

Pre-Course Counseling Form

APPLICANT'S PARTICULARS

Title: Mr/Miss/Ms/Mrs

Name as in NRIC/Passport (Underline Surname)	Gender () Male () Female	Date of Birth (dd/mm/yy)
NRIC/ Passport No. Nationality	Contact No	Email
Course Applied For	Intake Applied For	

PART A: CAMPUS & FACILITIES

() SHRM College's location and general description of campus and facilities.

() SHRM College's enquiry number and operation hours.

PART B: PROGRAMME INFORMATION

() Course admission requirements, English language requirement and applicant procedures.

() Course structure, modules and outlines, intake, duration, assessment methods and schedule, type of certificate awarded.

() Appropriate guidance and advice on the suitability of the courses to match the aspirations of the students.

() Opportunities for employment/further education after graduation.

PART C: PAYMENT OF FEES

() Total payable fee (tuition fee, non-tuition fee and miscellaneous fee) throughout the course duration.

() Payment modes accepted by SHRM College.

PART D: EDUTRUST SCHEME

() Explanation to terms and conditions in Standard PEI Student Contract.

() Fee Protection Scheme (FPS) adopted by SHRM College.

() Medical Insurance Scheme provided by SHRM College.

PART E: STUDENT SUPPORT SERVICES

() Brief of student support services provides by Student Services Centre.

PART F: TRANSFER/WITHDRAWAL/REFUND POLICY

() Explanation of transfer/withdrawal/refund policy and procedure of SHRM College

PART G: INFORMATION FOR INTERNATIONAL

() Student's Pass application requirements, documents and procedures.

() Relevant Singapore laws especially those relating ICA and MOM, e.g., laws on employment, smoking, drugs, etc.

() Personal and medical insurance, general healthcare in Singapore.

() Accommodation and cost of living in Singapore.

PART H: Council For Private Education

() Enquiries related to Private Institutions in Singapore.

() Website access to CPE www.cpe.gov.sg

PART I: DECLARATION BY AGENT

I hereby declare that all the information stated in this form have been explained to the student.

Name & Signature of Agent

Date

Name of Agency

OR: DECLARATION BY SHRM BUSINESS RELATIONS DIV*/ ADMISSION AND OPERATIONS DIV*

I hereby declare that all the information stated in this form have been explained to the student.

Name & Signature of Staff

Date

PART J: DECLARATION BY APPLICANT

I hereby declare that I have fully understood all the above information provided by the marketing staff/agent.

Name & Signature

Date

FOR OFFICIAL USE ONLY

Received by

Date

* Delete as appropriate by striking through