



Date: 02/07/2020

Name of Student: MS. ROY SPANDANA

Passport: J9596476

Dear Applicant

CONDITIONAL LETTER OF OFFER

I am pleased to inform you that you have been granted a conditional offer for the below-mentioned course.

Course : Postgraduate Diploma in Hospitality (Cafe Management)
Commencement : 08/09/2020 to 04/06/2021
Duration : 15 months (9 months of classroom + 6 months of industrial attachment)
Application Fee : S\$107.00 inclusive of 7% GST (payable upon application)
Course Fee : S\$7,490.00 inclusive of 7% GST (payable in --- 2 instalment)

1st Instalment :- S\$5,992.00

2nd Instalment :- S\$1,498.00

To obtain an Unconditional Letter of Offer, we would need you to furnish us with additional documents and information. Please refer to the checklist in Annex A and kindly submit the necessary items to us **at least 6 weeks** before commencement date.

Please contact us at Tel: +65 6276 6337 or Email: info@bitc.edu.sg should you have any query.

Yours sincerely

Sudeep Sreedharan
Executive Director (School of Higher Education)
Baking Industry Training College

ANNEX A

Checklist of documents required for Student's Pass Application

DOCUMENT CHECKLIST		
Note: - Official translations are mandatory if the documents below are not in English. - Documents submitted must be clear and legible.	Local Students	International Students
1. Recent passport size photo with white background or scanned copy in JPEG file size 400 x 514 with white background.	✓	✓
2. BITC Application Form (duly completed and signed).	✓	✓
3. Pre-course Counselling Form (duly completed and signed).	✓	✓
4. Photocopy of NRIC/ valid Work Pass.	✓	
5. Official Birth Certificate.		✓
6. Photocopy of travel document (Passport) pages showing full particulars and travel document's date of expiry.		✓
7. Photocopy of Educational Certificates and result transcripts.	✓	✓
8. English Proficiency (if applicable) e.g. IELTS		✓
9. Photocopy of documentary proof of financial ability in the form of bank statements/ fixed deposit accounts/ saving accounts.		✓
10. Photocopy of letter of employment, if applicable (Letter should state date of commencement, designation and salary).		✓

Read the notes below carefully:

- All documents mentioned above must be translated into English.
- All documents must be signed, completed and submitted to the College before we can proceed to submit the application to Immigration & Checkpoints Authority (ICA).
- All dates provided should be in DD/MM/YYYY format.
- A valid email address must be given.
- Designation of jobs, if any, must be clearly stated.
- Explanation should be given for gaps of more than a year's duration.
- Copy of passport must show front and back pages and any other pages showing relevant information.
- Birth certificate or affidavit of birth – The names of applicant and parents should be the same as that stated in the applicant's passport.
- Work experience, if applicable – Testimonial from employers should preferably be written on company letterhead and should include information such as applicant's name, period of employment, last drawn salary, designation and company's contact details. ICA may request to see the latest testimonial issued within 1 month before or after the approval of student's pass.
- Photo must be in WHITE background and in JPEG format with width of 400 pixel and height of 514 pixel.



ACCEPTANCE FORM

With reference to the Letter off Offer, **Reference No.: BITC20INJ9596476** and Payment Details, I, **MS. ROY SPANDANA**, holder of **India** Passport No.: **J9596476** hereby accept the offer by Baking Industry Training College of place for the following course:

Postgraduate Diploma in Hospitality (Cafe Management)

I have read and agree to the terms and conditions as contain in your Letter of Offer and Payment Details. I understand that I will also have to enter into a Student's Contract with BITC. I understand that I have met with the minimum pre-requisites for this course.

Signature: _____ Date: _____

If the above-mentioned person is below 16 years of age or is not a person of independent means, his or her parent / guardian must complete the following declaration:

I, _____ (full name and ID No.), being the parent / guardian of _____ agree to the above terms and conditions on behalf of my child / ward.

Signature: _____ Date: _____



STUDENT ADDITIONAL UNDERTAKING FORM

(To be completed upon enrolment as a student of BITC)

I, _____ (Name of student), holder of Passport
No. _____ have been informed the following and hereby
undertake to adhere strictly and comply with the requirements:

I am not allowed to work in Singapore;

I will attend class regularly to meet the required attendance rate of 90%;

I fully understand the above requirements.

Name of Student

Signature/Date