

# Pre-course Counselling Information

## 1. ATTC location, campus and facilities description

### ATTC location:

70 Seletar Aerospace View, Seletar Aerospace Training Complex, Singapore 797564

### ATTC campus and facilities:

- Gross floor area of 4991.58 square metres.
- Occupies 3 levels of Seletar Aerospace Training Complex
- 1 hangar with floor area of 1,890 square metres.
- 11 classrooms fully equipped with a/v equipment, LCD projectors and standard teaching aids, a flight simulator room, a practical lab and a practical equipment room, a tool room, a workshop which includes bonding and sanding room, and an auditorium.

## 2. ATTC contact information and operating hours

### ATTC contact information:

Main enquiry:	Email: admin@attc.edu.sg,	Telephone number: +65 6603 6600
Course enquiry:	Email: enquiry@attc.edu.sg,	Telephone number: +65 6603 6603 (Sales / Marketing)
Student enquiry:	Email: registrar@attc.edu.sg,	Telephone number: +65 6603 6610
Data protection Officer:	Email: admin@attc.edu.sg,	Telephone number: +65 6603 6600

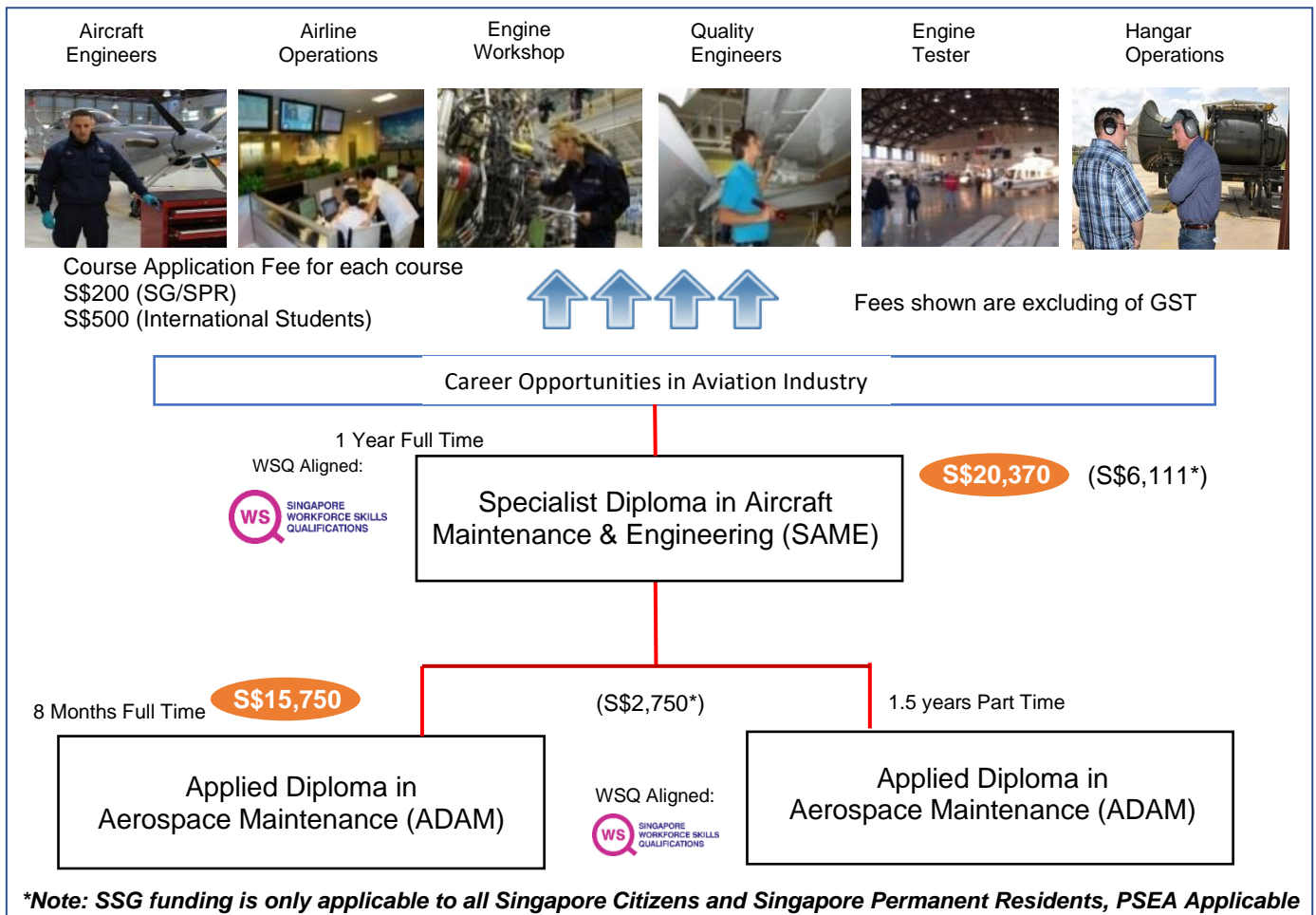
### ATTC operating hours:

Monday to Friday:  
8.30am to 6.00pm

### Part-Time Operating Hours:

Monday, Wednesday, Friday  
7.00pm to 10.00pm

## 3. Academic progression pathway chart



#### 4. List of ATTC courses, course duration, intake, type, outline and modules

##### a) Specialist Diploma in Aircraft Maintenance and Engineering (SAME)

- 1 year full-time
- 2 intakes per year
- WSQ-approved course which integrates the modules of WSQ Higher Certificate in Aerospace
- Incorporates Basic Training for Category A1 of Part 66 of the Singapore Airworthiness Requirements of CAAS
- Upon successful completion of Basic Training, students only complete 1 year of additional Aircraft Maintenance Experience to qualify for CAAS Category A aircraft maintenance licence
- **Basic Modules:**
  - AM01 Mathematics
  - AM02 Physics
  - AM03 Electrical Fundamentals
  - AM05 Digital Techniques / Electronic Instrument Systems
  - AM06 Materials and Hardware
  - AM07 Maintenance Practices
  - AM08 Basic Aerodynamics
  - AM09 Human Factors
  - AM10 Aviation Legislation (Singapore)
  - AM11A Turbine Aeroplane Aerodynamics, Structure & Systems
  - AM15 Gas Turbine Engine
  - AM17 Propeller
  - SS Study Skills
- **Workshop and Hangar Modules:**
  - P100 Basic Aircraft Maintenance Skills
  - P200 Aircraft Maintenance Experience
- **WSQ Modules:**
  - (IU1) Perform Basic Aircraft Safety Practices and Documentation
  - (SU1) Perform Aircraft General Maintenance Activities
  - (EU1) Maintain Airframe Systems
  - (EU2) Maintain Aircraft Fuel & Engine Systems
  - (EU3) Maintain Sheetmetal Structures
  - (EU4) Maintain Composite Structures
  - (EU5) Maintain Aircraft Cabin Equipment & Furnishing

##### b) Applied Diploma in Aerospace Maintenance (ADAM)

- 8 months full-time or 1.5 years part-time
- 2 intakes per year for the 8 months full-time course & the 1.5 years part-time course
- This course is developed to meet the industry need for more non-certifying aerospace technicians.
- This course was contextualized to comply partially with the SAR-66 Cat A syllabus prescribed by CAAS for aircraft maintenance licensing.
- Incorporates elements for SSG aviation-related Workforce Skills Qualifications (WSQ) competency units in the programme.
- Applicant must meet the attendance requirement of 85% per module before they can sit for their examination.
- **Basic Modules:**
  - AM01 Mathematics
  - AM02 Physics
  - AM03 Electrical Fundamentals
  - AM05 Digital Techniques / Electronic Instrument Systems
  - AM06 Materials and Hardware
  - AM07 Maintenance Practices
  - AM08 Basic Aerodynamics
  - AM09 Human Factors
  - AM10 Aviation Legislation (Singapore)
  - AM11A Turbine Aeroplane Aerodynamics, Structure & Systems
  - AM15 Gas Turbine Engine
  - SS Study Skills
- **Practical Module:**
  - CP100 Practical Module
- **WSQ Modules:**
  - (WSQ GM1) Apply 5S Techniques
  - (WSQ GM2) Apply WSH Policy
  - (WSQ GM3) Use Hand Tools
  - (WSQ GM4) Operate Basic Measuring Devices
  - (WSQ GM5) Apply Quality System
  - (WSQ GM6) Apply Teamwork in the Work Place

