



- CAREER *design* HUB -

### **Application procedure for local student**

- Step 1: **Prospective student** makes enquiry by telephone or accessing the school web site
- Step 2: **Prospective student** receives information on:
- About My Foot
- Course details and pre-requisites
- Student Protection Scheme
  - Application procedure
- Step 3: **Interested student** can make appointment to attend an interview
- Step 4: **Interested student** submits the application
- Step 5: **Interested student** (if the student opt-in the student protection scheme):
- signs student insurance scheme
  - makes payment for application fee
- Step 6: **Upon approval, the School issues:**
- Insurance Cover letter
  - Letter of offer
  - Standard Student Contract
- Step 7: **Confirmed student:**
- signs Standard Student Contract
  - makes payment of tuition fee to the school
  - makes payment of non-tuition fee to the School
- Step 8: **Confirmed student** ready to commence study

### **Career Design Hub Pte Ltd**

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