



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:

1. 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
2. Application requirements and procedures
申请入学条件要求以及流程
3. Course counselling to match the aspirations of the prospective students with the course learning outcome
课程辅导者根据准学生对学习成果的愿望给予辅导
4. 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 (证书/文凭/高级文凭)
5. 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
6. Total fee payable throughout the course duration and what they are for
课程收费及相关事项
7. Advice on Fee Protection Scheme adopted by the school; payment methods and schedule
学费保障计划; 付款方式和时间表
8. Student Contract clauses
学生合同的条款
9. Refund policy
退款政策
10. Transfer and withdrawal policy
退学及转学政策
11. Student's support services
学院提供的学生行政后勤服务



12. 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)
13. Promotion and award criteria
升学路径和颁发证书的要求
14. 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 (www.cpe.gov.sg) 以了解更多详情
15. Relevant Singapore Laws such as immigration requirements, laws on driving, drugs and alcohols abuse, smoking, traffic and littering
新加坡的相关法令, 如入境规定, 公路驾驶, 毒品, 吸烟, 交通及乱抛垃圾等有关法令
16. 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)
17. Visa and student pass application requirements and procedures
申请学生准证的必要文件和手续
18. Advice on personal insurance and medical insurance
有关人身保险和医疗保险的辅导
19. Advice on accommodation and the cost of living
有关住宿和生活费的辅导
20. General healthcare services in Singapore
新加坡的医疗服务
21. English language proficiency requirement (if applicable)
英语语言能力要求 (如有)
22. 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 (如有)



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

我在此承认并证明上述信息已经清楚地传达给我.

Student/Parent/Guardian's Signature:

(Signed by Parent/Guardian if the student is below 18 years old)

学生/家长或监护人 (如学生年龄少于 18 岁) 签名:

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

我在此确认并证明上述信息已经清楚地传达给学生/家长或监护人.

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: _____