- (WSQ IU1) Perform Basic Aircraft Safety Practices and Documentation,
- (WSQ SU1) Perform Aircraft General Maintenance Activities,
- (WSQ EU3) Maintain Sheet Metal Structures
- (WSQ EU4) Maintain Composite Structures

**c) WSQ Modules**

- (WSQ IU1) WSQ Perform Basic Aircraft Safety Practices and Documentation
- (WSQ EU1) WSQ Maintain Airframe Systems
- (WSQ EU2) WSQ Aircraft Fuel and Engine Systems
- (WSQ EU3) WSQ Maintain Sheet Metal Structures
- (WSQ EU4) WSQ Maintain Composite Structures
- (WSQ EU5) WSQ Maintain Aircraft Cabin Equipment & Furnishing
- (WSQ SU1) WSQ Perform Aircraft General Maintenance Activities
- (WSQ SU2) WSQ Perform General Engine Workshop Practice
- (WSQ SU3) WSQ Perform Electrical Terminations and Connections
- (WSQ SU4) WSQ Perform Electrical Measurements
- (WSQ SU5) WSQ Perform General Avionics Workshop Practice
- (WSQ AMA4) WSQ Maintain Aircraft Instrument Systems
- (WSQ AMA7) WSQ Maintain Aircraft Electrical Systems
- (WSQ ERO1) WSQ Disassemble and Assemble Engine
- (WSQ ERO3) WSQ Inspect Engine Component Parts
- WSQ Apply Human Factors Principles
- For more information on WSQ courses, please **call: +65 6603 6603 (Sales & Marketing)** or **email: enquiry@attc.edu.sg**

**d) Professional Certificate in Aerospace Workshop Operations**

- Professional Certificate in Aerospace Workshop Operations for Module 1000 (Basic)
- Professional Certificate in Aerospace Workshop Operations for Module 2000 Airframe – Fixed Wing
- Professional Certificate in Aerospace Workshop Operations for Module 2200 Engine
- Professional Certificate in Aerospace Workshop Operations for Module 2500 Airframe – Rotary Wing
- Professional Certificate in Aerospace Workshop Operations for Module 3000 Avionics (General)
- Professional Certificate in Aerospace Workshop Operations for Module 3200 Avionics (Instruments)
- Professional Certificate in Aerospace Workshop Operations for Module 4000 Avionics (Comm & Nav)
- For more information on PCAWO courses, please **call: +65 6603 6603 (Sales & Marketing)** or **email: enquiry@attc.edu.sg**

**5. Course assessment methods and other examination matters**

**Course assessment methods**

- ATTC course are assessed by written examination and practical assessment.

**Examination matters**

- Student must meet the attendance requirement before they are eligible to sit for a particular examination.
- For academic course, the attendance requirement is 85%.
- Student who fail to meet the attendance requirement will be prohibited from sitting the particular examination.
- Student must be seated in the examination room 10 minutes before start of each paper
- Student must read the instructions for each paper carefully
- All answers for examination must be written legibly
- Mobile phone is strictly prohibited in the examination room. Student are required to surrender their mobile phone prior to the start of the examination
- All papers will be marked within 20 working days from the date of sitting except for paper marked by CAAS and overseas universities.
- For CAAS basic examination paper, the marking period will be determined by the authority.
- For external degree programme examination paper, the marking period will be determined by the respective universities
- Passing mark for all examinations is 75% except for degree course offered by overseas universities and the Applied Diploma in Aerospace Maintenance (ADAM) course.
- The passing mark of the degree course will be determined by the respective universities and may be revised by the respective universities as deem fit.

- The passing mark for Applied Diploma in Aerospace Maintenance (ADAM) course is 50%.
- Examination results will not be released over the phone and will not be given to a third party, except authorized officers of candidate sponsoring company, unless authorized in writing by the student
- Any student who fails an examination 3 times shall be ineligible to resit that particular examination and the affected student is required to remodule the particular module with the exception for Kingston University examination of the Foundation Degree in Aircraft Engineering (FdEng) course.
- For academic course, student must fulfil a barring period of 3 months before he/she is eligible to apply for resit for the particular examination if he/she fails the same examination twice within a three month period.
- For the Specialist Diploma in Aircraft Maintenance and Engineering (SAME) course, student will not be eligible to remodule if he fails more than 6 modules of the course at the point when course ends. In this case, the student will be considered to have failed the course.
- All diploma student will be given additional 1-year grace from the course end date to complete and pass all outstanding modules of the course in order to be eligible to graduate.

## 6. Types of certification awarded (Certificate/Diploma)

- Specialist Diploma in Aircraft Maintenance and Engineering (SAME) awarded by Air Transport Training College
- Applied Diploma in Aerospace Maintenance (ADAM) awarded by Air Transport Training College
- WSQ Higher Certificate in Aerospace issued by SkillsFuture Singapore
- WSQ Statement of Attainment issued by SkillsFuture Singapore.
- Professional Certificate in Aerospace Workshop Operations awarded by Air Transport Training College

## 7. Promotion and award criteria, including any special condition

- Upon successful completion and passed all necessary modules assessment, written examination and practical assessments.
- Student must achieve a minimum attendance of 85%, unless otherwise specified, of all modules / parts of the course and achieve a pass in all examinations, essays, assignments and presentations before being awarded with their Certificate/Diploma/Degree.
- Student who fail in their examination or were absent with valid reasons will be required to resit for their examination.
- Certificate/Diploma will not be issued until all fees are fully paid.

## 8. Future job prospects for our course and list of companies that employed our graduates

### Future job prospects

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Cat B1.1 Licensed Aircraft Engineer</li> <li>• Trainee Licensed Aircraft Engineer</li> <li>• Assistant Engineer</li> <li>• Quality Engineer</li> <li>• Associate Engineer</li> <li>• Trainee Senior Officer</li> </ul> | <ul style="list-style-type: none"> <li>• Trainee Inspector</li> <li>• Quality Inspector</li> <li>• Sales Engineer</li> <li>• Service Engineer</li> <li>• Field Engineer</li> <li>• Logistics Specialist</li> </ul> |
|---|--|

### List of companies that employed our graduates

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Jet Aviation Singapore</li> <li>• Rolls Royce Singapore Pte Ltd</li> <li>• Bombardier Aerospace Services Singapore Pte Ltd</li> <li>• Pratt and Whitney Services Pte Ltd</li> <li>• Singapore Aero Engine Services Private Limited</li> <li>• Tiger Airways Pte Ltd</li> <li>• SHAECO (HAECO line services Singapore)</li> <li>• Singapore Jamco</li> <li>• Airbus TSP Singapore</li> <li>• Zodiac Aerospace Services Asia Pte Ltd</li> </ul> | <ul style="list-style-type: none"> <li>• Fokker Services Asia Pte Ltd</li> <li>• SilkAir (Singapore) Pte Ltd</li> <li>• ST Aerospace Limited</li> <li>• Thales Solution Asia Pte Ltd</li> <li>• Honeywell (Singapore) Pte Ltd</li> <li>• Satair Pte Ltd</li> <li>• Hawker Pacific</li> <li>• MAJ Aviation Pte Ltd</li> <li>• Jetstar Asia Airways Pte Ltd</li> </ul> |
|--|--|

## 9. Student attachment and on the job training

### Student attachment

- Student will be attached to different aviation companies during their on the job training period. Student attachment may varies from 4 to 12 weeks.
- On the job training is only applicable for Specialist Diploma in Aircraft Maintenance and Engineering (SAME).

## 10. Course admission requirement and English Language proficiency requirement (if applicable)

### Specialist Diploma in Aircraft Maintenance & Engineering (SAME)

- Cambridge equivalent GCE 'O' Level with credit in English, Mathematics, and Science [Combined Science, Physical Science, Physics, Science (Physics, Biology), Science (Physics, Chemistry)]
- NITEC / Higher NITEC in relevant engineering discipline
- Other equivalent qualifications from recognized engineering institutions.
- International Applicant from non-English medium school or institution are required IELTS 5.5 or equivalent.

