



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