

**SUPPLEMENTARY NOTES**

**INTRODUCTION TO THE PE REGULATIONS**

1. The Private Education (PE) Act gives the Council for Private Education (CPE) the legislative power to make the PE Regulations with the approval of the Minister for Education.

2. The PE Regulations specifies the requirements which all private education institutions must adhere to in order to be registered or stay registered. It contains 8 Parts which cover the different aspects of the Enhanced Registration Framework.

- a. Part 1: contains the definitions of the key terms used in the Regulations so as to ensure consistent and clear interpretation of the requirements;
- b. Part 2: outlines the processes for application to register, or renew the registration of, a private education institution, as well as the processes to provide updates to, and seek waiver from, the CPE;
- c. Part 3: gives details of the requirements a prospective PEI must meet in respect of its name(s), managers, premises, Academic and Examination Boards, and courses and teachers;
- d. Part 4: explains the duties and responsibilities which the PEI and its managers must carry out in order for the PEI to remain registered;
- e. Part 5: specifies the administrative requirements related to course offerings in the area of fee collection, student contract and issuance of certificates;
- f. Part 6: gives the guidelines on the deployment of teachers;
- g. Part 7: defines the requirements a PEI must adhere to in terms of advertisement and information disclosure; and
- h. Part 8: outlines the saving and transitional provisions for PEIs currently registered under the Education Act and PEIs which are currently not registered.

**APPLICATION PROCESSES**

3. The specific documents and information to submit, as well as the templates to use, will be made available on the CPE's website. All applications should be made by a manager of the PEI and, with the exception of change in ownership of the PEI, should be submitted electronically via the Online Business Licensing Service (OBLS) at <https://licences.business.gov.sg>. Applications which are incomplete, or not accompanied by due payment, may be rejected.

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4. The following table gives the general description of the various applications and the specific requirements, if any, for respective applications:-

	<b>Application</b>	<b>Information required</b>
1	Registration of PEI	<ul style="list-style-type: none"> <li>▪ To register as a PEI, the applicant must provide information on               <ul style="list-style-type: none"> <li>i. its status as a registered company or society;</li> <li>ii. its managers and their substantial interests in other businesses or companies;</li> <li>iii. approvals from relevant agencies on the suitability of use of its premises;</li> <li>iv. arrangements made with other entities sharing its premises, if applicable;</li> <li>v. the members of its Academic and Examination Boards; and</li> <li>vi. courses and teachers to be deployed to teach these courses.</li> </ul> </li> <li>▪ Prior to submitting the application to register as a PEI, the applicant is encouraged to:-               <ul style="list-style-type: none"> <li>i. register its name through ACRA or ROS;</li> <li>ii. obtain URA approval for use of premises as a commercial school;</li> <li>iii. obtain fire safety clearance from FSSD;</li> <li>iv. have all managers complete the declaration forms; and</li> <li>v. obtain relevant documents to show its association, or collaboration, or affiliation with external course developers or foreign education institution partners.</li> </ul> </li> </ul>
2	Approval for change of name of PEI or school / department / faculty	<ul style="list-style-type: none"> <li>▪ To seek approval for a change of name, a PEI will be required to provide reasons for its change of name and its choice of the new name.</li> </ul>
3	Approval for renovation works, relocation, expansion, and contraction of registered premises	<ul style="list-style-type: none"> <li>▪ A PEI is required to seek the CPE's approval at least 30 days before commencement of its renovation works, expansion, contraction, or relocation of premises.</li> <li>▪ Such applications should be accompanied by the floor plans and approvals from relevant authorities on the suitability of use of its premises.</li> </ul>
4	Update on changes in manager	<ul style="list-style-type: none"> <li>▪ A PEI is required to inform the CPE within 14 days if               <ul style="list-style-type: none"> <li>i. a new manager has joined the PEI;</li> <li>ii. there are changes in the particulars of any manager in the CPE's records;</li> <li>iii. any manager in the CPE's records has ceased to be a manager of the PEI; and</li> <li>iv. any manager in the CPE's records has been convicted of any crimes, or declared bankrupt.</li> </ul> </li> </ul>
5	Update on changes in member of Academic and Examination Boards	<ul style="list-style-type: none"> <li>▪ A PEI is required to inform the CPE within 14 days if               <ul style="list-style-type: none"> <li>i. a new member joins the Academic or Examination Board;</li> <li>ii. a member of the Academic or Examination Board in the CPE's records leave the Board (in which case the manager of the PEI must ensure there are still at least 3 remaining members in each Board);</li> <li>iii. there are changes in the particulars of any member of the Academic or Examination Board; and</li> </ul> </li> </ul>

