

FORM

PRE-COURSE CONSELLING FORM

EHL Campus (Singapore)

Administration

APPROVED BY	
Name(s)	p.p. Joshua Gan Boon Hun
Designation(s)	Student Affairs Manager

REVISION HISTORY				
Version	Approval Date	Valid as of	Modifications	Modified by (designation)
4	06.12.2019	06.12.2019	Alignment of the format with the new brand guidelines	Risk & Compliance
3	26.09.2019	26.09.2019	Add n°12 on checklist - dispute resolution policy and procedure	STA
2	26.04.2019	26.04.2019	Addition of a <i>Revision History</i> field	Risk & Compliance
1	28.08.2018	28.08.2018	First version	STA

SECTION 1 : STUDENT INFORMATION

Name :

IC / Passport No. :

Course Applied :

SECTION 2: CHECKLIST

Information	I have been briefed
1. School 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. Dispute resolution policy and procedure	<input type="checkbox"/>
13. Promotion and award criteria, including any special conditions	<input type="checkbox"/>
14. Type of certification awarded at the end of the course	<input type="checkbox"/>
15. Opportunities for further education or job prospect after graduation	<input type="checkbox"/>
16. Reference to CPE official website (www.cpe.gov.sg)	<input type="checkbox"/>
For International Students	
17. Student pass application requirements and procedures	<input type="checkbox"/>
18. 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"/>
19. Other relevant Singapore Laws (immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering, etc)	<input type="checkbox"/>
20. Living in Singapore (Accommodation, Cost of Living, etc)	<input type="checkbox"/>

SECTION 3: PRE-COURSE COUNSELLING EVALUATION

<i>Please provide us with your feedback on the session.</i>	Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
The information is clearly presented:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information is useful:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your comments:					

SECTION 4: STUDENT DECLARATION

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

Signature : _____ **Date :** _____

SECTION 5: DECLARATION BY STUDENT AFFAIRS MANAGER

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

Name : _____ **Signature :** _____