### Applied Diploma in Aerospace Maintenance (ADAM)

- SCs and SPRs - 3 GCE 'N' Level passes with credit in English, Mathematics and Physics or NITEC in relevant disciplines or equivalents
- International Applicant - Cambridge equivalent GCE 'N' Level with credit in English, Mathematics, Science [Combined Science, Physical Science, Physics, Science (Physics, Biology), Science (Physics, Chemistry)] or other equivalent qualifications from recognized institutions.
- International Applicant from non-English medium school or institution are required IELTS 5.0 or equivalent.

### WSQ Higher Certificate in Aerospace / WSQ Modules

- Academic level and language proficiency must have WSQ employability skills WPLN proficiency level 4 equivalent to lower secondary

### Professional Certificate in Aerospace Workshop Operations

- ITE NTC-3 or GCE 'N' / 'O' Level.
- Person without the above qualifications may be admitted on a case by case basis
- Medium of instruction is English

## 11. Qualifying entrance test topics, methods and standards

### Specialist and Applied Diploma qualifying entrance test topics

- English – 30 minutes (MCQ)
- Mathematics – 30 minutes (MCQ)
- Science – 30 minutes (MCQ)
- Inductive Reasoning – 15 minutes

Descriptions of the subjects:

- For Aviation Mathematics the topics will cover Simultaneous Equations, Quadratic Equations and Functions, Partial Fractions, Indices, Surds and Logarithms, Co-ordinate Geometry, Trigonometry, Calculus and Complex Numbers.
- For Aviation Science the topics will cover Mechanics, Kinematics and Dynamics.
- For Aircraft Electrical Systems the topics will cover AC & DC Power Generation, Batteries, Emergency Power and other Electrical Systems
- For Aircraft Systems the topics will cover Pneumatic System, Vacuum System, APU, De-icing, Air Conditioning, Waste and Water Systems, Pressurisation and other Systems.

## 12. Submission of student's certificates and any other related documents

Kindly apply personally at the college and bring along the following during application:

- Original education certificates, transcripts, or other relevant documents for verification (Licensed Aircraft Engineer Licence, Diploma, NITEC, GCE 'O' Level or GCE 'N' level)
- Passport size photo x 1
- Identity card
- Passport (International Applicant)

## 13. Personal and medical insurance / General healthcare services in Singapore as required by Committee for Private Education.

### Product information

- This is an expense reimbursement plan that helps to reduce financial burden in event of being hospitalised.
- We will reimburse the following eligible expenses incurred according to the limits set out in the benefits schedule.

### Key product provisions

- The following are some key provisions found in the policy contract of this plan

- This is a brief summary and it is advised to refer to the actual terms and conditions in the policy
- Do consult AEGIS Insurance Services Pte Ltd or any private education institution for any further explanation

### **Members' eligibility for coverage**

- The entry age of the insured member must not exceed 65 years at next birthday.

### **Deductibles**

- There are no deductibles for this plan.

### **Pro-ration factors/ Co-insurance**

- Pro-ration factor is applied if student are hospitalised in a ward higher than that specified in the benefits schedule in Singapore government / Singapore government restructured hospital or in a private hospital in Singapore

### **Overseas hospitalisation**

- Reasonable & customary charges applies if student are hospitalized in a hospital outside Singapore.
- This is defined as the general level of charges applicable in Singapore when furnishing similar or comparable treatment, services or supplies to individuals of the same sex and comparable age, for similar disease or injury
- The benefits payable under this plan shall be the lower of the reasonable and customary charges in Singapore or those in the foreign country in which the student seek similar medical treatment.
- Cover does not apply when the student travels expressly for treatment outside Singapore or when the student are out of Singapore for a period exceeding ninety (90) consecutive days at a time

### **Minimum period of confinement**

- For day surgery cases, there are no minimum hours to be eligible for claim.
- For non-surgical admissions, when the student are charged for a full day room and board, they can submit the claim for assessment.

### **Exclusions**

There are certain conditions under which no benefits will be payable. These are stated as exclusions in the policy. Student are advised to read the policy contract for the full list of exclusions.

This policy shall not cover all pre-existing conditions and any medical conditions arising therefrom:

- All pre-existing conditions.
- Any period of hospital confinement unless the entire confinement and all the special hospital services so rendered and performed had been recommended and approved by a physician and in accordance with the diagnosis and treatment of the condition for which the hospital confinement was required.
- Hospitalisation primarily for diagnosis, x-ray examinations, general physical or medical check-up, routine physical examinations, health check-ups or any other tests where there is no objective indication of impairment of normal health or any treatment of a preventive nature including vaccinations, acupuncture, or any treatment which is not medically necessary.
- Charges for telephone, television, radio, newspaper, guests' meals and other ineligible nonmedical items whilst confined as an inpatient or for day surgery.
- Outpatient treatment, dental care and its related treatment except as specifically covered under this policy.
- Pregnancy, childbirth, abortion, miscarriage, infertility and all complications arising therefrom except as specifically covered under this policy.
- Investigations into and treatment of infertility, surgical, mechanical or chemical contraceptive methods of birth control, assisted reproduction, sterilisation (or its reversal) or any consequence of any treatment for them.
- Treatment of varicocele, impotence or any consequence of it.
- Sickness or disease directly or indirectly arising from sexually transmitted disease, Acquired Immune Deficiency Syndrome (AIDS), any AIDS related condition, or infection by Human Immune-Deficiency Virus (HIV).
- Treatment which arises from, or is in any way attributable to, sex change.
- Costs arising under any legislation or covered under any corresponding insurance relating to occupational death, injury, or illness.
- Treatment for congenital conditions and any physical birth defects arising out of or resulting therefrom.
- Non-hospital nursing care or ambulatory care, rest cure or sanatoria care, treatment arising from any geriatric, psycho geriatric or psychiatric condition, and treatment of alcohol dependence syndrome or substance abuse.
- Suicide or attempted suicide, self-inflicted injuries or any attempt threat while sane or insane.
- Circumcision unless medically necessary, eye test, refractive errors of the eyes, provision of implants, medical appliances and prosthetic devices, including spectacles, hearing aids, wheelchairs and lenses.
- Sickness or injury arising from racing of any kind (except on foot), professional sports, parachuting, skydiving, hang gliding, bungee jumping and violation or any attempt of violation of the law or resistance to lawful arrest.

- Flying or other aerial activity except as a fare-paying passenger in a fully licensed aircraft operated by a licensed commercial air carrier or recognized charter company.
- Treatment arising from any consequence (whether direct or indirect) of nuclear or chemical contamination, war, invasion, losses by terrorist acts using chemical/biological substances, act of foreign enemy, hostilities (whether war be declared or not) civil war, rebellion, revolution, direct participation in riot, strike and civil commotion, insurrection or military or usurped power, or active duty in any of the armed forces
- The use, or any treatment arising therefrom, of any drugs not licensed by an official governmental control agency of the country in which the drug is given, or drugs used in any circumstances other than in accordance with their licensed indications.
- Experimental medical treatment.
- Any treatment directed towards developmental delay and / or learning disabilities in children.
- Cosmetic (aesthetic) or plastic surgery or treatment, or any treatment which relates to or is needed because of previous cosmetic treatment, provided that this exclusion does not apply to reconstructive surgery if it is carried out to restore function or appearance after an accident or following surgery for a medical condition, (provided that the accident or surgery occurred while the insured person was covered under this policy); and it is done at a medically appropriate stage after the accident or surgery; and the cost of the treatment is approved by us in writing before it is done.
- The removal of fat or surplus tissue from any part of the body whether or not it is needed for medical or psychological reasons, treatment of obesity, weight reduction or weight improvement.
- Sleep apnoea.

#### **Termination of insured member cover**

- Insured member cover will terminate if the insured member attains 65 years old, ceases to be a student with the school, dies, or maximum policy limits have been exhausted.
- Insured member cover automatically stopped once the master policy contract is terminated due to non-payment of premiums or other causes specified in the policy contract.
- No premium refund for early termination of insured member or policy before the expiry date.