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	Application	Information required
		iv. any member of the Academic or Examination Board has been convicted of any crimes, or declared bankrupt.
6	Update on deployment of teachers	<ul style="list-style-type: none"> <li>▪ A PEI must update the CPE on the intended deployment of a teacher at least 7 days before the actual deployment.</li> <li>▪ The manager of a PEI is required to ensure that the deployment of the teacher has been endorsed by the Academic Board of the PEI.</li> </ul>
7	Seeking permission to offer or conduct courses	<ul style="list-style-type: none"> <li>▪ A PEI is required to seek the CPE's permission to offer a course prior to advertising it or recruiting students for it.</li> <li>▪ Depending on the nature and content of the course, the CPE may impose terms and conditions which the PEI must adhere to in order to be given permission to offer the course.</li> </ul>
8	Change of ownership of PEI	<ul style="list-style-type: none"> <li>▪ The managers of a PEI must inform the CPE of the change in ownership of the PEI within 14 days after the date of the change using the form 'Notification of change of ownership' (Form 8) available for download from the CPE website.</li> <li>▪ Form 8 should be accompanied by the new owner's company profile from ACRA or society registration certificate.</li> <li>▪ Whenever applicable, the notification of change in ownership should be accompanied by the update in managers.</li> </ul>

5. A registered PEI need not apply for the CPE's permission to offer any course which is of duration no longer than 1 month or 50 hours, unless the course leads to the award of a diploma or degree.

6. Registration of a PEI is subjected to renewal. Each renewable period of registration will be determined by the CPE based on the achieved standards of quality or performance of the PEI. Application for renewal of registration has to be submitted to the CPE at least 3 months prior to the date of expiry of the existing term of registration.

**WAIVER OF REQUIREMENTS**

7. A PEI may apply to the CPE for waiver of specific requirements at the point of application to register a new PEI, or at the point of application to renew the registration of a PEI. The CPE will evaluate each waiver application on a case-by-case basis. The requirements a PEI may seek waiver for are:-

- a. Premises: For example, a PEI providing solely online courses may apply for waiver from having permanent premises;
- b. Academic Board: For example, a PEI solely offering distance or online learning developed by a foreign education institution, and with no class conducted at the PEI for students enrolled, may seek waiver from having to set up an Academic Board if the foreign education institution already has one at its home campus

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which looks into the content and delivery process of the distance or online learning course;

- c. Examination Board: For example, a PEI which offers only preparatory course for an external examination conducted elsewhere by the external course developer, and which does not conduct any form of assessment for the students enrolled, may seek waiver from having to set up an Examination Board;
- d. Courses: For example, a PEI which solely offers a course in a specialised field, and that has already received accreditation or approval by the relevant authority in Singapore to conduct the course, may seek waiver from seeking permission from the CPE prior to conducting the course. (The CPE may impose terms and conditions when such waiver is granted.)
- e. Teachers: For example, a PEI which solely offers an online course with no teaching either in a physical classroom setting or through digital mode (e.g. video conferencing) may seek waiver from having to update the CPE on deployment of teachers.

8. Any applications for waiver must be made on the 'waiver form' (Form 3) available for download from the CPE website, and accompanied by relevant documents to substantiate the application. The completed form and documents should be submitted via the OBLs.

**REGISTRATION (AND RENEWAL) REQUIREMENTS**

9. A PEI must be either a company registered with the Accounting & Corporate Regulatory Authority (ACRA), or a society registered with the Registry of Societies (ROS). In order to be registered, a PEI must also meet certain requirements in respect of corporate governance, quality of provisions, and information transparency.

**NAME**

10. The name of a PEI, and its school / department / faculty must denote a place of learning. For example, it may contain words like "school", "academy", "learning centre", "institution" etc. However, no PEI shall be allowed to use the term 'university', or any derivative of this term, in its name without the approval of the Minister.

