



## Policy Name: DCSG Admissions Procedures

### 1. Purpose of Policy

The purpose of this policy is to provide clarity and guidelines on the admissions procedures adopted by Dulwich College Singapore ("the College") for the different Year Groups.

### 2. Scope

This policy covers the admissions criteria for students, from Toddler to Year 13. It also provides information regarding admissions for students with Additional Education Needs (AEN), overseas candidates, as well as Singapore Nationals or Singapore Passport holders.

### 3. Policy Details

Reference should be made to [DCSG Admission Policy](#) for details.

The Admissions Department will review the policy and process for admission once every two years or as and when necessary for continual improvement.

### 4. Implementation Details

#### A. Acceptance to Dulwich College (Singapore)

Parent/Legal Guardian of applicant accepted for admission will receive an invoice following the Letter of Offer, advisory note and PEI Student Contract by email, 7-10 days after taking of the entry assessment. They will be given 7 working days to accept the offer. The Student Contract will then be sent to the student's Parent/Legal Guardian for their review and signature through DocuSign. Invoicing will follow after.

#### B. For Students requiring a Student Pass

Upon acceptance of the enrolment offer by the student, Admissions will apply for Student's Pass via the ICA SOLAR + System. Admissions shall then inform students when the School has received the In-Principle Approval Letter (IPA) for the Student Pass, along with the following information:

- Course Start Date
- Medical Checkup (if applicable)
- ICA Formalities and collection of student pass (when ready)

Note: Should the Student's Pass application be rejected, an appeal would be submitted if requested so by the family. If the appeal is not successful, the admission process shall be terminated. The College will also offer refund of tuition fees/application fees upon approval by the College Leadership Team.



## C. Course Fee Collection and Fee Protection Scheme

After the student has signed the Standard Student Contract and Advisory Note, the School will proceed with course fee collection, in accordance with the DCSG Fee Collection Policy. Next, Accounts Receivable Assistant will proceed with the necessary FPS procedures by adhering to the process stated in the Fee Protection Scheme Policy.

## D. Update of Student Register

The Admissions Department will input the relevant student information and details based on the student's contracts and documents into the College's Student Information System (SIMS).

## E. Monitoring Process for Student Admission

Completion of the various admissions process, from the student's payment of application fee to the sending of Offer Letter to the student's Parent/Legal Guardian will be indicated on the Admissions Checklist for the individual students. The Admissions Administrator/Officer will then indicate the completion of the process by stating on the checklist. In addition, the respective Head of Schools will sign on the checklist to ensure that there is proper monitoring on the staff carrying out the admission procedures. The Admissions Checklist, together with rest of the relevant student selection and admission documents will be filed in a Student P-File created for the student.

## F. Student Orientation

Following the student's admission into the respective courses, their Parent/Legal Guardian will receive a welcome email. They will also be given access to [MyCollege](#), where they will have access to a welcome package, containing vital information to the students like:

- Basic Information about the start of term
- School Uniform Information
- School Bus Information
- School Meals Information
- Friends of Dulwich Information
- Forms to fill in before start of School
- Parents Handbook
- Contact Information

Orientation is provided for both Students and their Parents upon their arrival at the College. Students are allocated a buddy by their new teacher and receive induction into ICT/Network access procedures, timetable and day-to-day processes. Parents receive pink lanyards to indicate their 'new parent' status and are invited to attend presentations regarding school procedures and communication methods mentioned in the section below.

Each School (DUCK/Junior/Senior) will also conduct their own orientation for students and parents, where key information regarding the curriculum, student learning and behavioural expectations may be shared.

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## H. Parents Communication Session

At the beginning of each term, the College hosts Parent Communications Sessions in which parents are informed about the College's communication tools, login and navigation of MyCollege, Dulwich Diaries and how the College as a whole communicates with parents. More information on this can be found in MyCollege.