

Pre-Course Counselling Checklist

Dear Student,

Please complete the checklist below.

Student Affairs will send you the student contract and advisory note after you have completed the form.

Thank you.

* Required

* This form will record your name, please fill your name.

Section 1: Student Information

1. Full Name as of Passport *

2. IC / Passport No. *

3. Please upload a copy of your passport here. (Max 10MB)

Note: The passport should be the one you will be using to apply for Student Pass and enter Singapore. Any change in the passport copy will require you to cancel the student pass and re-apply.

*

File number limit: 1 Single file size limit: 10MB Allowed file types: PDF, Image

4. Course Applied *

- ☐ Full BOSC - BOSC 1
- ☐ Full BOSC - BOSC 3 (Direct Entry)
- ☐ BOSC 3 (Mobility)
- ☐ BOSC 5 & 6 Option

Section 2: Checklist

Please confirm that you are informed about:

5. School location (s), facilities and infrastructure *

☐ Yes

6. Total payable fee throughout the course duration, payment methods and schedule (Payment can only be made after Student Contract has been signed) *

☐ Yes

7. Fee Protection scheme *

☐ Yes

8. Clauses in the Student Contract *

☐ Yes

9. Transfer, Withdrawal, Deferment and Refund Policy *

☐ Yes

10. Students' Support Services *

☐ Yes

11. Course entry requirements (including exemptions) and application process *

☐ Yes

12. Course module and outlines *

☐ Yes

13. Matching of aspirations to course learning outcomes *

☐ Yes

14. Course duration and assessment schedules *

☐ Yes

15. Attendance policy *

☐ Yes

16. Dispute resolution policy and procedure *

☐ Yes

17. Promotion and award criteria, including any special conditions *

☐ Yes

18. Type of certification awarded at the end of the course *

☐ Yes

19. Opportunities for further education or job prospect after graduation *

☐ Yes

20. Reference to CPE official website (www.ssg.gov.sg/cpe/student-services) *

☐ Yes

21. Are you an international student? *

☐ Yes

☐ No

For International Students ONLY.

Please confirm that you are informed about:

22. Student pass application requirements and documents to be prepared before the start of application process *

☐ Yes

23. 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.

*Please contact Student Affairs for queries regarding working in Singapore during your studies **

☐ Yes

24. Other relevant Singapore Laws (immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering, etc) *

☐ Yes

25. Living in Singapore (Accommodation, Cost of Living, etc) *

☐ Yes

26. Health Insurance requirements *

☐ Yes

Section 3: Pre-Course Counselling Evaluation

Please help us improve

27. The information received is clear. *

☐ Strongly disagree

☐ Disagree

☐ Neutral

☐ Agree

☐ Strongly agree

28. The information presented is useful *

☐ Strongly disagree

☐ Disagree

☐ Neutral

☐ Agree

☐ Strongly agree

29. Do you have any comment for us? *

Section 4: Student Declaration

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

☐ Yes, I agree

31. Full Name *

32. Date of Submission *

 

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