INFORMATION NOTES ON
ENHANCED REGISTRATION FRAMEWORK (ERF)
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INTRODUCTION TO THE PRIVATE EDUCATION REGULATIONS

1. The Private Education (PE) Act (Chapter 247A) gives the Committee for Private Education, SkillsFuture Singapore Agency (CPE) the legislative power to enforce the PE Regulations.

2. The PE Regulations specifies the requirements which all private education institutions (PEIs) must adhere to in order to be registered or remain registered. It comprises 8 Parts which cover the different aspects of the Enhanced Registration Framework (ERF).

   (a) Part I contains the definitions of the key terms used in the Regulations so as to ensure consistent and clear interpretation of the requirements;

   (b) Part II: outlines the application processes to register or renew the registration of a PEI, as well as the processes to provide updates to, and seek permission or waivers from, the CPE;

   (c) Part III: specifies the requirements a prospective PEI must meet in respect of its name(s), managers, premises, Academic and Examination Boards, courses and teacher deployment;

   (d) Part IV: stipulates the duties and responsibilities of the PEI and its managers;

   (e) Part V: spells out the administrative requirements related to course offerings in the area of fee collection, student contract and issuance of certificates;

   (f) Part VI: gives the guidelines on the deployment of teachers;

   (g) Part VII: defines the requirements a PEI must adhere to in terms of advertisement and information disclosure; and

   (h) Part VIII: provides details of the register kept by the CPE and the general measures the CPE may impose on PEIs for contraventions of the PE Act or Regulations.

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 (director as registered with ACRA or a management committee member as stated in the Society’s Constitution) of the PEI and, unless otherwise specified, should be submitted electronically via LicenceOne at URL address https://licence1.business.gov.sg or in such form or manner as may be prescribed by the CPE (the system). Applications which are incomplete, or not accompanied by the payment, may be rejected. There will be no refund for payments made for rejected applications.

4. The details of various applications and their respective requirements are provided in the following table. Please note that applications must be accompanied by the required supporting documents as outlined on the CPE website.

(Please refer to section on the CPE website under Information for PEIs → Enhanced Registration Framework → Where can I get more information → Supporting Documents for Update Applications to CPE).
## INFORMATION NOTES
### ON THE ENHANCED REGISTRATION FRAMEWORK

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Key Information required</th>
</tr>
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<tbody>
<tr>
<td>1 Registration of PEI</td>
<td>To register as a PEI, the applicant must provide information on the following:</td>
</tr>
<tr>
<td></td>
<td>i. its status, either as a registered company or society;</td>
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<td></td>
<td>ii. its paid-up capital;</td>
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<tr>
<td></td>
<td>iii. its managers and their substantial interests in other businesses or companies;</td>
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<td></td>
<td>iv. any arrangement made with other entities sharing its premises, if applicable;</td>
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<tr>
<td></td>
<td>v. the members of its Academic and Examination Boards; and</td>
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<tr>
<td></td>
<td>vi. the courses it plans to offer or provide, and the teachers to be deployed to teach these courses.</td>
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<tr>
<td></td>
<td>Prior to submitting the application to register as a PEI via the system, the applicant should contact the CPE for more information.</td>
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<tr>
<td></td>
<td>The new applicant does not need to secure premises at the time of application. Within 6 months after the CPE has approved the application for registration, the PEI must secure its premises and seek the CPE's permission to use the premises.</td>
</tr>
<tr>
<td>2 Approval for changes of PEI names</td>
<td>PEI is required to seek approval for changes to PEI names via the system.</td>
</tr>
<tr>
<td>(includes brand name and department</td>
<td>No PEI is allowed to effect the change of any of its name without first obtaining approval from the CPE.</td>
</tr>
<tr>
<td>names)</td>
<td>PEI names include brand name and department names.</td>
</tr>
<tr>
<td>3 Approval for changes to premises</td>
<td>A PEI is required to seek the CPE's approval via the system at least 30 days before the commencement of any changes to premises.</td>
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<tr>
<td></td>
<td>Changes to premises include renovation works, expansion, contraction or relocation of premises.</td>
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<tr>
<td>4 Notification on changes in managers</td>
<td>A PEI is required to notify the CPE via the system within 14 days after the date of change pertaining to the addition of manager(s) to the PEI.</td>
</tr>
<tr>
<td></td>
<td>A PEI is required to notify the CPE via an email within 14 days after the date of change pertaining to the following:</td>
</tr>
</tbody>
</table>
### Changes in the contact information of any manager;  
### Cessation of any manager of the PEI; and  
### Any legal proceedings that have been instituted against the PEI  
### Any manager being convicted of any crimes that could lead to a jail term, or has been declared a bankrupt.

