



# LOTUS BRIDGE INTERNATIONAL SCHOOL

NURTURING YOUNG MINDS FOR THE CHALLENGES  
OF AN EVER-CHANGING WORLD

## Selection & Admission Policy and Procedure

Lotus Bridge International School (LBIS) offers a homely environment which amounts to being like a big 'bungalow', as some students and visitors describe it. The learning hubs are conducive to learning and nurturing students. LBIS ensures quality of education bringing students to achieve Optimal Academic Excellence. Students are also nurtured to be leaders and creative thinkers who embody the ten values of the school.

### Our Approach

Lotus Bridge International School is committed to creating and sustaining a positive, excellent teaching and learning environment where:

- 1) Students' Activities-Based Teaching and Learning (SABTAL)
  - 2) Learning is Joy and Fun (LIJAF)
  - 3) Respect for each student and teamwork encourages students to achieve their full potential
  - 4) The Students are given respect, dignity and fairness with regards to all policies, procedures, assessments and related activities.
- The school aims to operate its selection and admission procedure with integrity, transparency and professionalism in order to foster the widest participation and equality of opportunity.

### Student Selection Procedure & Process

- 1) The course application procedure and important information explained by the school's pre-course counsellors to the student(s)/ parent(s)/ guardian(s) involve the following checklist (School Curriculum, Fee Protection Scheme (FPS), Advisory Note, Student Contract, Refund Policy, Transfer or Withdrawal Policy, Student Support Services, Attendance requirements, etc.). Parents acknowledge by signing the checklist that the staff has explained all the information stated in the pre-course counselling.

- 2) The students' parents/ guardian fills in the Registration Form. International Students are to submit all documents required by the Immigration & Checkpoint Authority of Singapore (ICA) as stated in the registration form. The student/ parent also pays Lotus Bridge Registration Fee.
- 3) Staff will verify all documents by stamping "Certified True Copy" signed by the Principal/ Management staff. Staff will also make sure that their Pass status is checked using the SGWorkPass and that the information provided is accurate during their registration.
- 4) When staff receives the registration documents, the application documents will be given to the management for verification. A member of the management reviews the registration, and the Director will interview before the application is approved; and also check if the following conditions are fulfilled:
  - a) The student meets the minimum entry requirement of the selected Course.
  - b) The student also sits for a Lotus Bridge Entrance/ Assessment Test for English Language & Mathematics (in cases where the Approving Officer finds it to be a need).

**Special Cases:**

- When the need arises, the Director interviews the students of special cases before they can be accepted to determine that they can benefit in joining the course.
- Where students do not meet the English entry requirement for seeking admission, Lotus Bridge International arranges and places the student in an English class of a suitable level for a specific period on a case-by-case basis to bridge the gap. Students will take another English Test to assess the students' language ability after the specified period.

Upon successfully meeting the Entry requirements for admission, the admin will prepare a Letter of Acceptance and process the Student's Pass (STP) which is a requirement for International students following the 'Student Admission Procedure & Process'. If the application is rejected, the admin staff will inform the parents.

Students who possess either a Dependent Pass (DP) or a Long Term Visit Pass (LTVP), and have met the 'Student Admission Procedure & Process', can be admitted immediately.

## **Student Admission Procedure and Process**

- 1) The admin staff will prepare the Advisory Note and Student Contract and explain the contract clauses to the parents/ guardian. The parents/ guardian must understand the clauses before signing the contract.
- 2) For International Students, the admin staff will process the STP application via ICA's Student's Pass On-Line Application & Registration (SOLAR) System.
- 3) Upon approval of the Student's Pass application, the admin staff informs the parents by sending an email notification within three (3) working days. After course fees payment has been made, the In-Principal Approval (IPA) Letter is forwarded to the parents.
- 4) If the Student's Pass application is rejected by ICA, the admin staff will forward the Notification letter from ICA to the parents within three (3) working days.
- 5) When all the documents have been verified by the school's Administrative Manager, the student/ parent can proceed to pay the other fees such as miscellaneous fee, book fees, Uniform fees, etc.
- 6) Upon payment of the Course fees, the Fee Protection Scheme (FPS), under FPS-G takes care of the payments made by the parents.
- 7) The School Principal and Director will conduct an Orientation especially to the new parents/ guardians via face-to-face or online meetings to discuss/ explain the Philosophy, Vision, Mission and Objectives. All the achievements of the previous academic years, upcoming plans for the students support services are also communicated.
- 8) An Orientation Programme is conducted for all new students. The programme includes a welcome session by the Consultant, Principal, Academic and Administrative staff. Activities and bonding sessions involving new and existing students and staff take place. The Orientation takes at the beginning of Course commencement.
- 9) LBIS takes in students all year round, as long as they meet the Entry requirements and there is vacancy available for their relevant course(s). Each class has a maximum ratio which depends on the approved size by SSG.

## **Review**

The Review of the 'Selection & Admission' cycle for each course is undertaken by the administrative staff within the annual and periodic review and/or re-accreditation exercise for the qualification/ awarding body concerned.

The Reviewer draws on the outcome of this to review the cycle and consider the wider effectiveness of the Selection and Admission Policy and its implementation as a practise.

The Review of the 'Selection & Admission Process' has to be approved by the Management.