#### **14. Exemption from medical insurance scheme if student has purchased his own (with document proof of purchase) – not applicable to International Applicant**

- Singapore Citizen, Singapore Permanent Resident and International Applicant not on the student's pass and student under corporate sponsorship or agreement signed between the PEI and sponsor organization can choose to opt out of the medical insurance scheme if they can show that they are already covered by their own medical insurance.
- Medical insurance is not applicable to part-time student and student taking a course with a duration of not more than one month or 50 hours.

#### **15. Course application fees, course fees, examination fees and any relevant agencies funding**

##### **Course application fees (for academic course only) (excluding GST):**

- SGD200 for Singapore Citizen and Singapore Permanent Resident
- SGD500 for full-time course for International Applicant
- SGD200 for part-time course for International Applicant (working in Singapore with a valid working permit)

##### **Course fees**

##### **a) Specialist Diploma in Aircraft Maintenance and Engineering (SAME) (excluding GST):**

- SGD20,370 for International Applicant
- SGD6,111 (after SSG funding) for Singapore Citizen and Singapore Permanent Resident
- Single payment
- PSEA (Post-Secondary Education Account) which includes using siblings PSEA is allowed

##### **b) Applied Diploma in Aerospace Maintenance (ADAM) (excluding GST):**

- SGD15,750 for International Applicant
- SGD2,750 (after SSG funding) for Singapore Citizen and Singapore Permanent Resident
- PSEA (Post-Secondary Education Account) which includes using siblings PSEA is allowed

Payment method for SCs and SPRs

- Course fee: SGD2,750 (full-time & part-time) after SSG funding
- Full-time: SGD2,750 (single payment)
- Part-time: SGD1,830 (1<sup>st</sup> payment) / SGD920 (2<sup>nd</sup> payment)

### **Examination fees (excluding GST):**

- Payable prior to resit application closing date:
  - Examination resit fees for other course (for resit only, where applicable): SGD30
  - Revision fees (for revision classes delivered prior to resit where applicable):SGD50
- Payable prior to reassessment application closing date:
  - Practical skills reassessment fees (for reassessment of practical module only, where applicable): SGD450
- Payable together with examination review request:
  - Examination review fees (when review is required for an examination, where applicable): SGD150
  - Examination recount fees (when recount is required for an examination, where applicable): SGD50

### **Miscellaneous fees**

- Administrative fees for overdue payment (applicable when student pays after payment due date):  
An interest of 1.5% per month (payable together with course fees payment)
- Credit card surcharge (when student pays fees via credit card, where applicable):  
3.5% credit card charges

### **Funding**

#### **a) SSG Training Grant (Training Grant is only applicable to company sponsored applicants)**

- A new support for approved Continuing Education and Training (CET) course under the Skills Development Fund (SDF) have been introduced.
- Employers will be able to leverage on more funded course for Professionals, Managers, Executives and Technicians (PMETs), to reflect the changing workforce profile, with PMETs making up more than one in every two in the workforce now.
- Employers who sponsor older low-wage workers for training under WTS will continue to enjoy enhanced course fees and absentee payroll funding.
- Applicant companies should continue to apply for course fees and absentee payroll funding in the SkillsConnect system.
- The system will automatically apply the higher funding rates under WTS for eligible older low-wage workers.

#### **b) SSG funding (For either company sponsored or individual applicant)**

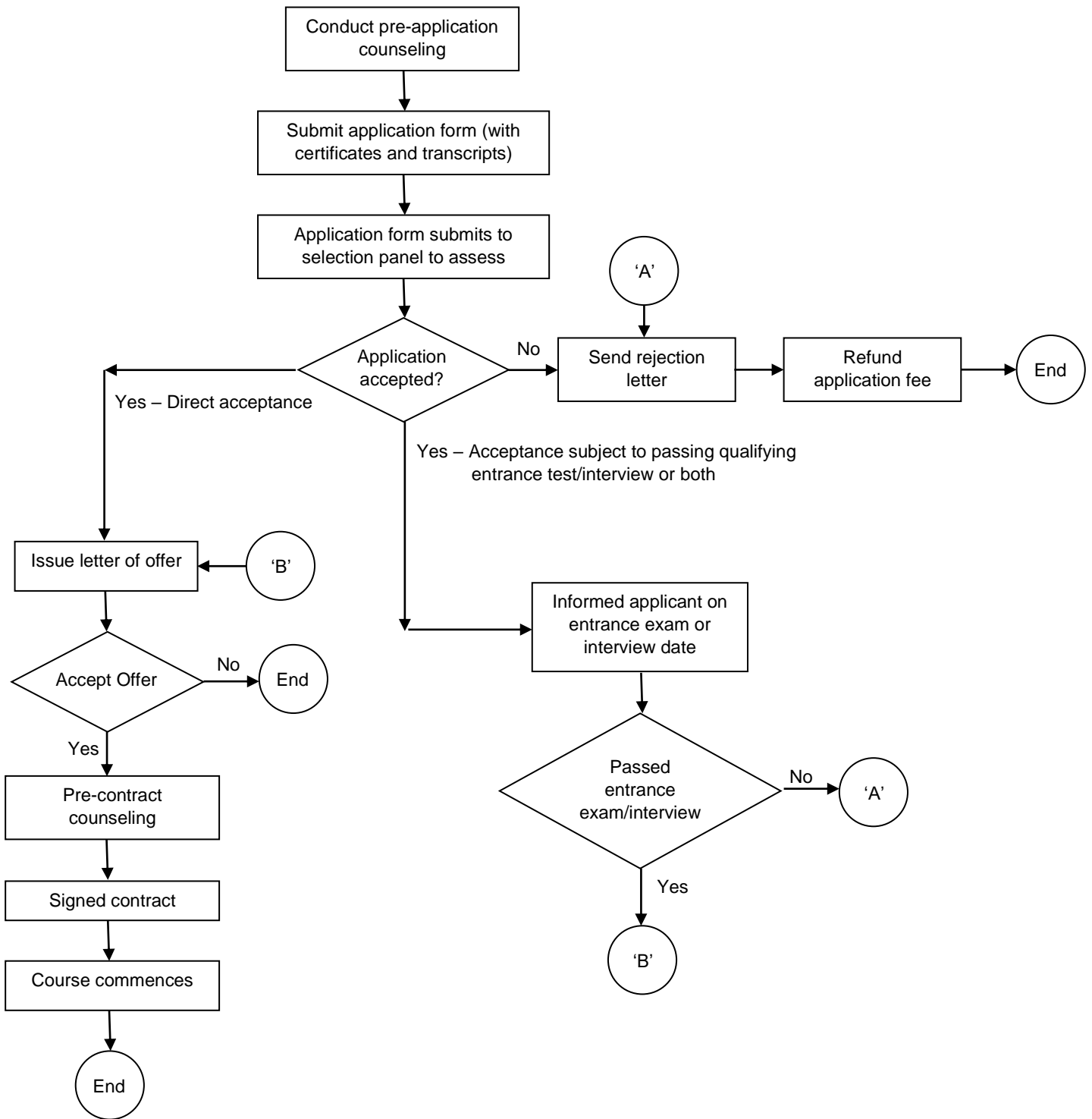
- Only Singapore Citizen and Singapore Permanent Resident are eligible for the SSG funding.
- The general eligibility criteria for company sponsored applicants are listed as follows:
  - Company are registered or incorporated in Singapore
  - Supported cost components (such as course fees) are fully sponsored by company
  - Applicant are employees who are Singapore Citizen or Singapore Permanent Resident only
  - Applicant have achieved at least 75% attendance (for SSG sponsored short course) or 85% attendance (for diploma course)

