

SELECTION AND ADMISSION PROCEDURE – BAC College (Singapore)

Before commencing your enrolment make sure you meet any pre-requisites for the course or qualification you have selected. Information about the pre-requisites is contained in the brochures for the respective courses. You may also obtain such information from the course consultants.

Selection Process

- i) Selection of Students is carried out by staff of BAC.
- ii) After satisfying all pre-course counselling requirements, prospective students who are keen on enrolling on the programme will fill in BAC's relevant Application for Admission Form FRM 010, 010A to 010E and provide their academic Certificates (where relevant).
- iii) Students registering for the Preparatory courses of the University of London may have already registered directly with the University of London before approaching BAC to enroll on the course. Such students will be requested to provide BAC with the unique Student Registration Number provided by the University.
- iv) The Course Consultant/Records Manager will check the originality and authenticity of documents submitted by applicants by sighting the documents or a copy of the original set of documents, and will assess the application to ensure that the admission requirements have been met.
- v) BAC's Principal will from time to time approve a designated staff member from BAC Education Group in Malaysia to have sight of the original certificates/documents and verify their authenticity for students resident in Malaysia. Only the specifically designated staff member will be able to verify the documents and this task shall not be delegated to any other person by that staff member.
- vi) In any other situation, BAC will accept documents that have been verified by a Notary Public or other recognized bodies such as the British Council in the country where the student is forwarding the document from.
- vii) Admission requirements for preparatory courses of the University of London are set by the University and are available in the Course prospectus of the University as well as in the Admissions Criteria Booklet for Preparatory Courses compiled by the Director of Studies.
- viii) Admissions requirements for the proprietary courses of BAC are stipulated in the Admissions Criteria Booklet for Proprietary Courses compiled by the Director of Studies.
- ix) The course consultant shall consult the Admissions Criteria Booklets when counselling students on the admissions requirement for any particular course.
- x) For doubtful situations (especially for the applications to the University of London), the Course Consultant will log in a query through the University's portal to ascertain the eligibility of the potential student for the respective programme to be enrolled for. Such instances may arise when it is not possible to verify the authenticity of the qualification submitted by the prospective student or when the student is applying for the Graduate Entry route and it is unclear whether the relevant qualification submitted meets the University's entry requirements.
- xi) For the preparatory courses of the University of London, where students have already registered themselves with the University before approaching BAC for admission, the students shall produce the University of London student number as proof of their admission to the Course. For such students, BAC does not seek any further evidence of academic certificates as these would have already been verified by the University of London at the time of admission to the University's course.

- xii) Upon satisfying Course admission requirements or obtaining confirmation from the University the Records Manager shall forward the application to either the Principal, Deputy Principal or Director of Studies for formal approval.
- xiii) The Principal, Deputy Principal or the Director of Studies shall vet all accompanying documents that is submitted together with FRM 010, or 010A to E. Where approved, the Principal, Deputy Principal or the Director of Studies shall indicate a sign of approval on FRM 010, or 010A to E. This is also a measure implemented to monitor the staff handling the selection process.
- xiv) Thereafter a Letter of Offer signed by either the Principal, Deputy Principal or the Director of Studies is given to the student. Acceptance of the Offer by the student is by execution of the Student Contract as well as the accompanying documents.
- xv) The Student file contains an Admissions Checklist FRM 011 which incorporates all relevant information that is required to be obtained and verified from the student as part of the Selection processes. This is further checked by the Director of Studies to ensure that the staff involved in the Selection Process have adhered strictly to the requirements.
- xvi) For the preparatory courses of the University of London, BAC signs separate contracts for each academic year. Returning students to BAC to progress on to the next academic year of study or to repeat the subjects for that academic year will execute a new student contract after completing Application for Admission Form FRM 010. These students will be reminded about FPS, medical insurance and the key aspects of the student contract. The Deputy Principal and/or Director of Studies will indicate an approval on FRM 010 based on the student's results which satisfies the progression requirement into the subsequent academic year of study.
- xvii) Students who do not meet the prescribed requirements in the Admissions Criteria Booklet may, nevertheless, be accepted on a case by case basis especially in the case of mature candidate. This varies according to the specific course. In such instances, the prospective student may be required to take a Proficiency test or an English language test (where the student cannot produce evidence of meeting the language requirement for a course), and/or an interview by the Deputy Principal or Director of Studies to ascertain the competency of the student for the relevant course.

Student Admission Process

- i) The Student Admissions Process is communicated by the Course Consultant, Records Manager, and/or authorized staff at the time that the student submits the Application for Admission Form FRM 010, 010A to E. This process is also clearly published in BAC's website.
- ii) The Student's application result is communicated to the student by giving him/her a Letter of Offer before the admissions processes are carried out. The Letter of Offer stipulates the following:
 - a) The course commencement date
 - b) That the acceptance to the offer can be made by executing the Student Contract and accompanying documents
 - c) That the Student Contract must be executed prior to the Course Commencement Date
 - d) That a staff member will brief the student on the Terms of the Student Contract
 - e) That the initial installment payment is to be made on the date that the Student Contract is executed, and