11. The CPE will not allow a PEI to use a name which is likely to cause the public to misconstrue the PEI to be the same as, or associated with, another existing institution (either local or foreign) when no such relationship exists, and if it contains any terms which are restricted by the Minister. The PEI may be directed to change its name, or its translated version, if it is found that the name of the PEI, or that of its school / department / faculty, is misleading or false.

12. If the PEI is a company, its name must be the same as its registered name under the Companies Act (Cap. 50), and if the PEI is a registered

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society, its name must be the name as its registered name under the Societies Act (Cap. 311). Furthermore, the name of the school / department / faculty of the PEI must contain the name of the PEI.

PREMISES

13. A PEI must ensure that its premises have approval from the Urban Redevelopment Authority (URA) to be used as a commercial school, and the fire safety clearance from the Fire Safety and Shelter Department (FSSD) of Singapore Civil Defence Force (SCDF). Where applicable, the PEI should also have proper clearance for its facilities from the relevant regulatory authorities such as the National Environment Agency (NEA) (for science laboratories and canteen) and the Singapore Police Force (for casino setups) etc.

14. The premises of a PEI must contain at least 1 fully enclosed classroom and a dedicated area for office or administrative activities. Only 2 PEIs are allowed to share premises if there is only 1 classroom. Regardless of the number of classrooms, no more than 3 PEIs are allowed to share premises. A PEI also should not share its premises with another business entity that is unrelated to the provision of private education.

15. Except for auditoriums, the maximum number of students allowed in a classroom is the number of students the classroom can accommodate provided that each student has a classroom space of at least 1.5 square metres.

ACADEMIC BOARD

16. The Academic Board of a PEI must comprise at least 3 members who:-

- a. are not undischarged bankrupts;
- b. have not been convicted in any court of law in Singapore or elsewhere for any offence involving dishonesty or moral turpitude or for an offence under the PE Act; or
- c. are or have been managers of an unregistered PEI or a PEI which has had its registration cancelled by the CPE.

17. The responsibilities of the Academic Board include:-

- a. developing the policies and procedures to ensure academic quality and rigor such as:-
  - i. ensuring that the content and duration of the modules or subjects, as well as the entry and graduation requirements, of the course are appropriate; and
  - ii. approving deployment of teachers based on the requirements stipulated by the CPE.
- b. facilitating the PEI to implement and comply with the policies and procedures developed; and

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- c. reviewing, at least once a year, the academic policies and procedures.

18. There is no restriction to the number of Academic Boards a PEI may set up. For example, a PEI can have different academic boards to oversee the quality of courses and teacher deployment in different subject areas.

EXAMINATION BOARD

19. Similarly, the Examination Board of a PEI must comprise at least 3 members who:-

- a. are not undischarged bankrupts;
- b. have not been convicted in any court of law in Singapore or elsewhere for any offence involving dishonesty or moral turpitude or for an offence under the PE Act; or
- c. are or have been managers of an unregistered PEI or a PEI which has had its registration cancelled by the CPE.

20. The Examination Board will be in-charge of the development of examination and assessment procedures, such as to develop and facilitate the implementation of procedures to:-

- a. ensure the security of examination scripts and answer scripts;
- b. ensure the proper conduct of examinations and assessments;
- c. define and ensure the proper discharge of duties and responsibilities of invigilators and markers;
- d. conduct moderation of examination and assessment marks; and
- e. handle appeals from students with regard to examination or assessment matters.

COURSE

21. In order to be registered, a PEI must at least have 1 course which is permitted by the CPE. For any course to be permitted by the CPE, the PEI must ensure that the course content does not contain any material that is obscene and contrary to the interest of its students, and that it has suitable teachers to be deployed to teach the modules or subjects of the course.

22. The name of any course, and its modules or subjects, should be relevant to the course content and level. It should also begin with a term that would give clear indication of the type and level of the course:-

- a. "Tuition" or "Preparatory" – if the course prepares a student enrolled for an examination which leads to a qualification awarded by an external organisation, or an entrance examination to a any education institution (other than the PEI);

