



PRE-COURSE COUNSELLING FORM

APPLICANT'S PARTICULARS

Name of Applicant (as in NRIC / Passport / FIN):

NRIC/Passport No:

Contact No:

Email Address:

Course Applied For:

Intake Applied For:

Please tick

SECTION A: SCHOOL INFORMATION

Brief School's history

School's Vision, Mission, Core Values and Culture Statement

School's location, facilities, infrastructure and teacher-student ratio

School's Organizational Chart, Academic and Examination Board

SECTION B: COURSE INFORMATION

Application requirements and procedures (application fee, admission requirements, exemptions and English language proficiency requirement)

Course information (modules, outline, structure, duration, assessment, promotion, award criteria, type of certification)

Education pathways and opportunities for further education

SECTION C: STUDENT SUPPORT SERVICES

Student's Pass application, procedures and documents required

Counselling, accommodation options, guardianship and cost of living

General healthcare services and relevant Singapore laws (laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering)

Personal and Medical insurance scheme

SECTION D: FEE PAYABLE AND PAYMENT METHODS

Total payable fee throughout the course duration

Payment modes and methods acceptable by the School

SECTION E: FEE PROTECTION SCHEME (FPS), STUDENT CONTRACT AND CPE WEBSITE

FPS adopted by the School, payment methods and schedule

Student Contract clauses

Reference to CPE official website (www.cpe.gov.sg) for more details

SECTION F: INTERNAL AND EXTERNAL GRIEVANCE AND DISPUTE RESOLUTION PROCEDURES

Dispute resolution system

SECTION G: POLICY AND PROCEDURE OF TRANSFER / WITHDRAWAL / REFUND

| | |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Transfer and Withdrawal Policy |
| <input type="checkbox"/> | Course deferment/extension policy |
| <input type="checkbox"/> | Refund and cooling-off period |

Refund During Cooling-Off Period:

The School will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The student will be refunded the highest percentage (stated in Schedule D of PEI-Student Contract ver. 3.1) of the fees already paid if the student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the student has started the course or not.

(Note: Below table shows the Schedule D of PEI-Student Contract ver. 3.1)

| % of [the aggregate amount of the fees paid] | If Student's written notice of withdrawal is received |
|---|---|
| [75%] | ("Maximum Refund") More than [14] days before the Course Commencement Date |
| [50%] | Before, but not more than [14] days before the Course Commencement Date |
| [30%] | After, but not more than [7] days after the Course Commencement Date |
| [15%] | More than [7] days after the Course Commencement Date, but not more than [30] days after the Course Commencement Date |
| [0%] | More than [30] days after the Course Commencement Date |

SECTION I: DECLARATION

Representative: I, _____ from _____ hereby confirm that the above have been explained to the student.

Name of Staff/Representative

Signature of Staff/Representative and Date

Student and Parent/Guardian: I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.

Name of Student

Signature of Student and Date

Name of Parent/Guardian

Signature of Parent/Guardian and Date

Confidentiality Clause: It is the School's policy to treat all student data as confidential and strictly for internal use only. The School will use the personal data that it collects only for the purposes indicated. In the event that the School intends to use data provided for other purposes beyond the original intent of data collection, the School will seek the written permission from parents and/or guardians before using the data unless requested by government agencies. Personal data in Singapore is protected under the personal Data Protection Act 2012. Once your child is enrolled, to access, change or cancel your data, please contact admissions@sfms.edu.sg.

The School Complies with EduTrust guideline on keeping student data for a period of 5 years from the date of withdrawal, after which it will be disposed.