#### Notification on changes in membership of Academic and Examination Board
- A PEI is required to notify the CPE via the system within 14 days after the date of change pertaining to the addition of member(s) to the Academic and/or Examination Board.
- A PEI is required to notify the CPE via an email within 14 days after the date of change pertaining to the following:
  - Resignation of member(s) of the Academic and/or Examination Board; and  
  - Member(s) of the Academic and/or Examination Board being convicted of any crimes, or has been declared a bankrupt.
- A PEI must ensure that there are at least 3 members in each Board at any point of time.

#### Notification on deployment of teachers
- A PEI must notify the CPE via the system on the intended deployment of a teacher at least 7 days before the actual deployment.
- The manager of a PEI is required to ensure that the deployment of the teacher has been approved by the Academic Board of the PEI.
- Supporting documents are not required to be submitted when notifying the CPE on the deployment of both new and existing teachers.
- A PEI is required to notify the CPE via an email upon the removal of teachers previously notified to the CPE.

#### Seeking permission to offer courses (locally or overseas) or to add new modules
- A PEI is required to seek the CPE’s permission to offer a course or add new modules to existing permitted courses via the system prior to advertising the course or recruiting students for it.
- Depending on the nature and content of the course, the CPE may impose terms and conditions which the PEI must adhere to as part of the permission to offer the course.
Prior to offering any CPE-permitted courses overseas, a PEI is required to obtain the CPE’s written approval by submitting an application form available on the CPE’s website.

PEIs which have attained 4-Year EduTrust Certification would only be required to notify CPE at least 7 days before offering CPE-permitted courses overseas.

A PEI is required to write in to the CPE pertaining to subsequent changes to the CPE-permitted courses.

The managers of a PEI must notify the CPE via an email of the change in ownership of the PEI within 14 days after the date of change in ACRA using the form ‘Update on change of ownership’ (Form 8) available for download from the CPE’s website.

RENEWAL OF REGISTRATION

5. The registration period granted by CPE are 2 years, 4 years or 6 years. Registration of a PEI is subjected to renewal. Every renewed period of registration will be determined by the CPE based on a basket of criteria. 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.

6. PEIs which have met the following criteria will be eligible to renew their registration via a renewal by declaration process:
   (a) obtained two consecutive 4 or 6-year registration periods
   (b) obtained credit rating of at least band 3. The credit rating report should be dated within 6 months before the expiry of PEI’s registration

Diagram 1 below illustrates the process.

Diagram 1 : Registration renewal process for PEIs with good track records

PEIs are only required to submit a declaration form and a valid credit rating report under the renewal by declaration process.

(Please refer to section on the CPE website for the declaration form under Information for PEIs → Enhanced Registration Framework → Where can I get more information → Renewal by Declaration Form).
REGISTRATION (AND RENEWAL) REQUIREMENTS

7. A PEI must be either a company (private limited or limited by guarantee) 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.

INSTITUTIONAL REQUIREMENTS

8. For new ERF registration, PEIs must have a minimum paid-up capital of $100,000.

9. For renewal of registration, PEIs must meet the minimum credit rating requirements

(Please refer to section on the CPE website under Information for PEIs → Credit Rating on the CPE website)

PEI NAMES

10. The name of a PEI, and its department must indicate it provides education. It may contain words like “school”, “academy”, “learning centre”, “institution” etc.

11. The CPE will not allow a PEI to use a name which

(a) may be seen as the same or associated with, another existing institution (either local or foreign) when no such relationship exists; and

(b) contains any term ‘University’, ‘National’, ‘Singapore’ or any derivative of these terms, in its name without the approval of the Minister.

12. The PEI may be directed to change its name, or the translated version(s) of its name, if it is found that the name of the PEI, or that of its department or that of the education provided by it, is misleading or leads to confusion.

13. 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 society, its name must be the same as its registered name under the Societies Act (Cap. 311).

Example:
Company name = XYZ College Pte Ltd
PEI name = XYZ College

14. The name of the department of the PEI must contain the name of the PEI.

Example:
XYZ College School of Engineering, where ‘XYZ College’ is the name of the PEI.

15. A PEI may apply to the CPE to have a ‘brand name’ that encapsulates the education provided by it. Each PEI is only allowed one ‘brand name’ and it should closely relate to the PEI name, such as an abbreviation of, or the keyword in, the PEI’s name. The CPE will review each application on a case-by-case basis.