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- b. "Certificate" – for a post-secondary level course that provides a student enrolled with the basic level of competency to apply the knowledge and skills in jobs directly related to the subject;
- c. "Diploma" or "Specialist Diploma" or "Professional Diploma" – for a post-secondary level course which covers a range of knowledge and skills to enable a student enrolled for a progression to a higher level of studies;
- d. "Higher Diploma" or "Advanced Diploma" – for a post-secondary level course which covers specialised knowledge and skills to enable a student enrolled to perform detailed analysis of information in their jobs or for further studies;
- e. "Graduate certificate" or "Graduate Diploma" or "Postgraduate certificate" or "Postgraduate Diploma" – for a post-secondary level course which provides a student enrolled with specialised knowledge and skills that will enable them to develop theories and apply research to their own theories on the subject area;
- f. "Associate degree" or "Bachelor" or "Master" or "Doctorate" – for undergraduate and graduate level studies which lead to qualifications to be conferred only by educational institutions approved by the Minister to have degree-awarding powers, or by education institutions that meet the criteria to offer EDP in Singapore.

23. For a course to be permitted, a PEI is required to ensure that the entry requirement is appropriate for the language medium and the level of the course. For example, students should at least have an English competency of IELTS 4.5 or Pass in English language at GCE 'N' level or equivalent for a Certificate course conducted in English, and at least IELTS 5.5 or a pass in GCE 'O' level English or equivalent for enrolment into a Diploma course.

*Courses (excluding degree level courses)*

24. A PEI is only allowed to develop, deliver, and award a certificate *in its own name* for a preparatory, certificate, or diploma (including advanced and post-graduate) level course. Unless permission is given by the Minister, no PEI is allowed to confer associate degree and any undergraduate or graduate degree in its own name.

25. When seeking the CPE's permission to offer a course, a PEI is required to provide the following information and documents:-

- a. the course name, and names of its modules or subjects;
- b. the type and level of the course;
- c. brief description of the course content, including its learning objectives, its duration (both full-time and part-time if applicable), its entry and graduation requirements, and its mode of delivery;

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- d. for courses not developed, and the award not conferred, by the PEI, the name and country of origin of the course developer and the conferrer of the award;
- e. the name and country of origin of any organisation which has accredited or validated the course;
- f. the approval notification or contract between the PEI and the external course developer to show that the PEI has the permission from the external course developer to offer the course;
- g. the details of practicum or industrial attachment, if any; and
- h. details on overseas delivery of the course, if applicable.

*External Degree Programmes*

26. To offer an external degree programme (EDP) from a foreign education institution, a PEI, together with its foreign education institution partner, must provide the following additional information and documentation (besides those to be provide for seeking permission to offer courses) to the CPE for consideration:-

- a. Confirmation of the degree-awarding status of the foreign education institution from the relevant authority in the latter's home country;
- b. Affirmation that the relevant authority in the foreign education institution's home country will recognise the qualification issued by the foreign education institution to a student studying in an off-shore campus, or through distance learning, as being equal to the qualification issued to students studying in a similar course at the foreign education institution's home campus;
- c. Profile of the foreign education institution including:-
  - i. National and international accreditation, if any;
  - ii. National or International ranking in its home country;
  - iii. Track record of conducting EDPs in other countries, if any;
  - iv. Association or collaboration with top-ranked universities, e.g. student exchange programmes, credit transfer arrangements, or co-development of programmes to be taught at both institutions etc.;
  - v. Number of students enrolled at its home campus (breakdown by the number of full-time and part-time students, students enrolled in respective levels etc.);
  - vi. Student diversity at home campus in terms of percentage of local and international students (with further breakdown by nationalities, if applicable);
  - vii. General entry requirements to undergraduate programmes (e.g. SAT scores, GMAT scores, etc.) and entry

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- requirements (including language requirements) for the EDP;
  - viii. General student graduation rate in terms of percentage of students who passed over the original cohort enrolled;
  - ix. General student-faculty ratio at home campus and for the EDP;
  - x. General teaching faculty's qualifications at home campus and for the EDP (with breakdown by full-time and part-time staff, if applicable); and
  - xi. Annual research grants, if any, and their source(s), received for previous 3 years.
- d. A letter or any other form of official document from the Vice-Chancellor or President or equivalent of the foreign education institution confirming that it:-
- i. Gives permission for the EDP to be conducted by the PEI;
  - ii. Subjects the EDP offered in Singapore to the same academic assurance processes as the programmes offered at its home campus;
  - iii. Ensures that the students enrolled through the PEI meet the same entry requirements (i.e. specific language and academic pre-requisites) as students enrolled at its home campus;
  - iv. Gives equal recognition to students enrolled in EDP as students taking similar programmes at its home campus, i.e. all students will receive the same result slips and degree scroll, and graduates from EDP will enjoy same privileges as alumni of the foreign education institution as graduates from its home campus;
  - v. Issues and confers the degree, i.e. the production and issuance of the degree scroll is not delegated to the PEI or other persons;
  - vi. Ensures that students enrolled in the EDP are able to continue their studies either at its home campus or at another PEI appointed by the foreign education institution should the PEI default on its delivery;
  - vii. Conducts the EDP in the same language as that being used to teach similar programmes at its home campus; and
  - viii. Commits to regular and rigorous auditing of the PEI to ensure the quality of EDP being offered through the PEI.
- e. Profile of the PEI including:-
- i. Its background in terms of date of establishment, its existing associations or collaborations or affiliations with

