's Passes
 - Re-entry permit of child (for Singapore permanent residents)
 - A copy of the student's birth certificate/citizenship certificate/Singapore NRIC (for Singapore citizens)
- Transfer the application fee of SGD\$1,020. If you withdraw your application before we begin the offer/assessment process, we will refund SGD\$500 of the application fee. If you have been offered a place or an assessment, but choose not to accept, there will be no refund of application fee.
- For Singapore citizens, please note that approval is required from the Ministry of Education.
- We are unable to accept students on Long Term Visitor Passes and Student Passes.
- Parents/Guardians will be notified once the student's complete application and documents have been received.
- All students entering the Secondary School (Year 7 upwards) will be required to take an assessment. The assessment will form part of the admissions process.
- Children applying for one of our Supportive Education programmes will be invited to school for a formal assessment with our team. Please note that these assessments will only take place once a place becomes available.
- The admissions committee will review each student's complete application. They will advise whether an assessment is required to ensure we have the provision and capacity. We are unable to provide 1:1 support.
- The Admissions Committee will review the student's complete application and assessment and make a decision about acceptance to DCIS.
- Families will be advised of the Admissions Committee's decision, the year level placement and start date. Possible outcomes are:
 - The student is accepted unconditionally
 - The student is accepted on a conditional basis
 - The student is accepted for another intake and placed on the respective waiting list. Registration on a waiting list does not guarantee a place at the school for the term for which the application is made. The school shall have full discretion in allocating places
 - The student is not accepted
- Once a place is offered, a family will have a limited period in which to accept the offer. A place at DCIS is only guaranteed once:
 - An offer has been made and the non-refundable and non-deductible Registration Fee has been paid in full
 - For Singapore citizen students, approval from the Ministry of Education has been granted
 - The Student Contract and Advisory Note to Students (Form 12) have been signed and returned to the Admissions Office
- Invoices for fees will be sent to parents/guardians and upon receipt of fees, the student's enrolment will be confirmed.

Declaration

I understand that DCIS reserves the right to dismiss, at any time, a student who does not possess valid immigration status, or has proven to be an unsatisfactory member of the school community. I certify that the information provided in the application process to DCIS is complete and accurate and that no information has been withheld, including any prior academic, educational, emotional, or psychological testing results or support. I authorise DCIS to request further information from teachers, counsellors, administrators, and specialists. I understand that if complete and accurate information has not been provided, DCIS may be unable to provide tuition and may withdraw an offer of admission, or exclude or dismiss the student from DCIS at any future date. I consent to the collection, use, disclosure, processing and transfer of my personal data, and the personal data of my child and other family members, as set out in the Personal Information Collection Statement.

I have read and agree to the terms and conditions of the Admissions Process.

I acknowledge that all of the information provided for this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge.

Your name

Relationship to the student

Date