

## **Guideline on the Addendum to the Private Education Institution-Student Contract**

Arising from the enquiries and feedback regarding the **Addendum to the Private Education Institution-Student Contract** ("Addendum") received by the Council for Private Education ("CPE"), the CPE would like to clarify that the Addendum previously posted on the website was advisory in nature only.

In addition, it has come to the CPE's attention that there have been instances where the Addendum has not been properly executed by the private education institutions. In light of the above, the CPE has removed the Addendum from the website and replaced it with a Letter of Undertaking.

The CPE has decided that in order to achieve the objectives of EduTrust and in place of the Addendum executed by the private education institution, the CPE will accept the following:

**A. An undertaking from the private education institution to CPE that it has:**

- (i) **Implemented the Fee Protection Scheme ("FPS") as required under the EduTrust Certification Scheme.** This can be by way of the FPS escrow scheme or the FPS insurance scheme. Please refer to the FPS Instruction Manual for details on both Schemes;
- (ii) **Purchased medical insurance for all of its students as required under the EduTrust Certification Scheme.** Please refer to the EduTrust Guidance Document for details on the requisite medical insurance coverage; and
- (iii) **Confirmed that it will inform the CPE and all of its students of any change in its ownership or management within fourteen days.**

A standard template for the undertaking to be submitted to CPE can be downloaded on the CPE website.

**B. A notification to all of the students enrolled in the private education institution to reflect the above undertaking.**

For example, this can be done via a message on the private education institution's homepage or individual emails can be sent to the students.

A copy of the notification and the manner in which the notification was disseminated to the students should also be forwarded to CPE.

Please note that the CPE will only accept the Letter of Undertaking as part of the EduTrust application process.

Thank you for your kind attention.

The Council for Private Education

15 March 2010