## **16. Course fees payment modes and payment methods**

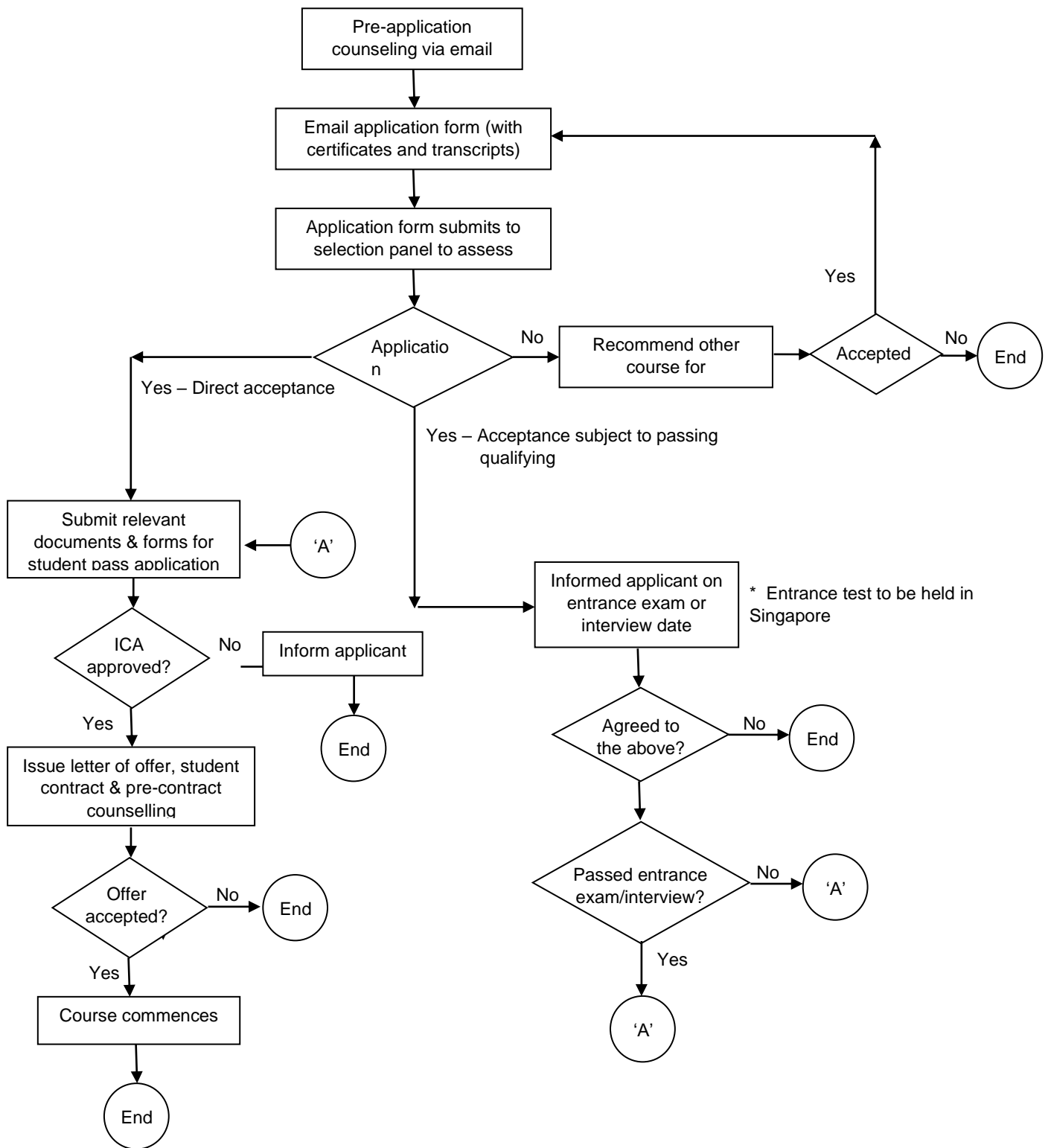
- All course fees payable, except application fee and GST, will be protected under the Fee Protection Scheme (FPS) by way of insurance facility.
- All fees payable are subjected to GST.
- Payment can be made via cheque, NETS, internet banking, ATM fund transfer, telegraphic transfer in SGD, credit card (absorbs 3.5% credit card charges) or cash directly to the college.
- All cheques are to be made payable to "AIR TRANSPORT TRAINING COLLEGE PTE LTD"
- College insurance facility details:  
*Insurance agent: Lonpac Insurance*  
*Insurance policy no: Z/19/BM00/000822*
- Student are reminded not to make any course fees payment to the college (for protection via insurance) prior to signing the student contract with the college.



**17. Application procedures and procedures of making payment once acceptance into the course**  
**Singapore Citizen & Singapore Permanent Resident application procedure**



# International Applicant application procedure



### **Procedures of making payment once accepted into the course**

- Student must pay their course fees in advance.
- All course fees, payable by the student, have to be received by the college by the payment due date, before the course commencement
- A grace period of 7 calendar days may be granted; whereby, any payment received 8 days after the payment due date will be considered as being late payment
- If payment is not received after due date, an interest of 1.5% per month would be charged on all overdue amounts
- Certificate/Diploma will not be issued until all fees are fully paid.
- Besides course fees, other fees such as application fees, SIAE membership fees, examination fees and other miscellaneous fees are payable by the student

## **18. Fee Protection Scheme and explanation of terms and conditions of the student contract**

### **Fee Protection Scheme**

- This scheme protects the fees of Singapore Citizen, Singapore Permanent Resident and International Applicants in the event that a PEI is unable to continue operations due to insolvency and/or regulatory closure, and if the PEI fails to pay penalties or to return fees to applicant arising from judgements made against it by the Singapore courts.
- Air Transport Training College (ATTC) has appointed Lonpac Insurance Berhad to be the Fee Protection Scheme providers for our student on 17 December 2009, insurance coverage covers the entire course fees.
- ATTC confirms and undertakes to the applicant that it has in place a Fee Protection Scheme as stipulated by the Committee of Private Education by way of insurance facility.
- Fee Protection Scheme is compulsory for all Singapore Citizen, Singapore Permanent Resident and International Applicant.

### **Terms and conditions of student contract**

- Course information and fees
- Refund policy
- Fee Protection Scheme (FPS)
- Medical insurance scheme
- Grievance procedure
- Confidentiality
- Breakdown of course fees and miscellaneous fees
- Student rights to cancel agreement

## **19. Signing of Committee of Private Education Form 12 before signing the student contract**

- Student are strongly encouraged to thoroughly research on the Private Education Institution (PEI) conducting the course before signing up for any course.
- Student should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.
- By signing and returning the student contract, student shall agree to the terms and conditions which will bind them and the PEI, if they accept the PEI's offer of a place in a course of study offered or provided by the PEI.
- Student should ask the PEI to allow them to read a copy of the contract (with all blanks filled in and options selected) in both English and the official language of their home country, if necessary.
- Student should review all PEI policies for their own protection and check carefully that they agree to all the terms of the contract before signing the contract.

## **20. Execution of student contract & 7 days cooling-off period**

### **Execution of student contract**

- The student contract is a critical document that governs the relationship between the Private Education Institution (PEI) and the student.
- Prospective student should therefore understand and agree to the terms and conditions stated in the student contract before signing it.
- The process of executing student contract is important as it allows for questions by prospective student to be answered by the PEI before the student is enrolled.
- A student contract that is explained clearly and understood by the student will minimize potential disputes between the PEI and the student.

- Under the Private Education Regulation Section 25(6), every registered PEI must execute a student contract for any course that is more than two months in duration.
- Under EduTrust criteria 4.2, PEI must execute a student contract for every course unless the course is less than 30 days or 50 hours in duration and waiver has been granted by the Committee of Private Education.

#### Cooling-off period

- Student is entitled with a cooling-off period of 7 working days after signing the contract with the college.
- Within these 7 days and regardless whether the course commencement date has passed, the student can submit written notice of withdrawal to the college and receive maximum refund as stated in the college's refund policy (less any course fees consumed by the student if the withdrawal date is later than the course commencement date and the student has started the course and any administrative or bank charges incurred).

