

Student Pre-Course Counselling Checklist 学生报读辅导清单

Name of Applicant 申请人姓名: _____

Course Code 申请课程: _____

Counselled by: Marketing & Admissions Staff 销售与行政专员: _____ Agent's Name / Company Name 中介姓名/公司名: _____

Counselling Date 辅导日期: _____

Please put a tick in the boxes () next to items that you had been briefed on by the Marketing & Admissions Staff or Agent:

请针对行政专员/中介所提供的讯息，在以下的方格里打勾：

- School's location(s) and a general description of the facilities and infrastructures
学校地点，以及向学生总体地讲解学校的基础设施
- Application requirements and procedures
申请入学条件以及流程
- Course counselling to match the aspirations of the prospective students with the course learning outcomes
课程辅导者根据准学生对学习成果的愿望给予辅导
- Type of certification awarded at the end of the course (certificate/ diploma/ advance diploma)
课程结束后所颁发的证书类型
- Opportunities for further education after graduation or job prospect after graduation
课程结束后的深造机会或就业前景
- Total fee payable throughout the course duration and what they are for
课程收费及相关事项
- Advice on Fee Protection Scheme adopted by the school; payment methods and schedule
学费保险计划；付款方式和时间表
- Student Contract clauses
学生合同的条款
- Refund policy
退款政策
- Transfer and withdrawal policy
退学及转学政策

- Student's support services**
学院提供的学生行政后勤服务
- Course brochure (including course admission requirements and any exemption (if applicable), course modules and outlines, course duration and assessment schedules)**
课程资讯（包括入学要求以及免修事项 [如有]，课程单元及科目介绍，课程时间表及考试时间等）
- Promotion and award criteria**
升学路径和颁发证书的要求
- Reference to CPE official website (www.cpe.gov.sg) for more details**
参考私立教育理事会（CPE）的官方网站以了解更多详情
- Relevant Singapore laws such as immigration requirements, laws on driving, drugs and alcohol abuse, smoking, traffic and littering**
新加坡的相关法令，如入境规定，与公路驾驶、毒品、吸烟、交通及乱抛垃圾等有关法令
- Informing students that they 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**
告知学生，如果没有人力部颁发的有效工作准证，他们不得从事任何形式的工作或参加工业附属/实习计划（无论是有无酬劳）
- Visa and student pass application requirements and procedures**
申请学生准证的必要文件和手续
- Advice on personal insurance and medical insurance**
有关个人保险和医疗保险的辅导
- Advice on accommodation and the cost of living**
有关住宿和生活费的辅导
- General healthcare services in Singapore**
新加坡的医疗服务
- English language proficiency requirement (if applicable)**
英文语文能力要求 [如有]
- Full understanding of the permissible age range for admission and registration requirements for AEIS and S-AEIS Examinations (if applicable)**
充分了解 AEIS 和 S-AEIS 考试可允许的年龄和注册要求

Student's/Parent's or Guardian's Signature: <i>(Signed by Parent/Guardian if student is below 18 years old)</i> 学生/家长或监护人（如学生年龄少于 18 岁）签名：	M & A Staff / Agent's Signature: 行政专员/销售与课程专员/中介签名：
Random Monitoring: Name: _____ Signature: _____ Date: _____	