Pre-course Counselling Form

INSTRUCTIONS

- This form is applicable for both Course Counselors and External Recruitment Agents.
- Course Counselors and Agents to brief and assist students/parents in accordance to this checklist at the point of inquiry and submit the completed checklist together with course application form to the College.
- The College will review information with student at point of admission and close any information gaps or doubts prior to signing of student contract.
- The College will also reiterate important information at Orientation and close any information gaps, clarify any doubts, if necessary.
- Students to tick the "Checked" box accordingly.
- Student is to sign this form at the end of the Pre-Course counseling session.

SECTION 1 : STUDENT INFORMATION

Name	:	**Intake Applied**	:
NRIC/Passport No.	:		
Course Applied	:		

SECTION 2: CHECKLIST

Information Type	I have been brief about this	
	International Students	Local Students
1. <u>Academic, Campus and Enrolment Matters</u>		
a) Student has been brief on course information (course duration, structure, intakes, assessment and assessment schedules, entry requirements, English proficiency requirements, module synopsis, course syllabi, etc.), including course counseling to match the aspirations of the student with course learning outcomes	☐	☐
b) Student has been brief on promotion and award criteria, including the type of certification that will be awarded and the opportunities for further education / graduation opportunity	☐	☐
c) Student has been brief on admission procedures (i.e. obtaining student pass and application package)	☐	☐
d) Student has been brief on the College's location, operating hours, general description of facilities and infrastructure	☐	☐

Information Type	I have been brief about this	
	International Students	Local Students
e) Student has been brief on student pass applications and procedures consisting of registration, collection, renewal, cancellation and online applications	☐	
f) Student has been brief about attendance policy. Minimum requirement of 90% attendance for international students and 75% for local students	☐	☐
g) Student has been brief on the student support services that are available (student care process, student's grievances & complaints policy)	☐	☐
h) Student has been brief on the refund, withdrawal, deferment and transfer policy	☐	☐
2. <u>Fee Schedule and Payment Mode</u>		
a) Student has been brief on tuition fees, payment schedule and other applicable miscellaneous fees payable to the College	☐	☐
b) Student has been brief on the different methods of payment (Cash, Internet Banking, Cheque).	☐	☐
c) Student understands that the first payment can only be made after the Student Contract has been duly signed	☐	☐
3. <u>Fee Protection Scheme and Student Contract</u>		
a) Student understands the FPS provided by the College	☐	☐
b) Student understands the terms and conditions of the Student Contract	☐	☐
4. <u>Medical Insurance Scheme</u>		
a) Student has been brief on the compulsory insurance scheme provided by the College	☐	☐
5. <u>Living in Singapore</u>		
a) Relevant Singapore Laws (smoking, drugs trafficking, littering and others listed in training materials provided)	☐	
b) Living in Singapore (Accommodation, Cost of Living)	☐	
c) General Healthcare in Singapore (Polyclinics, GPs, major hospitals)	☐	

Information Type	I have been brief about this	
	International Students	Local Students
6. Reference to CPE a) Student directed to CPE's official website (www.cpe.gov.sg) if they need to find out detailed information	☐	☐

SECTION 3: STUDENT DECLARATION

I am satisfied / unsatisfied* (please delete where appropriate) with the pre-course counseling that I have attended.

I hereby acknowledge and certify that the above information has been clearly communicated to me.

Date : _____ **Signature** : _____

SECTION 4: DECLARATION

I hereby confirm and certify that the above information has been clearly communicated to the student.

Signature : _____ **Date** : _____

SECTION 5: ACKNOWLEDGEMENT BY THE COLLEGE (FOR OFFICIAL USE ONLY)

I hereby certify that I have checked that the above checked fields are completely filled up and, if applicable, Section 4 is duly filled by the External Recruitment Agent.

Name : _____ **Designation** : _____

Date : _____ **Signature** : _____