## 21. Explanation of transfer/withdrawal/refund policy, its process and its procedure

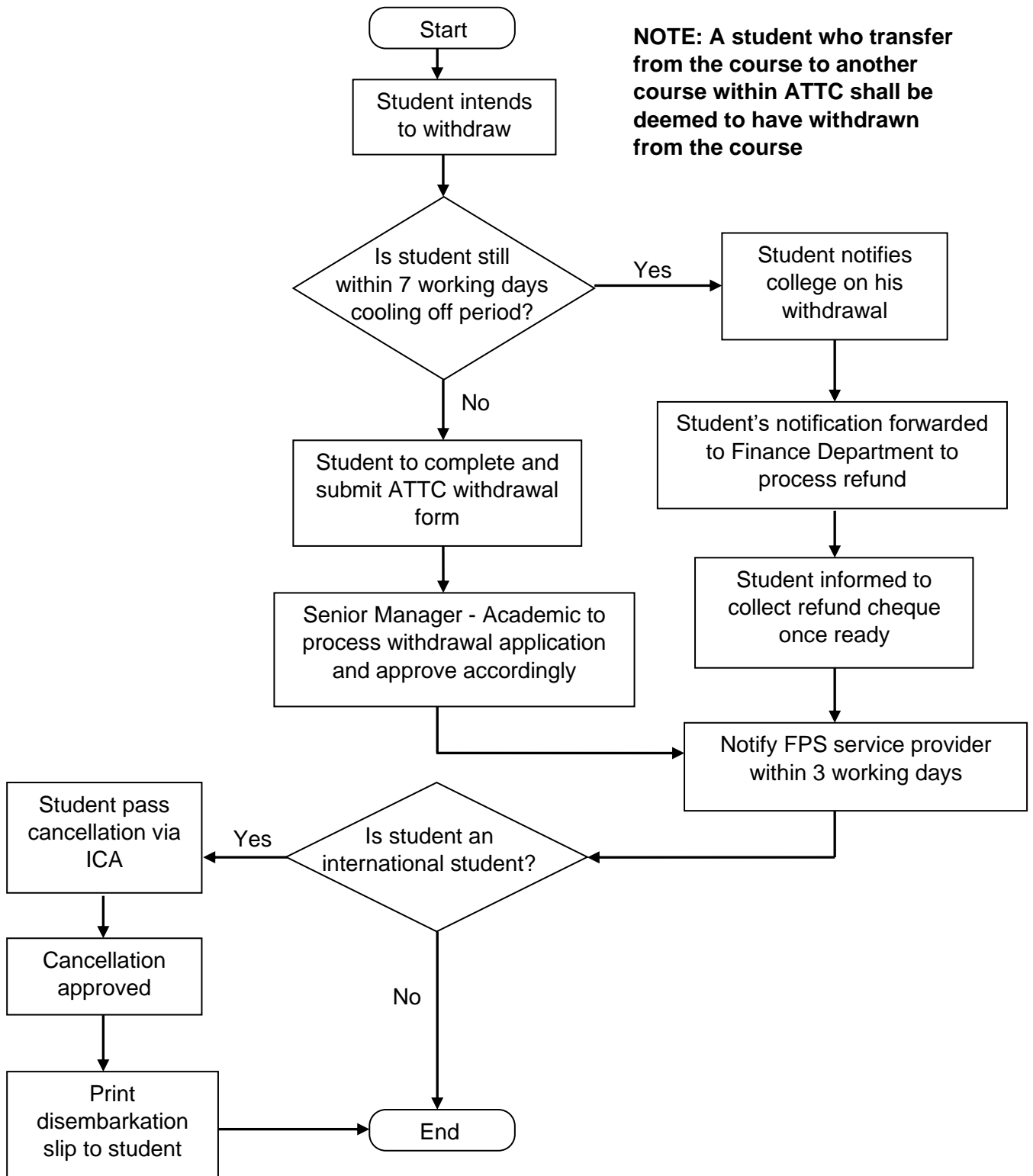
### Transfer / Withdrawal policy

- The college allows student to withdraw from a course in accordance with its refund policy.
- The college allows student to transfer from a course (course X) to another course (course Y) within the college; however, all transfer from course X are treated as withdrawal from course X (refund policy will apply) and a re-enrolment with the college into course Y whereby student will sign a new student contract for enrolment into course Y. The college may, at its discretion, give the reenrolled student a discount on the course fees for course Y. The discount may be up to the unused portion of the course fees for course X.
- A transfer to another private school is regarded as a withdrawal from ATTC.
- If the student is below 18 years of age, approval of the parent or guardian of the student for the transfer / withdrawal will be required.
- The table below summarises the key aspects of the transfer and withdrawal policies:

	Transfer	Withdrawal
Circumstances in which request will be granted	The (new) course (course Y) is being run, has vacancies and the student qualifies to enroll	Senior Registrar talks to student to find out reason for withdrawal
For SSG-funded course	i. Funding awarded by SkillsFuture for SSG-funded course. (For SSG -funded course, student only pays the unfunded portion of the course fees prior to course commencement); and ii. For transfer or withdrawal from SSG -funded course, student will be liable to pay back the portion of the fees that would have been funded by SkillsFuture if not for the student's transfer or withdrawal from the course.	
Status of student pass	Cancel existing and apply a new student pass for student	Cancel the existing student pass
Update to Fee Protection Scheme service provider	Inform Fee Protection Scheme service provider within 3 days	Inform Fee Protection Scheme service provider within 3 days
Condition for refund	As per refund policy	As per refund policy
Time frame for processing	4 weeks	4 weeks

Transfer / Withdrawal procedure

**NOTE: A student who transfer from the course to another course within ATTC shall be deemed to have withdrawn from the course**



## Refund policy

### a) Withdrawal for cause

Student shall be entitled to immediately withdraw from the course by giving written notice to ATTC of his/her intention to do so under the following circumstances:

- ATTC fails, for any reason, to commence the course on the commencement date due to insufficient number of student to form a class, lecturer's inability to commit to teaching assignment, and partner universities (i.e. University of Technology, Sydney & Kingston University London) decided not to commence a particular intake
- ATTC fails, for any reason, to complete the course by the completion date
- ATTC terminates the course for any reason prior to the commencement / completion of the course
- The student pass application is rejected by Immigration and Checkpoint Authority (ICA)

### b) Refunds under withdrawal for cause

- ATTC shall, as soon as practicable after receiving the student's notice of withdrawal under 'withdrawal for cause' (and in any event no more than seven (7) working days after receiving such notice and the original receipt of payment) refund to the student the entire amount of the tuition fees and deposit.

### c) Withdrawal without cause and refunds

- When the student withdraws from the course for any reason other than those set out in 'withdrawal for cause' or *Force Majeure*, ATTC shall, subject to 'no double claim' as soon as practicable after receiving the student's written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice), refund to the student in accordance with the table below:

Percentage of [the amount of fees paid under schedules B and C]	If Student's written notice of withdrawal is received
100%	>10 days before the course commencement date
50%	Before, but not >10 days before the course commencement date
0%	After, but not >5 days after the course commencement date
0%	>5 days after the course commencement date

- The above clause is also applicable for a student who transfers from one course to another within the college or transfer to another private school. All transfers are deemed to have withdrawn from the course. The above refund policy will apply for such transfer scenario.

### d) No Double Claim

- For the avoidance of doubt, if the student and/or his/her parent/guardian receives any payment from ATTC or the insurance company pursuant to a provision of this agreement or the Master Insurance Agreement in respect of any matter or damage, then the student and his/her parent/guardian shall not be entitled to claim against ATTC or the insurance company for the same payment in respect of the same matter or damage pursuant to any other provision of this agreement or the Master Insurance Agreement.

