**Pre-Course Counselling Form**

| SECTION A: CHECKLIST |
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| **1. Information on Course, Campus and Student’s Pass Matters** |
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| **Details** | **I have been briefed about this** |
| Location and general description of campus’ facilities and infrastructures | ⬜ |
| Course information (course syllabi, module synopsis, intake, duration, etc.) | ⬜ |
| Course modules and outlines along with course learning outcomes.  | ⬜ |
| Types of certification/award the graduands will achieve and the opportunity for further education after graduation or job prospect after graduation.  | ⬜ |
| The admission and entry requirements and procedures, including exemption (in applicable).  | ⬜ |
| Minimum requirement of 90% attendance (for international students/learners) and 75% attendance (for local students/learners)  | ⬜ |
| International student/learner has been briefed about Student’s Pass application, procedures, documents required and that they are not supposed to work illegally in Singapore  | ⬜ |
| International student/learner has been briefed about services like accommodation, medical insurance, Singapore laws, counselling services, etc. | ⬜ |
| **2. Fee Protection Scheme (FPS), Standard PEI-Student Contract and Committee for Private Education (CPE)** |
| **Details** | **I have been briefed about this** |
| Fee Protection Scheme (FPS that the school adopted, as per CPE’s guidelines (www.cpe.gov.sg) | ⬜ |
| Terms and Conditions stated in the Standard PEI-Student Contract, as per CPE’s guidelines (www.cpe.gov.sg) | ⬜ |
| Advisory Form 12 Contents and reference to CPE official website (www.cpe.gov.sg) for more details. | ⬜ |
| Course fees (the course fees and miscellaneous fees, and any other relevant fees payable to the school). | ⬜ |
| Payment modes and methods acceptable by the school, and that all payments must be made to the school only. | ⬜ |
| **3. Withdrawal/Transfer/Deferment/Refunds and Other Policies** |
| **Details** | **I have been briefed about this** |
| School’s deferment, transfer, and refund policies. | ⬜ |
| School’s withdrawal and refund policies. | ⬜ |
| School’s termination and expulsion policies. | ⬜ |
| School’s dispute policy and feedback and complaints. | ⬜ |
| **Other Information** |
| **Details** | **I have been briefed about this** |
| English language proficiency requirement (if applicable). | ⬜ |
| Student/learner applying leave of absence | ⬜ |
| Student Support Services and advice on personal and medical insurance | ⬜ |
| Advice on accommodation and cost of living. | ⬜ |

| SECTION B: STUDENT DECLARATION |
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| I am \_\_\_\_\_\_\_\_\_\_ with the pre-course counselling that I have attended. ⬜ Satisfied ⬜ Unsatisfied |
| Name: | **Signature:**  |
| Date: |
| SECTION C: DECLARATION (FOR EXTERNAL RECRUITMENT AGENT / STAFF) |
| I hereby confirm and certify that the above information has been clearly communicated to the student. |
| Name: | **Signature:**  |
| Date: |