

St. Clare

School for Special Education

GST Reg No. 200712143M

Student/Parent Orientation Form

SECTION 1: APPLICANT'S PARTICULARS

Name of Applicant (as in NRIC/Passport)

NRIC/Passport No.

Home Tel No.

Email Address

SECTION 2: SCHOOL / COURSE INFORMATION

- Student/Parent has been briefed on St. Clare School accreditation, location, facilities and infrastructure.
- Student/Parent has been briefed on course information (Individualized Educational Programme (IEP), intakes and duration).

SECTION 3: ENTRY REQUIREMENTS / APPLICATION PROCEDURES AND STUDENT PASS MATTERS

- Student/Parent has been briefed on entry requirements
- Student/Parent has been briefed on application procedures for local and foreign student
- Local and Foreign Student/Parent have to maintain minimum of 90% attendance at all times
- International student has been briefed about student's pass application, procedures and documents required
- Student/Parent has been briefed on relevant Singapore laws especially those relating to ICA & Ministry of Manpower.

SECTION 4: FEES PAYABLE AND PAYMENT METHODS

- Student/Parent has been briefed about the tuition fees, non-tuition fees and any other relevant fees payable to St. Clare School.
- Student/Parent has been briefed on the payment modes and methods accepted by St. Clare School, and that all payments must be made to St. Clare School only.
- Student/Parent has been briefed that payment can only be made after the Student/Parent Contract is signed and dated.

SECTION 5: FEE PROTECTION SCHEME AND STUDENT/PARENT CONTRACT

- Student/Parent has been briefed about the Fee Protection Scheme (FPS) that St. Clare School provides for student.
- Student/Parent has an email address in the application form for insurance certificate to be sent electronically.
- The Terms & Conditions stated in the Student/Parent Contract have been explained to the parent.

SECTION 6: MEDICAL INSURANCE AND DECLARATION

- Student/Parent has been briefed about the exemption from this medical insurance scheme and will make the necessary declaration in the Student/Parent Contract.

SECTION 7: POLICY AND PROCEDURE OF TRANSFER/WITHDRAWAL/REFUND

- Student/Parent has been briefed on St. Clare School Transfer/Withdrawal/Refund Policy and Procedures.

SECTION 8: INFORMATION ON COUNCIL FOR PRIVATE EDUCATION

- Student/Parent has been briefed about the Council for Private Education (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 Institutions (PEIs).
- Student/Parent has been briefed on the CPE link (www.cpe.gov.sg) should the student/parent requires further information.

SECTION 9: DECLARAION

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

Name

Signature

Date

FOR OFFICIAL USE ONLY

Date received:

Received by:

Name

Signature

Date