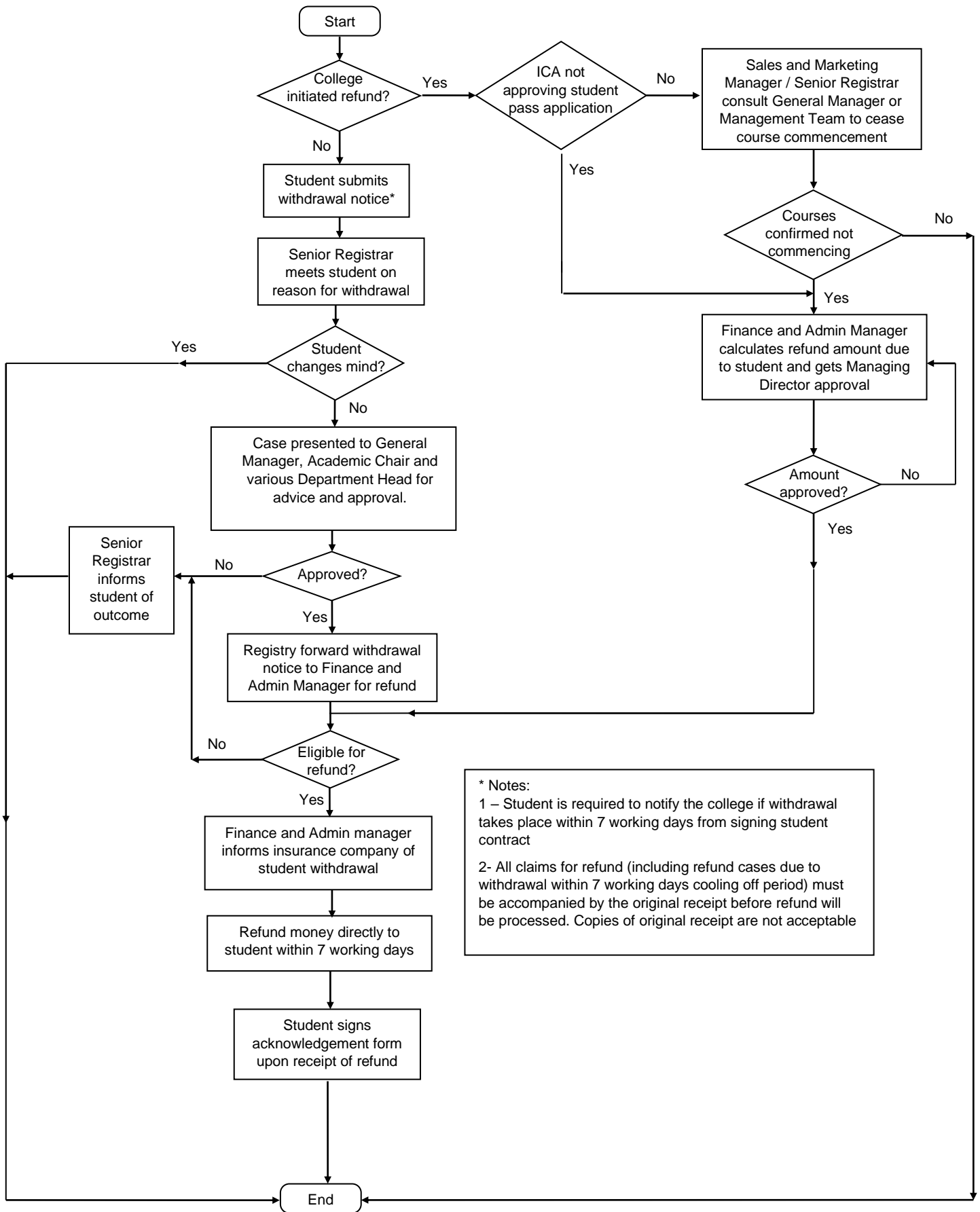
### e) Terms and conditions for refund

- Refund policy do not apply when student are asked to leave the college because of disciplinary matters, violate the laws of Singapore, do not fulfil the terms and conditions of student pass, breach the standard student contract or leaving the college do not return the student pass for cancellation within 3 days

#### *Important notes:*

- Student must submit the course withdrawal form to ATTC before the intended withdrawal date. The course withdrawal form is available from the ATTC reception counter. Any request for withdrawal from the course through telephone will not be entertained.
- **There is no refund for administrative fees (i.e. examination fees, credit card surcharge, & application fees) paid to ATTC.**
- If the student application for student's pass is not approved by the relevant authority, the refund shall apply to all types of fees payments except administrative fees (i.e. examination fees, credit card surcharge and application fees).
- All claims for refund (including refund cases due to withdrawal within 7 working days cooling off period) must be accompanied by the original receipt before the refund will be processed. Copies of original receipt are not acceptable.

# Refund Procedure



\* Notes:  
 1 – Student is required to notify the college if withdrawal takes place within 7 working days from signing student contract  
 2- All claims for refund (including refund cases due to withdrawal within 7 working days cooling off period) must be accompanied by the original receipt before refund will be processed. Copies of original receipt are not acceptable

## 22. Reference to ATTC and SkillsFuture official website

- **ATTC website ([www.attc.edu.sg](http://www.attc.edu.sg))** provides information to student on the course information, course commencement, background of ATTC, what is required by Committee of Private Education, lecturer information, enquiry of ATTC course, and download of ATTC application form
- **SkillsFuture website ([www.skillsfuture.sg](http://www.skillsfuture.sg))** provides information of course funding details, qualification for funding for course and type of course that qualifies funding, what is required during the application of ATTC course, how the fees are protected, medical insurance details, international student information etc.

## 23. Student pass application, procedures and documents required (International Applicant only) & medical check-up information

### Student pass application

- The college will assist the student if he/she requires a student pass from Immigration and Checkpoints Authority (ICA). This includes, without limitation, providing the student with advice on obtaining such pass, verifying the student's enrolment and immigration status, and doing all such things as may be necessary to procure the student pass on behalf of the student.
- International Applicant must hold a valid student pass and be enrolled in a course on a full-time basis. He/She is not allowed to work on a part-time basis while holding a student pass.
- The college will inform the ICA of the student's withdrawal from, or completion of his/her course of study at the college, and the student shall deliver to the college within 3 working days of the student ceasing to be a student of the college, the passport and student pass of the student for cancellation of the student pass.
- A student who withdraws from the college to enrol with another school shall be deemed to have withdrawn from the college.

### New applications

- New applications are to be submitted at least 2 months and not more than 6 months from the course commencement date.
- Applicant are not required to be present in Singapore while their applications are being considered.
- Applicant are advised to apply for a student pass before arriving in Singapore as no extension of stay will be granted while the applications are under processing.
- Applicant are advised to enter Singapore to complete the formalities for the issuance of a student pass only after their applications have been approved.
- Applicant will be issued with student pass within one month from the course commencement date.

### Submission

- New application to submit via [Student Pass Online](#) Application & Registration+ (SOLAR+) system.
- The application will be routed directly to ICA for assessment if the international student are intending to take up a full-time course at an approved PEI that is awarded the EduTrust status.

### Processing time

- Processing time for new application is about 4 weeks [2 weeks for PEIs that are awarded the 4 years EduTrust Star/EduTrust status] upon the receipt of a duly completed application by ICA.
- The PEI will be notified of the outcome via SOLAR+ system.

### Medical checkup information

#### a) New applicants

- The medical examination may be done in Singapore by any registered General Practitioner (GP).
- Applicant who are in their home countries/places of residence may have their medical examination and HIV test done in their home countries/places of residence at any medical clinic licensed to carry out such tests.
- If HIV testing is done in Singapore, it may be carried out with either rapid or ELISA tests.

#### b) Renewal applicants

- The medical examination **MUST** be done in Singapore by any registered GP.
- HIV testing may be done with either rapid or ELISA tests.

Note:

- This medical examination report is to be completed by a registered doctor and returned to the examinee.
- The original copy of the laboratory report for HIV and the x-ray report must be attached to this medical examination report only if the medical examination and testing is carried out overseas.
- The laboratory report for HIV and the x-ray report submitted to the Immigration & Checkpoints Authority should be within three months from the date of the issue of the reports.



## 24. Relevant Singapore laws especially those related to ICA & MOM

- These include, but are not limited to, immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering
- **Important point: Ignorance of the law is no excuse to break the law, the responsibility lies on everyone to know the law**
- List of relevant law:
  - Immigration: All International Applicant studying in Singapore must have a valid passport and a student pass from the ICA (Immigration and Checkpoint Authority).
  - Driving: All drivers must be in possession of a valid Singapore driving licence and the vehicle must be insured.
  - Alcohol: Any offense committed while being intoxicated (drunk) is punishable under the law. Drunk driving is a serious offence.
  - Smoking: Smoking in specific public places and indoor restaurants is prohibited.
  - Traffic: Jay walking is an offence.
  - Littering: Littering, spitting and vandalism (including graffiti) in public areas are serious offences.