- f) That the student shall furnish any other outstanding documents that may be necessary for record-keeping purposes.
- iii) For STP students, the status of student pass application is communicated accordingly once ICA updates BAC. This communication is made by either the Course Consultant, Records Manager or Deputy Principal.
- iv) If the student wishes to continue with the admissions process, the Course Consultant shall reiterate to the student the following:
 - a) Course Information and Entry requirements
 - b) Payment schedule and total chargeable fees
 - c) Fee Protection Insurance Scheme & Medical Insurance
 - d) Refund Policies & Statutory Cooling Off period of 7 days
 - e) Transfer and Withdrawal Policy and Procedure
 - f) Governing Law and Dispute Resolution
 - g) Confidentiality of information
 - h) Miscellaneous items pertaining to the contract (if applicable)
 - i) Guardian details to be given for students below the age of 18
 - j) That the Student is required to report any change in guardianship to the school immediately
 - k) Signing a new contract when a deferment request is approved
 - l) Ensuring each contract is valid only for admission to one course
- v) Briefing on the student contract may be done face to face at BAC's premises or via any online platform. After the Course Consultant has briefed the student on the student contract, the student acknowledges on the Course Counselling Checklist FRM-016 and Acknowledgement Form for Medical Insurance & FPS FRM-016A or the corresponding Acknowledgement Form for FPS FRM-016B for e-learning students.
- vi) Students will also sign the Advisory Note Form 12 required under the Private Education Regulations to confirm that they have ascertained for themselves the relevant background information about the school.
- vii) Where physical execution of all relevant documents is not possible, the contractual documents may be executed online via a secure document portal such as Docusign. Docusign auto-delivers a signed copy of the documents to the student as well as BAC.
- viii) Once the student confirms and is agreeable on the details furnished in the student contract as correct, the student must:
 - a) Check personal particulars and contact details
 - b) Where he/she is below 18 years of age require parent / guardian to sign the contract and such a guardian should be a Singaporean Citizen/Singapore Permanent Resident above 18 years old
 - c) Initial every page of the contract
 - d) Sign both original copies of the contract before making payment

- e) Keep a copy of signed contract
- ix) Where applicable, minor amendments to the student contract (i.e. typo error) will be struck across and initialed by both student and the respective BAC Staff who are authorised to sign the contract.
- x) In the event of a course intake which has already commenced, BAC shall not enroll the student, unless:
There is a written acknowledgement and agreement from the student via the Acknowledgement of Late Commencement Form FRM-015 or his parent or guardian, to be enrolled for a course that has already commenced.
- xi) For the preparatory courses of the University of London, returning students who progress on to the next academic year of study or repeat the subjects for that academic year will execute a new student contract after completing Application for Admission Form FRM 010. These students will be reminded about FPS, medical insurance and the key aspects of the student contract. The Deputy Principal and/or Director of Studies will indicate an approval on FRM 010 based on the student's results which satisfies the progression requirement into the subsequent academic year of study
- xii) An orientation session is conducted for all new students. To ensure that the dissemination of the information at this stage is effective, a New Student Survey Questionnaire FRM002A is administered.

ENROLMENT PROCEDURE – University of London

Bachelor of Laws/Graduate Diploma in Commercial Law: APPLICATION (deadline: 1st April / 1st October annually, unless it is otherwise changed by the University)

Direct online application

1. The application is to be done online. The following documents are necessary to proceed with the application:
 - Your Academic qualifications and transcripts must be certified as true copies. For this purpose, please bring the original documents and photocopies to BAC and we will certify it for submission to University of London.
 - Photocopy evidence of your Full name and Date of Birth (NRIC / passport). This too must be certified by us.
2. For assistance with the application, please approach Ms Anna Casia.
3. Application Fee – online payment of **£60 (subject to change by the University)** by credit card (visa / master) or offline payment: bank draft payable to University of London or Western Union remittance (details will be found in the application procedures) (Please note that NO OTHER MODE OF PAYMENT is accepted and that NO PAYMENT is to be made to BAC for this purpose).
4. After the online application is done, you will be required to upload the certified documents on the given link / website by the University of London.

Bachelor of Laws / Graduate Diploma in Commercial Law: REGISTRATION
(deadline: 1st May / 1st November annually, unless it is otherwise changed by the University)

Student accepts the offer and using the username and password provided by the University of London, completes the registration procedure on-line and pays the initial registration fee of **£638**

(subject to change by the University). (This fee can be paid online or offline.) Students will also have to pay module fee of **£198 (subject to change by the University)** (per subject).

Certificate of Higher Education in Common Law: REGISTRATION (deadline 1st May / 1st November annually, unless it is otherwise changed by the University)

1. Registration forms can be obtained from the reception and are to be returned to RecordsManager.
2. The application will be done entirely online. The school will do the first part (pre-registration) and subsequently the University of London will send you an email for you to complete the registration process. (Please ensure that the correct email address is given.)
3. Registration Fee of **£638** - online payment by credit card (visa / master) or offline payment: bankdraft payable to University of London or Western Union remittance (details will be found in the application procedures) (Please note that NO OTHER MODE OF PAYMENT is accepted and that NO PAYMENT is to be made to BAC for this purpose).
4. Students will also have to pay module fee of **£198 (subject to change by the University)** (per module)

Examination (Registration period: September and January annually*)

Candidates will be required to download their **Personalized Examination Entry Form (PEEF)** from their UOL Student VLE Portal. The PEEF will contain the candidates' personal details as well as their subject entries as indicated at the point of payment of initial/continuing registration fee. If they are unable to download their PEEF, or if there are discrepancies, please email uolia.support@london.ac.uk for assistance. The examination fees are payable directly to UOL and/or RELC (whichever applicable).

**Subject to confirmation in December by RELC*