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- other education institutions, its accreditation status (if any) etc.;
- ii. The premises, facilities, and staff to be devoted to the delivery of the EDP;
  - iii. Its experience in conducting EDPs;
  - iv. Its current student enrolment in EDPs, if applicable; and
  - v. Its achievements in terms of any accreditation and awards.

**ADDITIONAL REQUIREMENTS FOR REGISTERED PEIS**

27. A PEI must ensure that it continues to meet the registration requirements in order to stay registered. In addition, there are also other specific requirements, as well as terms and conditions<sup>1</sup> related to PEI registration, which the PEI needs to adhere to.

**USE AND DISPLAY OF NAME**

28. The English name of a PEI must be displayed clearly at the entrance of its registered premises.

29. Notwithstanding its associations or collaborations or affiliations, a PEI is not allowed to display the name of another education institution, either local or foreign, in a way that is likely to cause the public to misconstrue that the other education institution is operating its business at the PEI's registered premises.

**ACADEMIC AND EXAMINATION DUTIES**

30. Unless a PEI has received waiver of the CPE from setting up an Academic Board, it is expected to implement and adhere to the policies and procedures developed, and deploy the teachers approved, by the Academic Board.

31. A PEI which has not been waived by the CPE from setting up an Examination Board must conduct the examinations and assessments of its self-developed courses according to the procedures developed by the Examination Board. For courses which are externally developed, the PEI should conduct the examinations and assessments according to the procedures specified by the course developer.

32. Where there are progression stages within a course, a PEI must ensure that a student does not advance in the course from a 'lower' stage to a 'higher' stage without meeting the passing requirements of a module or subject at the 'lower' stage of a course.

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<sup>1</sup> Pursuant to section 36 of the PE Act, the CPE may impose terms and conditions for registration of a PEI.

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DUTIES OF MANAGERS

33. The managers of a PEI must ensure that the following records are properly kept for at least 5 years<sup>2</sup>:-

- a. on the administration of courses offered by the PEI, including those courses which do not need to the CPE's permission prior to being offered:
  - i. the names of the courses and their respective modules or subjects;
  - ii. the full-time and/or part-time duration, and the respective commencement dates and end dates;
  - iii. the timetable of each student cohort enrolled;
  - iv. the fee collection schedule; and
  - v. the learning outcomes and syllabus.
- b. for each teacher deployed:
  - i. his personal particulars, including his name, NRIC or passport number, and nationality;
  - ii. the courses, modules or subjects, and the classes he is deployed to teach;
  - iii. his relevant academic certificates, transcripts, and past employment records; and
  - iv. any approval or "permission-to-teach" letters issued by external course developer of the courses he is deployed to teach.
- c. for each students enrolled:
  - i. his personal particulars, including his name, NRIC or student pass number, and nationality;
  - ii. a copy of his student contract entered with the PEI;
  - iii. his results for the course, and modules or subjects, he is enrolled in;
  - iv. his assignment and examination scripts which are not returned to him;
  - v. his attendance; and
  - vi. his course fee payment schedule.
- d. for each manager:
  - i. his personal particulars, including his name, NRIC or passport number, and nationality; and

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<sup>2</sup> The 5-year duration has been set in alignment to the provision for written laws relating to records keeping under the Statutes (Miscellaneous Amendments) Act 2006.

