

Industry Advisory

Reminder: What you need to do before you deregister your PEI

CPE has received several enquiries from Managers on the procedure to voluntarily close a Private Education Institution (PEI). There have been 10 voluntary closures in 2015 to date. To help Managers comply with regulatory requirements, we have listed the key requirements below as a reminder for compliance.

2 Key regulatory requirements to note:

- (1) PEIs should inform CPE in writing of its intention to voluntarily close at least 30 days before the cessation.
- (2) PEIs should ensure that arrangements have been made for all students to complete their courses before the voluntary closure. This would include:
 - a. Providing CPE with the details of students under such arrangements;
 - b. Having clear communication plans to keep affected students informed of the arrangements made; and
 - c. Completing such arrangements before the voluntary closure.
- (3) PEIs that have fulfilled its obligations for students to complete their courses should ensure that all information and materials relating to its registration with CPE is removed. This could include any or all of the following:
 - a. De-activation of PEI website;
 - b. Removal of any advertising or marketing materials for any of its CPE-permitted courses; and
 - c. Keeping all necessary records in accordance with Private Education Regulation 21(1), for a period of at least 5 years from the date of the creation of the record.

3 Please note that the list above is not exhaustive. Managers should contact their respective inspectors-in-charge for more information should they be considering deregistration.