

10th July 2023

Dear Students,

Important Note on the ECG Honor Statement

Over the years, the Education and Career Guidance (ECG) unit has supported students' higher education aspirations and built strong relationships with universities worldwide. In university advising and supporting application processes, the ECG unit is guided by three principles: **to maintain the quality of guidance for all HCI students, to ensure the best outcomes for present and future HCI students, and to build and sustain good relationships with university partners.**

We hope to make the best use of our resources to support our diverse student body. To achieve these outcomes, staff, students and parents are to observe the following with regard to university advising and applications. We expect students to be responsible applicants and hope that you honour your commitments (e.g. Early Decision offers and/or accepting an offer and deferring your place).

Please read each section thoroughly. If you have any questions regarding our university application policies, please email ECG Department at highered@hci.edu.sg to clarify them.

Thank you and all the best!

Best Regards,

Education & Career Guidance Unit
Hwa Chong Institution



ECG Honor Statement

The following serves as a set of guidelines on university applications to colleges in the US and the UK.

1. Before Application

It is the student's responsibility to research, understand and comply with the policies and procedures of each institution regarding applications, fees, financial aid, scholarship, housing, acceptance deposits and any other admissions matters.

2. Application Limits

If a student accepts an offer and wishes to apply to another institution, the student must withdraw acceptance before a new application is supported.

3. Restrictive Application Plans

A) **Early Decision (ED)** is the application process in which students make a commitment to a first-choice institution where, if admitted, they definitely will enroll. While pursuing admission under an Early Decision plan, students may apply to other institutions, but may have **only one Early Decision application pending at any time**. Should a student who applies for financial aid not be offered an award that makes attendance possible, the student may decline the offer of admission and be released from the Early Decision commitment.Usually, a nonrefundable deposit must be made well in advance of May

1. The institution will respond to an application for financial aid at or near the time of an offer of admission.

Quoted from "Statement of Principles of Good Practice" (NACAC, 2017)

Because ED is an unconditional promise, students can only apply ED to **one** first-choice institution in the **whole world**. For this reason, Hwa Chong Institution (HCI) strongly recommends that students **not apply** to both ED schools, as well as Oxford or Cambridge.

Students are allowed to have only **one** ED application pending at any time. Please note that the counsellor's and teacher's reputations are at stake when they sign the ED agreement for student applications.

For students requiring financial assistance to complete university study: Universities consider it insincere if students want to attend the ED university only upon receiving a Singaporean scholarship. Because an ED application and decision deadline occurs early, students applying to ED cannot choose between financial aid offers from different universities which are offered much later. Hence **students should apply under an ED plan when they are ready to make a deliberate and well-reasoned first-choice decision**.

When receiving an ED offer, students must withdraw applications to all other universities **immediately** to release places to other applicants.

When applying ED with financial aid, and upon receiving an ED offer with sufficient financial aid, students must withdraw applications to all other universities **immediately** to release places to other applicants. By signing a binding contract, a student forfeits his or her chance to compare financial aid and

enrollment packages from other institutions. An ED offer is costly for the university and the Regular applicant pool.

Acting contrary to these guidelines means applying under false pretenses for an unfair advantage.

If a student applies through ED, it is his/her responsibility to notify his/her referees, the ECG Unit, of his/her ED results, in order that the application materials to his/her Regular Decision schools will be sent out, where applicable.

The ECG Unit will not send his/her application materials to his/her Regular Decision schools and will not be held responsible, if he/she does not provide updates on the ED application on Cialfo.

B) For other US Early Plans, students must read carefully and adhere to all types of Early Plan policies. This is clearly listed on each university website.

4. Replying to University Offers

If a student receives multiple offers, it is ethical and responsible to give up places at non-first-choice universities immediately to give other candidates their best chance. When offers come from more than one country, it is imperative that a student be sensitive to different deadlines and requirements.

Scholarship offers sometimes arrive much later than universities' deadlines for acceptances of their offers. If it seems like this will happen, a student needs to ask the university admissions office what to do, because he/she is holding a place of waitlist applicants.

If the university admissions office allows a student some form of provisional acceptance or extends the response deadline, they are doing the student a favour. The student owes it to them to promptly update them on the situation, by email or by telephone.

5. Deferral of enrollment due to National Service (NS)

Many universities allow Singaporean male applicants to defer enrollment for two years due to military service. However, this deferment is costly for the university and peers/juniors. The reason is that the university is counting 100% on the student's presence.

If a student accepts an offer, most universities consider his/her acceptance binding, and that they feel that it is a breach of contract if the student subsequently applies to another university.

If a student cannot get the financial means to attend the university but receive a scholarship (e.g. Singapore Government scholarships) to attend another university, it is imperative that the student informs the university as soon as possible to discuss options and/or release the place for other applicants.

6. References

Students can only request for references if the university they apply to requests for it.

All references and predicted grades are confidential. All HCI students must waive their right to view recommendations. Confidential recommendations are viewed as more credible sources by admission officers than open recommendations. Waiving the right is helpful to the student and increases acceptance chances.

Only after the consent of teachers, should a student indicate the teachers as recommendation writers.

Students should keep teachers informed about university application results.

7. HCI Deadlines

Students must keep to timelines when putting in university applications. The ECG Unit sets internal deadlines at various stages of the university application process. Should a student not adhere to the internal deadline, HCI staff or the ECG Unit cannot guarantee the quality of references submitted or be held liable for application materials failing to reach the universities on time.

8. Keeping HCI Informed

Students will update Cialfo with the application outcomes. The ECG Unit will only send final transcripts for US enrollment when the student updates the list and sets the attending college on Cialfo.

9. HCI University Application Policy

1. Students can only request for references if the university they apply to requests for it. All references and predicted grades are confidential and must not be disclosed to students.
2. HCI will support a student through the application process twice (*support refers to sending of reference letters, e-transcripts and other necessary documents for application and matriculation purposes*). This includes students with National Service obligations, taking a gap year, or transferring to another university.
3. [For overseas universities] If a student accepts an offer and wishes to apply to another institution, the student must withdraw the acceptance before the new application is supported.
4. [For US colleges] HCI limits every application to a maximum of 8 US colleges per application cycle (The University of California schools are counted as 1 application). If you applied to more than 8 US colleges, please note that we will support you for the first 8 colleges that are reflected on CIALFO, which is in alphabetical order.
5. NS men will not be permitted to go through the application cycle three times (JC2, first year after graduation, end of NS). [See point 2] Students should check prior to application if the university grants a two-year deferment.
6. Male students with NS obligations should only hold a place for two years if they are confident they will enroll in the institution. HCI will not support further applications if a student is accepted and given a deferral stipulating that the student must matriculate. [See point 3]

Acknowledgement

By applying via HCI, students agree that they have read and understood our HCI University Application Policy and ECG Honor Statement.