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- ii. his substantial shareholdings and involvement in other companies or businesses both in Singapore and overseas.
- e. on the Academic Board and the Examination Board:
  - i. the personal particulars of each member, including his name, NRIC or passport number, and nationality;
  - ii. for each member, his academic certificates, transcripts, and résumé;
  - iii. the policies and procedures developed by the Boards; and
  - iv. the minutes of meetings of the Boards.
- f. all the advertisements, in hardcopies or softcopies, issued or published by the PEI for use either in Singapore or overseas.

34. In the event of the cessation of operations of a PEI, its managers must ensure that all enrolled students are informed of the impending PEI closure, and the necessary arrangements made for them to complete the same course or a similar course in another registered PEI, at least 14 days before the actual closure of the PEI.

35. The managers of a PEI must notify the CPE in writing of any litigation against the PEI within 14 days of the PEI being served the originating process of any legal proceeding. The managers must also inform the CPE in writing of any conviction with imprisonment of any manager within 14 days of the manager being convicted.

ANNUAL REPORT

36. Every registered PEI is required to provide an annual report of its activities and affairs for the CPE. This annual report must be submitted by the managers of the PEI to the CPE by 31<sup>st</sup> December of every year.

37. The CPE may ask the registered PEI to submit any of the records stipulated to be kept by the managers. In addition, the following items are also to be included in the annual report:-

- a. the accounts and financial statements of the PEI in its last financial year prepared in accordance with the requirements of either the Companies Act or the Societies Act;
- b. the list of all courses offered by the PEI, including courses which do not require the permission of the CPE to be conducted;
- c. the list of permitted courses which the PEI has permanently ceased to conduct; and
- d. the number of students enrolled in each course, in terms of the number of local students and international students on student pass.

**COURSE ADMINISTRATION**

38. A registered PEI must adhere to the requirements specified by the CPE when administering any course offered or provided. In addition to the conditions specified in the PE Regulations, when the situation warrants it, the CPE may impose Terms and Conditions, under section 43 of the PE Act, when granting permission for the PEI to offer or provide any course.

**COURSE OFFERINGS**

39. A registered PEI must inform the CPE within 14 days, if it has established any association, collaboration or affiliation with any other institutions or persons, either local or foreign, in respect of any of its course. Such association, collaboration or affiliation could include the establishment of articulation pathway, the accreditation or validation of course developed by the PEI, and joint course development etc.

40. Notwithstanding the association, collaboration or affiliation between the PEI and another education institution, the name and logo of the PEI must not be featured on any transcript and certificate, diploma or degree scroll of a course which is to be conferred by the other education institution, either local or foreign. For example, if an external degree programme (EDP) is validated by a foreign university which meets the CPE criteria to offer EDP in Singapore, the degree scroll are required to be the same as that conferred to students studying at the university's home campus, and must not contain the PEI's name or logo.

41. When a PEI offers a preparatory course that prepares the students for an examination which leads to a qualification awarded by an external organisation, or an entrance examination to a any education institution (other than the PEI), the PEI must ensure that it registers the students enrolled in the course, or assist the students enrolled in the course, to register for the examination to which the course relates.

**FEE COLLECTION**

42. A PEI is not allowed to collect deposit or penalty from any student for any purposes regardless of whether such deposit or penalty is refundable or not.

43. A registered PEI must maintain the following fee collection schedule for courses longer than 2 months in duration:-

- a. if the PEI is not a member of a fee protection scheme approved by the CPE, the PEI may collect fee from any student according to the following sequence:
  - i. the first payment at any time before the commencement date of the course, a fee not more than 2 months of the total course fees calculated based on the formula –

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$$\frac{[(\text{Total amount of course fee}) \div (\text{total duration of course in months})] \times 2}$$

- ii. the second payment of not exceeding the amount in (i) at least 7 weeks after the commencement date of the course; and
  - iii. subsequent payments of not exceeding the amount in (i) at intervals of at least 2 months from the second payment date.
- b. if the PEI is a member of a fee protection scheme approved by the CPE, the PEI may collect fee from any student according to the following sequence:
- iv. the first payment at any time before the commencement date of the course, a fee not more than 6 months of the total course fees calculated based on the formula –

$$\frac{[(\text{Total amount of course fee}) \div (\text{total duration of course in months})] \times 6}$$

- v. the second payment of not exceeding the amount in (iv) at least 23 weeks after the commencement date of the course; and
- vi. subsequent payments of not exceeding the amount in (iv) at intervals of at least 6 months from the second payment date.

