

PRE-COURSE COUNSELLING CHECKLIST

Name of student	
Course	
Date of Pre-Course Counselling	
Course Counsellor	

S / N	ITEMS	✓ DONE
1	School's location(s) and a general description of the facilities and infrastructures	
2	Application requirements and procedures	
3	Course counselling to match the aspirations of the prospective students with the course learning outcomes	
4	Type of certification awarded at the end of the course (certificate/diploma/advance diploma/degree/master/PhD etc)	
5	Opportunities for further education after graduation or job prospect after graduation	
6	Total payable fee throughout the course duration. Detailed breakdown of fees. Miscellaneous fees that might be chargeable	
7	Fee Protection Scheme adopted by the school. FPS provider. Payment methods and schedule. Procedures.	
8	Student contract clauses	
9	Refund policy	
10	Transfer and withdrawal policy. Implications of a transfer or withdrawal.	
11	Students' support services	
12	Course admission requirements and any exemption (if applicable)	
13	Course modules and outlines	
14	Course duration and assessment schedules	
15	Promotion and award criteria, including any special condition	
16	Reference to CPE official website (www.cpe.gov.sg) for more details	
17	Items 17-22 for International Students intending to study in Singapore Relevant Singapore laws especially those relating to ICA and Ministry of Manpower (MOM). This include, but are not limited to, immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering	
18	Visa and student's pass application requirements and procedures	
19	Advice on personal and medical insurance	
20	Advice on accommodation and the cost of living	
21	General healthcare services in Singapore and	
22	English language proficiency requirement (if applicable).	

I acknowledge that the School has communicated the above information during the Pre-Course Counselling session and I understand its' contents and my rights.

Signature of student: _____