## 25. General healthcare services in Singapore (For International Applicant only)

- International Applicant are eligible for healthcare subsidies for inpatient services only at restructured hospitals and institutions.
- The levels of inpatient subsidy will depend on the choice of ward class, and will be similar to the corresponding subsidy levels for permanent resident patients.
- International Applicant are illegible for subsidies for day surgery, specialist outpatient clinics and polyclinics services

### **Subsidy levels for long term visit pass holders (as at 1 March 2012)**

Type of ward class or service	Maximum subsidy levels		
	Singapore Citizen	Singapore Permanent Resident	Long term visit pass holders
Class A	0%	0%	0%
Class B1	20%	10%	10%
Class B2+	50%	30%	30%
Class B2	65%	45%	45%
Class C	80%	60%	60%
Day surgery	50%	45%	No subsidy
Specialist Outpatient Clinic (SOC)	50%	30%	No subsidy
A&E	Emergency department fees are the same for all patients		

- Healthcare subsidies for inpatient services are extended to foreign spouses of Singapore Citizen under long term visit pass holders to provide some assistance for their healthcare costs
- International Applicant will have to be means-tested for admission to Class B2+/B2 and C wards.
- Medisave-approved Integrated Shield Plan provides additional protection against large medical bills for Singapore Permanent Resident and International Applicant who receive reduced or no subsidies. These plans also help cover selected expensive outpatient conditions (e.g. cancer) where there are no subsidies for International Applicant
- International Applicant are encouraged to consider purchasing health insurance early as health conditions may arise at any time. If purchase of health insurance only after developing a condition, the condition may be excluded from coverage or the application may get rejected.
- Premiums for the Medisave-approved Integrated Shield Plans can be paid using cash or through the Medisave accounts of your spouse or your children. The annual premiums for these plans are affordable.

## 26. Accommodation in Singapore

### **Accommodation**

- As ATTC does not provide its accommodation, International Applicant may consider staying in a private hostel or renting private housing such as landed property, apartments, condominiums and serviced apartments.
- In accordance with HDB guidelines, International Applicant can rent a room in a HDB flat or the entire flat.
- For the very short term needs, a room in a hotel may be the preferred option.
- ATTC may provide International Applicant with a list of accommodation agencies if requested.
- ATTC will not be responsible for any accommodation issues.

## **27. Surrender student pass or visa for cancellation within 3 days of cessation of studies and renewal of student pass 1 month before its expiry date**

### **Surrender student pass**

- The college will inform the Immigration and Checkpoints Authority (ICA) of the student's withdrawal from, or completion of his/her course of study at the college
- The student shall deliver to the college within 3 working days of the student ceasing to be a student of the college, the passport and student pass of the student for cancellation of the student pass.

### **Renewal of student pass**

- Student who wish to continue to take the same course in the same school may renew their student pass via the SOLAR+ system.
- All applications must submit via the SOLAR+ system 2 weeks before the expiry of the existing student pass
- The general processing time for a renewal application is 5 working days. Some application may take a longer time to process.

## **28. Student support services (applicable to Singapore Citizen and Singapore Permanent Resident)**

- ATTC mission has always been to provide quality and professional training to prepare our student for success in the aviation industry.
- ATTC is also concerned with helping student put their knowledge and skills into meaningful use in the aviation industry upon completing their course. Hence, the job placement service was initiated.
- As majority of the part-time student are already workers or professionals in the aviation industry, job placement effort is geared towards the full-time student who are mainly new to the aviation industry.
- Student may also approach ATTC if they require aviation job placement assistance.

### **Processes**

- Sales & Marketing Manager / Senior Registrar talks to student about college's job placement service on the last day of class for Applied Diploma in Aerospace Maintenance (ADAM) student and Specialist Diploma in Aircraft Maintenance and Engineering (SAME) student
- Student Services Officer collects and consolidates student's resumes
- Student Services Officer forwards student's resumes to companies that are employing
- Student Services Officer from registry tracks student's employment status on a monthly basis
- Student employment status is discussed during senior management meeting with a view to monitor job placement success rate.
- The college aims to achieve at least 75% employment rate in every batch of graduating student.

## **29. Internal & external grievance and dispute resolution procedures**

- Grievances and / or disputes shall be resolved in an equitable and expeditious manner, to avoid such grievances and/or disputes from developing into a worsening source of conflict that may eventually lead to a far more serious problem.
- Student should lodge their grievances / complaints by filling up a "Student Complaint / Grievance Form", which is available at the ATTC reception counter.
- Acknowledgement of receipt such "Student Complaint / Grievance Form" shall be made within 3 business days.
- Grievances / Complaints shall be resolved within 21 days, and the student informed of the outcome.
- For complex cases, which cannot be resolved within 21 days, the student shall be informed promptly – in writing – of the progress of the case.
- Student and ATTC shall refer the dispute for third-party mediation, before instituting any legal action or proceedings, if both parties are unable to resolve dispute according to the grievances / complaints procedure.
- Third-party mediation may be through the Singapore Mediation Centre, or Singapore Institute of Arbitrators through the Committee for Private Education Student Services Centre
- Student and ATTC shall agree to such procedures and to pay such fees as the Singapore Mediation Centre or Singapore Institute of Arbitrators may prescribe from time to time for the purpose of dispute resolution.
- If dispute resolution cannot be settled successfully through third-party mediation, student and ATTC shall irrevocably agree that the courts of Singapore are to have jurisdiction to settle any disputes which may arise out of or in connection with the (ATTC) PEI-Student Contract.

- Nothing in the clause of the (ATTC) PEI-Student Contract shall limit the right of any party (ATTC or the student) to take proceedings in any other court of competent jurisdiction nor shall the taking of proceedings in one or more jurisdictions preclude that party from taking proceedings in any other jurisdiction, whether concurrently or not.
- Records of all feedback, complaints and / or disputes, if any, and the actions taken to resolve them (with information on the nature of the complaint / grievance / dispute, and the time taken to resolve these) shall be filed for future reference.
- The college seeks feedback from key stakeholders, external partners, as well as formally from student and staff.
- The college uses feedback / complaints received as one of the inputs for its internal review process
- As part of annual internal review process, college will regularly review its feedback / complaint management system, feedback channels, and dispute resolution policy and procedures for continual improvement.

### 30. Achievement of ATTC graduates

#### Foundation Degree in Aircraft Engineering (FdEng) graduates



Mr. Tan Han Yeou Amos  
Trainee Pilot  
Tiger Airways Singapore Pte Ltd

*“I am now working as a Trainee Pilot for Tiger Airways Singapore Pte Ltd. I saw the Bachelor of Engineering (Honours) Aircraft Engineering – Top Up as a great opportunity to complement my technical skills with management and business knowledge. It is a very well rounded course that provides essential tools for getting ahead in the ‘real world’. The assignments and projects give you a taste of being the master of your own destiny. It’s a great bridge between the abstraction of academia and the reality of the business world.”*



Ms. Nurhusniyah Azman  
Acting Project Engineer  
A380 TSP Programme  
Airbus Tailored Support Programme

*“ATTC had given me extensive knowledge on aircraft and aviation. The lecturers were never shy to share their experiences, good or bad. During the early stages, the Aerospace WSQ certification helped me and my colleagues to garner more confidence in aviation work.”*



Mr. Mohammad Fadhil Bin Ahmad Faizal  
Trainee Aircraft Maintenance Engineer  
Jet Aviation Singapore

*“I got lucky! I was interviewed and hired by Jet Aviation Singapore as a Trainee Aircraft Maintenance Engineer just 2 months after I graduated with the Foundation Degree in Aircraft Engineering (FdEng) in Air Transport Training College. The course was taught by experts in each field, from airframe, structures and avionics. The lectures ensure exposure to current trends in each field and the practical application of the concepts can be learnt from a number of real life applications and projects in each module. I believe that the course is well suited for those interested in avionics, aircraft, and maintenance engineering.”*

#### Specialist Diploma in Aircraft Maintenance and Engineering (SAME) graduates



Mr Sim Wai Mun Raymond  
Technical Officer (NDT)  
Setsco Pte Ltd

*“The Specialist Diploma in Aircraft Maintenance and Engineering (SAME) programme has elevated my standing in the aerospace industry. ATTC professional training opened new challenging careers for me. It has made me realize my potentials and I enjoy the ever-changing challenges in aviation”*



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Cert No: EDU 3 3156  
Validity: 28/12/2019 to 27/12/2020

For more information on SkillsFuture Singapore:  
[www.skillsfuture.sg](http://www.skillsfuture.sg)