



Pre-Course Counselling Form

课程咨询表

SECTION A: STUDENT'S PARTICULARS 学生资料

Course Applied For 报读课程 : _____

Name of Student 学生姓名 : _____ (M 男 / F 女)
(as in NRIC / Passport)

NRIC/Passport No. /FIN No. 身份证号/护照号/FIN 号 : _____ Contact No. 联系号码 : _____

*Please Tick

The student has been briefed on the following:

SECTION B: COURSE & SCHOOL INFORMATION

• Brief School's history, location, facilities, infrastructure and teacher-student ratio	
• School's Vision, Mission, Core Values and Culture Statement	
• Course Information – Name of award, Awarding Body, Course Structure, Intake, Course Duration, Outlines	
• Entry Requirements	
• Counselling and Student Support service available.	

SECTION C: FEES PAYABLE & PAYMENT METHODS

• The tuition fee, non-tuition fees and any other relevant fees payable to Touchstone International Institute.	
• The payment modes and types of payments be made to TSI and all payments must be made to Touchstone International Institute only.	
• Advisory Note and Student Contract has to be signed and dated before payment can be made.	

SECTION D: FEE PROTECTION SCHEME AND STUDENT CONTRACT

• Fee Protection Scheme (FPS) that Touchstone International has in place for students.	
• Both local and international students enrolled into Touchstone are covered under Liberty Insurance Pte. Ltd. The scheme covers course fees excluding GST. A copy of Certificate of Insurance (COI) will be given to students. It contains information such as ID/FIN Number, course title and duration, premium paid, amount insured and period of coverage.	
• The terms & conditions stated in the Student Contract have been explained and fully understood by the student.	



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SECTION E: MEDICAL INSURANCE & DECLARATION	
• Student has been briefed on the CPE Medical Insurance requirements.	
• Student has been briefed on the exemption from this medical insurance scheme and will be required to sign the Declaration form where applicable. (not applicable to international students)	
SECTION F: POLICY AND PROCEDURE OF WITHDRAWAL/ REFUND/ TRANSFER	
• Internal Transfer Policy & Procedures	
• Withdrawal & Refund Policy & Procedures	
% of [the aggregate amount of the Course Fees and Miscellaneous Fees paid]	If Student's written notice of withdrawal is received
75%	More than 30 days before the Course Commencement Date
50%	Before, but not more than 30 days before the Course Commencement Date
10%	After, but not more than 7 days after the Course Commencement Date
0%	More than 7 days after the Course Commencement Date
Cooling-Off Period	
<p>Touchstone International Institute will provide the Student with a <u>cooling-off period</u> of seven (7) working days after the date that the Contract has been signed by both parties.</p> <p>The Student will be refunded the highest percentage (stated in <u>Refund Table</u>) of the fees already paid if the Student submits a written notice of withdrawal to Touchstone International Institute within the cooling-off period, regardless of whether the Student has started the course or not.</p>	
SECTION G: COMMITTEE FOR PRIVATE EDUCATION (CPE) & OTHERS	
<ul style="list-style-type: none"> Establish under the Private Education Act, CPE is a statutory board empowered with the legislative power to regulate the private education sector. In addition to its role as the sectoral regulator of private education institute, the Council facilitates capability development efforts to uplift standards in the local private education industry. <p>For more information please visit the CPE website: www.cpe.gov.sg</p>	
• The student pass application, procedures and documents required (international students only), security deposit requirement.	
• ICA will be informed and student pass/visa will be cancelled if the attendance is 90% or lower in any month of the course or for a continuous period of 7 days or more without any valid supporting document & reason.	
• violation of ICA Regulation with illegal employment, paid or unpaid	



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SECTION H: STUDENT/GUARDIAN DECLARATION

I understand fully what has been communicated to me and I hereby acknowledge that I have been briefed on the above.

Student / Guardian:

Signature

Name

Date

For Office Use only: Declaration

I hereby confirm that I have explained the above information to the Student/Guardian.

Staff/Agent:

Signature

Name

Date