Example:
PEI Name: XYZ College
Brand Name: XYZ
PREMISES

16. New applicants do not need to secure premises when they put in the new ERF application. Once CPE has processed and evaluated the application to be successful, a PEI will be given 6 months from the date of ERF approval to secure its premises. The PEI would need to put in a premises update application to seek CPE’s permission within the 6 months’ time frame. Diagram 2 below shows the process flow:

![Diagram 2: Process Flow for New ERF Applications](image)

17. A PEI must ensure that its premises have obtained the relevant approvals from the respective government agencies in terms of approved usage, fire safety and clearance of its facilities where applicable.

18. 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 (or schools registered under the Education Act) are allowed to share premises if there is only 1 classroom. If there are 2 classrooms or more, a maximum of 3 PEIs (or schools registered under the Education Act) are allowed to share premises. Also, a PEI should not share its premises with another business entity that is unrelated to the provision of private education, unless otherwise permitted by the CPE.

19. Except for auditoriums, the maximum number of students can be derived by dividing the floor area of the classroom by 1.5 square metres.

ACADEMIC BOARD

20. 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 any offence under the PE Act; and
   
   (c) are not or have not been managers of an unregistered PEI or a PEI which has had its registration cancelled by the CPE.

21. 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 the 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

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

22. The Academic Board may comprise various subgroups looking into the academic rigor of courses in different disciplines or subject areas.

EXAMINATION BOARD

23. 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 any offence under the PE Act; and

(c) are not or have not been managers of an unregistered PEI or a PEI which has had its registration cancelled by the CPE.

24. 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

25. In order to be registered, a PEI must offer at least one course which falls under the purview of the PE Act.

26. A registered PEI is not required to seek the CPE’s permission to offer any course which is of duration not longer than one month or 50 hours, unless the course leads to the award of a diploma or degree.

27. For any course permitted by the CPE, the PEI must ensure that the course content does not contain any content/material that is obscene and contrary to the interest of its students. It must also ensure that there are suitable teachers to be deployed to teach the modules or subjects of the course.
28. 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 gives a clear indication of the type and level of the course:

(a) “Preparatory” – a course which prepares a student for an examination which leads to a qualification awarded by an external organization, or an entrance examination to any education institution (other than the PEI);

(b) “Certificate” – for a post-secondary level course that provides a student with the basic level of competency;

(c) “Diploma” or “Specialist Diploma” – for a post-secondary level course which covers a range of knowledge and skills to enable a student to progress to higher levels of studies;

(d) “Higher Diploma” or “Advanced Diploma” – for a post-secondary level course which covers specialised knowledge and skills;

(e) “Bachelor” or “Master” or “Doctorate” – for undergraduate and graduate level studies [Refer to section on External Degree Programmes (EDPs) for more information]

(f) “Graduate Certificate” or “Graduate Diploma” or “Postgraduate Certificate” or “Postgraduate Diploma” – for a post-degree level course which provides a student with specialised knowledge and skills;

Entry Requirements

29. The PEI is required to ensure that the course’s entry requirements are 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.

30. The entry requirements set should be specific, Some examples of specific and non-specific entry requirements are provided below:

<table>
<thead>
<tr>
<th>Examples</th>
<th>Specific (Acceptable)</th>
<th>Non-Specific (Not-Acceptable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtained at least 5 GCE ‘O’ Level Passes, including English and Mathematics</td>
<td>‘O’ Levels</td>
<td></td>
</tr>
<tr>
<td>Completed grade 5</td>
<td>Grade 5</td>
<td></td>
</tr>
</tbody>
</table>

31. A PEI is only allowed to develop, deliver, and award a certificate in its own name for a certificate, or diploma (including advanced and post-graduate) level course.

To prevent foreign institutions from running diploma mills in Singapore, the CPE will only permit foreign institutions of higher learning to award or confer certificates and diplomas in Singapore if these foreign institutions are accredited by the relevant authorities in their home countries.

32. When seeking the CPE’s permission to offer a course, a PEI is required to provide the required supporting documents as outlined on the CPE’s website.
Committee for Private Education, SkillsFuture Singapore Agency
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(Please refer to section on the CPE website under Information for PEIs → Enhanced Registration Framework → Where can I get more information → Supporting Documents for Update Applications to CPE).