**STUDENT CONTRACT**

44. A registered PEI must ensure that it does not enrol any student for any course that has commenced unless it has the student's acknowledgement and agreement to join the class which has started in writing.

45. Prior to enrolling any student, the PEI must ensure that the student has acknowledged in writing that he has read the 'Advisory Note to Students' as stipulated by the CPE..

46. A registered PEI must enter into an agreement or contract with any student enrolled in a course longer than 2 months. The PEI must ensure that the agreement or contract includes neither provisions that will allow the PEI to make unilateral changes to any term or condition of the agreement or contract, nor provisions that will allow the PEI to collect from any student who has withdrawn from a course before its end date any fee for the remainder of the course.

47. For each course longer than 2 months, a registered PEI must ensure that the agreement or contract specifies the following items, as they may relate to each student, clearly:-

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- a. the duration of the course, and whether offered or provided on a full-time and part-time basis;
- b. the commencement date and end date of the course;
- c. the scheduled holidays, if any;
- d. the dates of all examinations, and major assessments and assignments;
- e. the expected date of the release of the results of the final examination, which shall not be more than 3 months after the completion of the final examination unless otherwise permitted by the CPE;
- f. the expected date of the conferment of the award;
- g. the full names of the developer or proprietor of the course, and the person conferring the award;
- h. the components of all fees payable by the student;
- i. the fee collection schedule; and
- j. the fee refund policy of the registered PEI.

**TEACHERS**

48. A PEI must ensure that a teacher deployed has not been convicted of any offence involving sexual, child, physical or drug abuse, or fraud or dishonesty. A teacher must also not have been convicted of any offence under the PE Act within a period of 5 years preceding the deployment.

49. When updating the CPE of the deployment of a teacher, the PEI is required to ensure that the following information and documents are available for checking:-

- a. For each teacher, his name, NRIC or passport number, nationality, and relevant post-secondary academic certificates and transcripts, past employment records;
- b. The course, and module or subject, he is to be deployed to teach;
- c. Any 'permission-to-teach' notification from external course developer in relation to the course, module or subject, he is deployed to teach;

50. A teacher must possess a pass at GCE 'O' level or its equivalent in the language medium of the course, module or subject he is deployed to teach, and the following minimum qualifications and experience:-

- a. if he has less than 5 years of working experience in the same field as the course, module or subject, qualifications in the same field at least 1 level higher than the level of the course;

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- b. if he has at least 5 years of working experience in the same field as the course, module or subject, qualifications in the same field at least equivalent to the level of the course; or
- c. if he has at least 5 years of working experience in the same field as the course, module or subject, qualifications in a different field at least 1 level higher than the level of the course.

51. A registered PEI must ensure that the qualifications of the teachers are conferred by education institutions which are recognised by the relevant authority in the country or territory in which they are established.

**ADVERTISEMENT AND INFORMATION DISCLOSURE**

52. In all its advertisements, a registered PEI is only allowed to use the term 'registered' to describe its status granted by the CPE under the PE Act. The registered PEI is not allowed to use words like 'approved', 'accredited', 'endorsed', 'supported', 'validated', or any other words with similar meaning.

53. A registered PEI must ensure that it includes, in all its advertisements, its name, its registration number, and the period of its registration.

54. A registered PEI is required to provide accurate information about itself and its courses to its current and prospective students at all times. Such information includes:

- a. the registration number of the PEI;
- b. the name of the PEI and the names of all its schools or departments or faculties;
- c. the address or addresses of the registered premises of the PEI;
- d. accurate visual representations of the registered premises of the PEI, including at least 1 photograph or video recording of the registered premises;
- e. the number of classrooms in the registered premises of the PEI, and the floor area and capacity of each classroom;
- f. the facilities and equipment provided by the PEI to support the learning experience of the students;
- g. the name of every manager of the PEI;
- h. the organisation structure of the PEI and the names of the key personnel in charge of each school, department or faculty, and every other section of the PEI;
- i. the names of all courses permitted by the CPE, and the names of the modules or subjects of these courses;
- j. the name of every teacher deployed, the course or module or subject each teacher is deployed to teach, and whether the teacher teaches the course, module or subject on a full-time or part-time basis;

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- k. the average teacher-student ratio for every course; and
- l. the fees that are payable by students for each course.

