



Pre-course Counselling Form

SECTION 1 : STUDENT INFORMATION

Name :

Passport / FIN No. :

Course Applied :

SECTION 2: CHECKLIST

| Information | I have been briefed |
|---|--------------------------|
| 1. College location (s), facilities and infrastructure | <input type="checkbox"/> |
| 2. Total payable fee throughout the course duration, payment methods and schedule (Payment can only be made after Student Contract has been signed) | <input type="checkbox"/> |
| 3. FPS insurance scheme | <input type="checkbox"/> |
| 4. Clauses in the Student Contract | <input type="checkbox"/> |
| 5. Transfer, Withdrawal, Deferment and Refund Policy | <input type="checkbox"/> |
| 6. Students' Support Services | <input type="checkbox"/> |
| 7. Course entry requirements (including exemptions) and application process | <input type="checkbox"/> |
| 8. Course module and outlines | <input type="checkbox"/> |
| 9. Matching of aspirations to course learning outcomes | <input type="checkbox"/> |
| 10. Course duration and assessment schedules | <input type="checkbox"/> |
| 11. Attendance policy | <input type="checkbox"/> |
| 12. Promotion and award criteria, including any special conditions | <input type="checkbox"/> |
| 13. Type of certification awarded at the end of the course | <input type="checkbox"/> |
| 14. Opportunities for further education or job prospect after graduation | <input type="checkbox"/> |
| 15. Reference to CPE official website (www.cpe.gov.sg) | <input type="checkbox"/> |
| 16. No Phone Policy | <input type="checkbox"/> |
| For International Students | |
| 1. Student pass application requirements and procedures | <input type="checkbox"/> |
| 2. Student pass holders are not permitted to engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower | <input type="checkbox"/> |
| 3. Other relevant Singapore Laws (immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering, etc) | <input type="checkbox"/> |
| 4. Living in Singapore (Accommodation, Cost of Living, etc) | <input type="checkbox"/> |
| 5. Medical Insurance | <input type="checkbox"/> |



SECTION 3: STUDENT DECLARATION

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

Signature : _____ Date : _____

SECTION 4: DECLARATION BY RECRUITMENT AGENT / STAFF CARRYING OUT PRE-COURSE COUNSELLING

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

Name : _____ Signature : _____