



PRE COURSE COUNSELLING

NO.	ITINERARY	CHECKLIST	
1	ABOUT OUR COLLEGE		
1.1	Know the Customer Service Executives	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
1.2	School's location(s) and a general description of the facilities and infrastructures	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
1.3	Brief on Vision, mission & Core Values	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
2	ABOUT STUDYING IN SINGAPORE		
2.1	Brief on Singapore law	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
2.2	Brief on benefits of studying in Singapore	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
3	MEDICAL MATTERS		
3.1	Compulsory Medical Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
3.2	General healthcare services in Singapore	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
4	COLLEGE RULES AND REGULATIONS		
4.1	Brief on College Rules and Regulations	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
5	COURSE FEES		
5.1	Brief on Course Fees	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
5.2	Brief on Fee Protection / Payment Schedule	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6	STUDENT SUPPORT SERVICES		
6.1	Brief on transfer, withdrawal and refund policies	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.2	Student Contract Clauses	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.3	Visa and Student pass application requirements and procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.4	Awarding Bodies	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.5	Brief on Course Deferment / Extension Criteria and procedures, Suspension and Expulsion conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.6	Brief on Internal and External Grievances and dispute Resolution Procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.7	Brief on reference to Council of Private Education (CPE) official website for student support service	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.8	Brief on accommodation arrangement and costs	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.9	The Course Title	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.10	Course Content / Syllabus	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.11	Course duration and assessment schedules	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.12	Entry Requirement to enter the Course	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.13	Explain applicable course progression path and possible career path	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.14	Examination	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.15	Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.16	FPS Scheme	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.17	Insurance Coverage	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.18	Working Experience	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.19	English language proficiency requirement (if applicable).	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
6.20	Letter of Employment (Not more than a Month ago) Pay Slip (if Applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
DECLARATION			
I hereby confirm that the above have been explained to the agent.		I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.	
Attended by Staff/Agent *		Acknowledge by Agent/Student *	
Signature : _____		Signature: _____	
Date : _____		Date : _____	

*Delete where necessary