33. PEI is required to obtain the CPE’s written approval prior to offering the CPE-permitted courses overseas. For PEIs that have attained a 4-Year EduTrust certification, they are only required to notify CPE at least 7 days before offering CPE-permitted courses overseas. (Please refer to section on the CPE website under Information for PEIs → Enhanced Registration Framework → Where can I get more information → Application for Permission to Offer Courses Permitted by the Committee Outside of Singapore).

EXTERNAL DEGREE PROGRAMMES (EDPs) and PATHWAY PROGRAMMES (PPs)

34. Unless permission is given by the Minister, no PEI is allowed to confer any undergraduate or graduate degree in its own name.

35. A PEI must be 4-Year EduTrust certified to be able to offer bachelor’s degree and/or pathway programmes. Pathway programmes are defined as programmes which prepare students academically for admission to either an EDP done at a PEI with PEI pre-arranged articulation pathway(s) or an EDP done at the home campus. This does not include standalone courses or externally developed courses.

36. To offer an EDP from a foreign education institution, a PEI, together with its foreign education institution partner, must provide the following additional information and documents to the CPE for consideration:

(a) Confirmation of the degree-awarding status of the foreign education institution from the relevant authority in its home country;

(b) Affirmation that the relevant authority in the foreign education institution’s home country will recognise the qualification it issues to a student who has graduated from an off-shore campus, or acquired through EDPs, as being equal to the qualification issued to students graduating from a similar course at its home campus;

(c) Profile of the foreign education institution including:

(i) Any national and/or international accreditation it obtains;

(ii) Its national or International ranking;

(iii) Its track records of conducting EDPs in other countries, if any;

(iv) Its 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) The 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) The student diversity at its home campus in terms of percentage of local and international students (with further breakdown by nationalities, if possible);
(vii) The general entry requirements to its undergraduate programmes (SAT scores, GMAT scores, etc.) and the entry requirements (including language requirements) to the EDP;

(viii) Its general student graduation rate in terms of percentage of students who passed over the original cohort enrolled;

(ix) Its general student-faculty ratio at home campus and for the EDP (if possible);

(x) The 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) The annual research grants (if any) received and their source(s), for the past 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 offered 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 in similar programmes 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 or associations or collaborations or affiliations with other education institutions (local and foreign) etc;

(ii) The premises, facilities, and staff to be devoted to the delivery of the EDP;

(iii) Its experience in offering EDPs;

(iv) Its current total student enrolment, and student enrolment in EDPs (if applicable); and
(v) Its achievements in terms of any accreditation and awards;
(vi) A brief description of the EDP and its mode of delivery; and
(vii) A sample certificate (which students will receive upon completion of the EDP).

**ADDITIONAL REQUIREMENTS FOR REGISTERED PEIs**

37. In order for a PEI to remain registered with the CPE, the PEI must meet the following additional requirements:

   (a) Registration requirements stipulated in PE Act and Regulations; and
   (b) Terms and Conditions of registration that may be imposed by the CPE under its governing legislation.

**USE AND DISPLAY OF NAME**

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

39. 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 if that is not true, or if the CPE has not granted permission for such sharing of premises to take place.

**ACADEMIC AND EXAMINATION DUTIES**

40. A PEI is expected to implement and adhere to the policies and procedures developed by the Academic Board, and deploy the teachers as approved, by the Academic Board.

41. A PEI 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 external course developer or proprietor.

42. Where there are progression stages within or between courses, a PEI must ensure that a student has successfully completed the ‘lower’ stage prior to advancing to the ‘higher’ stage.

**DUTIES OF MANAGERS**

43. The managers of a PEI must ensure that the following records are properly kept for at least 5 years\(^1\):

   (a) on the administration of courses offered by the PEI, including those courses which do not need to seek the CPE’s permission prior to being offered:

   (i) the names of the courses and their respective modules or subjects;

\(^1\) 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.
(ii) the full-time and/or part-time duration, and the respective commencement dates and end dates, for each course;
(iii) the timetable of each student cohort enrolled for each course;
(iv) the fee collection schedule for each course; and
(v) the learning outcomes and syllabus for each course.

(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) copies of his relevant academic certificates, transcripts, and past employment records; and
(iv) any approval or “permission-to-teach” letters issued by the external course developer(s) or proprietor(s) of the courses he is deployed to teach.

(c) for each student enrolled:
(i) his personal particulars, including his name, NRIC or student pass number, and nationality;
(ii) a copy of the Advisory Note signed by him or on his behalf by the parent or legal guardian;
(iii) a copy of his student contract entered with the PEI;
(iv) his results for the course, and modules or subjects, he is enrolled in;
(v) his assignment and examination scripts which are not returned to him;
(vi) his attendance records; and
(vii) his course fee payment schedule.

(d) for each manager:
(i) his personal particulars, including his name, NRIC or passport number, and nationality;
(ii) his residential address, email address, and contact numbers;
(iii) his declaration form; and
(iv) 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, copies of his academic certificates, transcripts, and resume;
(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.

44. 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 30 days before the actual closure of the PEI.

45. 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 of an offence punishable with imprisonment of any manager within 14 days of the manager being convicted.

WAIVER OF REGISTRATION REQUIREMENTS

46. A PEI may apply to the CPE for waiver of specific registration requirement(s) e.g. on setting up of Academic and Examination Board and premises. Applications for waiver must be made on the Form 3 (Application for Waiver of Registration Requirement) available for download from the CPE’s website, and accompanied by relevant documents to substantiate the application. The CPE will evaluate each waiver application on a case-by-case basis and the PEI will be notified of the outcome in writing. The approval for the waiver of registration requirement(s) is only valid for the registered ERF period.

(Please refer to section under Information for PEIs → Enhanced Registration Framework → Where can I get more information on the CPE website → Form 3 – Application for Waiver of Registration Requirement).

ANNUAL REPORT

47. 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 31st December (or by a stipulated date as advised by the CPE) of every year. The method of submission, and the templates to be used, will be provided by the CPE in due time.

COURSE ADMINISTRATION

48. 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(5) of the PE Act, when granting permission for the PEI to offer or provide any course.

COURSE OFFERINGS

49. A registered PEI must inform the CPE via email 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.
50. 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 supposed to be conferred by the other education institution, either local or foreign.

51. No PEI is allowed to jointly confer or award a degree qualification. 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 is 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.

52. When a PEI offers a course that prepares the students for an examination which leads to a qualification awarded by an external organization, or an entrance examination to 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

53. With the exception of imposing charges for late payment of course fees, 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.

54. 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 the industry-wide course 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 –

\[
\frac{A \times 2}{B},
\]

where A is the total amount of the course fee; and

B is the total duration of the course (in months);

(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 an industry-wide course 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 6 months of the total course fees calculated based on the formula –

\[
\frac{A \times C}{B},
\]

where A is the total amount of the course fee;
B is the total duration of the course (in months); 
C is a number not more than 6, and which represents the number of months of fees to be collected at any 1 time; and 

(ii) the second payment of not exceeding the amount in (iv) at least D weeks after the commencement date of the course, where D is calculated by the following formula 
\[(C \times 4) - 1\]; and 

(iii) subsequent payments of not exceeding the amount in (iv) at intervals of at least C months from the second payment date.

STUDENT CONTRACT

55. 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 in writing to join the class which has started.

56. Prior to enrolling any student, the PEI must ensure that the student, or his parent or legal guardian, has acknowledged in writing that he, or his parent or legal guardian, has read Form 12 (Advisory Note to Students) as stipulated by the CPE. The form can be downloaded from the CPE’s website.

57. 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:

(a) does not include provisions that will allow the PEI to make unilateral changes to any term or condition of the agreement or contract; and

(b) does not have 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.

58. 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:

(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 or organisation or institution conferring the award;

(h) the components of all fees payable by the student;
(i) the fee collection schedule, including any late fee payment policy; and
(j) the fee refund policy of the registered PEI.

TEACHERS

59. 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.

60. When notifying the CPE of the deployment of a teacher, the supporting documents are not required to be furnished. However, the CPE will conduct scheduled checks on PEI’s compliance with regulatory requirements. The CPE may also conduct a site inspection as part of the process. The CPE reserves the right to request for any supporting documents at any point in time for verification purposes.

61. The PEI is required to ensure that the following information and documents are available for checking:

(a) A copy of NRIC or relevant pass issued by ICA/MOM or a copy of passport for fly-in lecturers;
(b) Certified true copies of relevant academic qualifications (certificates and transcripts);
(c) Certified true copies of highest language qualification;
(d) Proof of relevant working experience (CV/Resume);
(e) Declaration form;
(f) Approval of teachers’ deployment by the Academic Board; and
(g) Approval of teachers’ deployment by the external course developer, if applicable.

62. 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, as well as the following minimum qualifications and experience:

(a) if he has less than 5 years of working experience in the field to which the course, module or subject relates, qualifications in that field which are at least 1 level higher than the level of the course;
(b) if he has at least 5 years of working experience in the field to which the course, module or subject relates, qualifications in that field which are at least equivalent to the level of the course; or
(c) if he has at least 5 years of working experience in the field to which the course, module or subject relates, qualifications in a different field which are at least 1 level higher than the level of the course.

63. Where the course, module or subject is of a vocational nature, in lieu of qualifications, the person deployed to teach must have at least 5 years of working experience in the field to which the course, module or subject relates.
64. A registered PEI must ensure that the qualifications of the teachers

  (a) are conferred by education institutions which are recognised by the relevant authority in the country or territory in which they are established; and

  (b) have not been conferred as honorary degrees.

**ADVERTISEMENT AND INFORMATION DISCLOSURE**

65. A PEI should comply with the advertising code. 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 to describe its relationship with the CPE.

(Please refer to section under Information for PEIs \(\rightarrow\) Enhanced Registration Framework \(\rightarrow\) Where can I get more information on the CPE website \(\rightarrow\) Advertising Code).

66. A registered PEI must ensure that it includes, in all its advertisements, its name, its registration number, and the latest period of its registration as shown in the following example:

**XYZ College**

*CPE registration number: 123456789A*

*Period of registration: 1 Jan 2018 to 31 Dec 2019*

67. 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, but should not be limited to:

  (a) the registration number of the PEI;
  
  (b) the name of the PEI, the names of all its departments, and its ‘brand name’;
  
  (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 name of every member of the Academic Board and Examination Board of the PEI;
  
  (i) the organization 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;
  
  (j) the names of all courses permitted by the CPE, and the names of the modules or subjects of these courses;
  
  (k) 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;
(l) the relevant qualification(s) of every teacher referred to in (k), including the conferring institution(s);

(m) information on the courses referred to in (j), including —

   (i) the manner in which every course will be taught;

   (ii) the requirements for enrolment and graduation in respect of every course;

   (iii) the manner in which every assessment or examination for every course will be conducted;

   (iv) the duration of every course, and whether offered or provided on a full-time or part-time basis;

   (v) the commencement date and end date of every course; and

   (vi) the terms or requirements of any industrial attachment;

(n) the average teacher-student ratio for every course; and

(o) for each course, the fees that are payable by students

68. For good corporate governance, PEIs are encouraged to disclose the academic qualifications of the managers and the members of the Academic and Examination Boards. Should there be honorary qualifications, PEIs are obliged to disclose the information in such form or manner as to be easily accessible by students, intending students and prospective students.

69. 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.

70. 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 or organization or institution conferring the award; and

   (c) the country or countries in which the developer or proprietor of the course, and the person or organisation or institution conferring the award, are established.

71. 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.

Registers

72. The CPE will establish, maintain and cause to be published in such manner as it may determine, a register containing the following information about each registered PEI:

   (a) its names, registration number and registration period;

   (b) the addresses of, and facilities available at, its registered premises;

   (c) the names of its managers and members of its Academic Board and Examination Board;
(d) the courses it offers or provides, and teachers it deployed to teach these courses; and
(e) any action taken by the CPE in relation to any of its contraventions of the PE Act and Regulations.

**Fee Structure for Applications**

73. The prescribed fee for the respective applications is as follows:

Fee Structure

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For every application for the grant of registration of a private education institution</td>
<td>535</td>
</tr>
<tr>
<td>2. For every application for the renewal of registration of a private education institution</td>
<td>535</td>
</tr>
<tr>
<td>3. For every application for approval of name</td>
<td>45</td>
</tr>
<tr>
<td>4. For every application for the permission of the CPE to any change in registered premises</td>
<td>110</td>
</tr>
<tr>
<td>5. For every notification of change of manager</td>
<td>45</td>
</tr>
<tr>
<td>6. For every notification of change in membership of an Academic Board</td>
<td>45</td>
</tr>
<tr>
<td>7. For every notification of change in membership of an Examination Board</td>
<td>45</td>
</tr>
<tr>
<td>8. For every application for the permission of the CPE to offer or provide a course</td>
<td>20</td>
</tr>
<tr>
<td>9. For every application for the permission of the CPE to offer or provide a course (if it is an EDP)</td>
<td>20</td>
</tr>
<tr>
<td>10. For every notification of deployment of a teacher</td>
<td>20</td>
</tr>
</tbody>
</table>

**CPE Contact**

74. Kindly contact the assigned inspectors or write in to CPE_Contact@cpe.gov.sg if you wish to discuss or seek clarification.