55. For each course offered, the PEI must ensure that the following information is made known to current and prospective students at all times:-

- a. the mode of delivery or manner in which it will be taught;
- b. the requirements for enrolment and graduation;
- c. the manner in which every assessment or examination will be conducted;
- d. the duration, and whether offered on a full-time or part-time basis;
- e. the commencement date and end date; and
- f. the terms or requirements of any industrial attachment (if applicable).

56. When there are any changes to the information stipulated to be disclosed, the PEI must ensure that the information is updated within 14 days of any change.

57. All advertisements relating to any course must contain the following information:-

- a. the name of the course;
- b. the full name of the developer or proprietor of the course and the person conferring the award; and
- c. the country or countries in which the developer or proprietor of the course, and the person conferring the award, are established.

58. When advertising a course offered by a foreign education institution, a PEI must ensure that it does not give the misleading impression that the foreign education institution is based in Singapore, or that the foreign education institution is offering the course in Singapore directly.

**FEE STRUCTURE FOR APPLICATIONS**

59. In the new regulatory regime, the fees payable by a PEI will be determined by its annual gross turnover:-

- a. A "large" PEI is one with an annual gross turnover of S\$15 million or more in its last financial year;
- b. A "medium" PEI is one with an annual gross turnover between S\$1 million and S\$15 million in its last financial year;
- c. A "small" PEI is one with an annual gross turnover of less than S\$1 million in its last financial year. A new PEI is considered a "small" PEI.

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60. Given that the stepped up enforcement under the new regulatory regime will require more resources to ensure that PEIs comply with the higher standards, the proposed fee schedule for the new enhanced registration framework is shown in Table 1 below.

Table 1: Fee Structure (before rebate)

	<i>Item</i>	<i>Fee*</i>		
		<i>Small</i>	<i>Medium</i>	<i>Large</i>
1.	For every application for the grant of registration of a private education institution	\$1500	\$3000	\$6000
2.	For every application for the renewal of registration of a private education institution	\$1500	\$3000	\$6000
3.	For every application for change of name	\$200	\$200	\$200
4.	For every application for the permission of the Council to any change of registered premises	\$300	\$600	\$1200
5.	For every notification of change of manager	\$100	\$100	\$100
6.	For every notification of change in membership of Academic Board	\$100	\$100	\$100
7.	For every notification of change in membership of Examination Board	\$100	\$100	\$100
8.	For every application for the permission of the Council to offer or provide a course	\$100	\$100	\$100
9.	For every application for the permission of the Council to offer or provide a course (if it is an EDP)	\$200	\$200	\$200
10.	For every notification of deployment of teacher	\$50	\$50	\$50

61. However, in view of the moratorium on fee hike by government agencies<sup>3</sup> introduced as part of the government-wide effort to help the small and medium enterprises cope with the economic recession, a rebate will be provided to bring the resultant fees payment by PEIs down to the current fee level when applications are made during the period of transition to the new regime (as shown in Table 2 below). This rebate will expire with the lapse of the moratorium on fee hike, or at the completion of the transition, whichever is later.

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<sup>3</sup> For details, please see announcement on 2009's Key Budget Initiatives to enhance business cashflow and competitiveness available on the Ministry of Finance website [http://www.mof.gov.sg/budget\\_2009/key\\_initiatives/cashflow.html](http://www.mof.gov.sg/budget_2009/key_initiatives/cashflow.html).

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Table 2: Fee Structure (after rebate)

	<i>Item</i>	<i>Fee*</i>		
		<i>Small</i>	<i>Medium</i>	<i>Large</i>
1.	For every application for the grant of registration of a private education institution	\$400	\$400	\$400
2.	For every application for the renewal of registration of a private education institution	\$400	\$400	\$400
3.	For every application for change of name	\$45	\$45	\$45
4.	For every application for the permission of the Council to any change of registered premises	\$110	\$110	\$110
5.	For every notification of change of manager	\$45	\$45	\$45
6.	For every notification of change in membership of Academic Board	\$45	\$45	\$45
7.	For every notification of change in membership of Examination Board	\$45	\$45	\$45
8.	For every application for the permission of the Council to offer or provide a course	\$20	\$20	\$20
9.	For every application for the permission of the Council to offer or provide a course (if it is an EDP)	\$20	\$20	\$20
10.	For every notification of deployment of teacher	\$20	\$20	\$20