

MEDIA RELEASE

27 November 2012

FOR IMMEDIATE REPORTING

Manager of Process College pleads guilty to contravening Private Education Act

1. Duclos Hazel Margaret, manager of Process College Private Limited (Process College), has pleaded guilty to the following contraventions of the Private Education Act, and Regulations:
 - Section 41(1)(a) – Failure to perform the duties of a manager in keeping proper records of student contracts
 - Section 60(2)(a) – Failure to ensure that Process College complies with a direction issued by the Council for Private Education (CPE) to refund students
2. Process College had collected course fees amounting to about \$190,000 between January and April 2010 from 30 students who had enrolled in the Confederation of Tourism and Hospitality (CTH) Diploma and Advanced Diploma in Hotel Management programmes.
3. In late 2010, acting on complaints from students, the CPE directed Process College to refund the course fees to students because these courses were not conducted. The CPE was informed by students through their representative that an agreement had been reached between Duclos, as the sole manager of Process College, and the 30 students to refund the course fees in instalments. However, the instalment payments failed to materialise. The CPE therefore proceeded to file charges against Duclos in June this year.
4. CPE's investigations also revealed that Duclos failed to keep proper records of the student contracts for the 30 students enrolled in the CTH Diploma and Advanced Diploma in Hotel Management programmes. Under the Private Education Act, the duties of a manager of a registered private education institution (PEI) include ensuring that proper records of students and course administration are kept and continually updated.
5. Duclos, 64, will be sentenced on 27 December 2012 for the above two charges, with a third charge - of having failed to obtain permission of the CPE before any

change in the registered premises of the PEI is carried out - to be taken into consideration for purposes of sentencing.

6. According to the Private Education Act, the punishment for each of the three offences is a fine not exceeding \$10,000 or imprisonment for a term not exceeding 12 months, or both. In the case of a continuing offence, there is a further fine not exceeding \$1,000 for every day or part thereof during which the offences continue after conviction. The CPE is pursuing a deterrent sentence for the contraventions.
7. Said Mr Henry Heng, Chief Executive Officer, CPE, “The Council for Private Education (CPE) is serious about taking errant PEIs to task and will not hesitate to take the appropriate enforcement action against a PEI or its managers for contravening the Private Education Act. All PEIs should seek to meet CPE’s regulatory standards, to maintain public confidence in the Private Education sector. The CPE will continue to keep a vigilant watch to ensure that all PEIs meet the mandatory registration requirements and legislative obligations. We will also step up efforts in consumer education so that students can make informed decisions on their choice of course and school.”
8. In addition to the above mentioned case, the former managers of Asia Learning Group (ALG) Education Centre, Cambridge Business School (CBS) and The School of Applied Studies (SAS) were also charged in Court this year for contravening the Private Education Act. Ken Yong, the former manager of ALG, was convicted and fined \$4,000. Tan Cheng Hoe, Tan Cheng San and Guo Qiaoli, all former managers of CBS, were issued with stern warnings in lieu of prosecution. The charges filed against Jeremy Low, former manager of SAS, are currently before the Courts.

About the Council for Private Education

The Council for Private Education (CPE) is a statutory board established in December 2009 to regulate the private education industry. Its mission is to raise standards in the private education sector through effective regulation, industry development and consumer education. To achieve this, the Council has implemented two schemes – the mandatory Enhanced Registration Framework and the EduTrust Certification scheme – to uplift and maintain standards in the private education sector. Besides its role as a sectoral regulator, the Council also provides student services and public education through its Student Services Centre, and seeks to enhance the capabilities and quality of the private education sector through industry development. For more information, please visit the CPE website at <http://www.cpe.gov.sg/>.

Issued by the Council for Private Education

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