

Name of Student: _____ Date of Orientation Done: _____
 DOB: _____ Contacts: Tel/Hp _____
 Agent: _____

S/N	Topic Discussed	Remarks
1.	Registration & Enrolment :	
	a) School Registration Form - Application and procedures	
	b) Course taken & subsequent Award - Course counseling (Clause 4.5.2) to match the aspirations of the prospective students with the course learning outcomes - Type of certification awarded at the end of the course.(certificate / diploma / advance diploma / degree / master/ PhD etc)	
	c) Course/Non-Course fee: - All Agents are NOT allowed to handle the Course/Non-Course Fees from Students. - Course Application Fees payments are to be paid direct to the School by Cash, Cheque, Nets, Visa, Master Card, Bank Transfer.	
	d) Refund Policy (Clause 4.3.1)	
2.	ICA/MOM/STP/School Rules & Regulations – International Students, especially: a) Students are not allowed to work in Singapore, when under Student Visa. b) Attendance MUST be 90% and above. c) It is Death Penalty in Singapore for the possession of certain Narcotic Drugs. d) For all other students who do not require ICA's student's pass, course attendance must be at least 75%.	
3.	Standard PEI-Student Contract clauses a) Course Information and Fees b) Total payable fee throughout the course duration c) Payment methods and Schedule	
4.	Form 12 Advisory Note to students	
5.	Student Dispute Resolution Procedure	
6.	Fee Protection Scheme (FPS) (Clause 4.1.1)-Insurance Scheme & Medical Insurance a) Under FPS Insurance Scheme, it is insured by Lonpac Insurance Bhd. All fees are payable to TEG International College. The FPS insurance will be purchased within 7 working days from the date of receipt of fees. b) TEG confirms and undertakes to all enrolled students (both local and international) that it has in place a medical insurance scheme as required by CPE. It is provided by AXA Insurance Singapore Pte Ltd.	
7.	Transfer and Withdrawal Policies (Clause 4.4.1)	
8.	Student Support Services (Clause 4.5)	
9.	Course Admission requirements (Clause 5.1.1) and any exemption (if any)	
10.	Course modules and outlines (Clause 5.1.1)	
11.	Course duration and assessment schedules (Clause 5.1.1)	
12.	Promotion and award criteria, including any special condition (Clause 5.1.1)	
13.	Campus & Facilities: TEG Location /A general description of facilities and infrastructures / Contact Numbers / Emails / Address / Website	
14.	Pathways after Graduation or Opportunity for job	
15.	Living in Singapore – Cost & Environment/General health services	
16.	Reference to CPE official website (www.cpe.gov.sg) for more details	
17.	Handbook for International Student	
DECLARATION BY AGENT REPRESENTATIVE / MARKETING STAFF :		
I hereby declare that all the above- mentioned information have been explained to the student.		Name of Agent Rep /Marketing Staff: _____ Signature/ Date
DECLARATION BY APPLICANT / STUDENT :		
I hereby declare that I have fully understood all the above information as explained to me by the Agent Representative/Marketing staff. I also declare that ALL documents submitted by me are REAL and GENUINE.		Name of Applicant / Student: _____ Signature / Date
FOR OFFICIAL USE ONLY		Received by:
		Date: