

Industry Advisory

Common Contraventions Identified during Registration Renewal

1 This advisory highlights the common contraventions identified over the last 12 months when Private Education Institutions (PEIs) renewed their registration.

2 PEIs are reminded to comply with the Private Education (PE) Act (<https://www.cpe.gov.sg/legislation/private-education-act>) and Regulations (<https://www.cpe.gov.sg/legislation/private-education-regulations>) as the contraventions observed during renewals have direct bearing on their renewal status and length of registration.

3 The common contraventions are:

a. Not informing CPE of changes in Academic/Examination Board members

PEIs are required under PE Regulation 7(1)(b) read with PE Act Section 41(1)(f) to keep CPE informed of any changes in the membership of the Academic or Examination Board (Board) within 14 days after the date of change if

- a new member joins the Board, by submitting an application 'Update on PEI Names, Managers, Academic and Examination Board' via OBLIS
- any member leaves the Board, by writing to CPE

b. Not providing mandatory and accurate information in its advertisements

A PEI must ensure that any advertisement published must include its name, its registration number, and the period of its registration, as required under PE Regulation 27(2).

A PEI is also required to provide accurate information about itself and its courses to current and prospective students at all times, as highlighted in PE Regulation 28(1).

c. Not updating CPE on deployment and removal of teachers

PEIs are required to submit an application 'Update on New Courses and New Teachers' via OBLIS to assign new or existing teachers to teach in a new course or module. Similarly, an application 'Update on Teachers to Existing Course' via OBLIS must be submitted to notify the Council on the addition of any new teachers to an existing course 7 days prior to the actual deployment of the teacher, in accordance with PE Act Section 44(1)(b).

PEIs are also to notify CPE in writing on any removal of existing teachers so that records can be kept up-to-date.

d. Not adhering to ERF Requirements for the Administration of the PEI-Student Contract

A registered PEI is required to have a contractual agreement with its students enrolled in a course that is longer than two months. PEIs must ensure that the PEI-student contract specifies the following:

- (i) the duration of the course, and whether offered or provided on a full-time or part-time basis;
- (ii) the commencement date and end date of the course;
- (iii) the scheduled holidays, if any;
- (iv) the dates of all examinations, and major assessments and assignments;
- (v) 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 Council;
- (vi) the expected date of the conferment of the award;
- (vii) the name of the developer or proprietor of the course, and the person conferring the award;
- (viii) the components of all fees payable by the student;
- (ix) the course fee payment schedule; and
- (x) the policy in respect of late payment of course fees and the fee refund policy of the registered private education institution.

e. Not adhering to fee collection cap and instalment dates

PEIs are reminded to adhere to the following course fee collection cap, in accordance with PE Regulation 25(4).

Type of PEI	Course Fee Collection Cap
Non-EduTrust Certified PEIs which have <u>not</u> subscribed to the Industry Wide Course (IWC) Fee Protection Scheme	Maximum of 2 months of course fees per collection
Non-EduTrust Certified PEIs which subscribe to the Industry Wide Course (IWC) Fee Protection Scheme	Maximum of 6 months of course fees per collection

Note: EduTrust-certified PEIs are allowed to collect up to a maximum of 12 months of course fees per collection.

Please note that to determine the subsequent instalment payment dates, the calculation takes reference from the course commencement date and not the date of the first payment [referred to as “D weeks after the commencement date of the course” in PE Regulation 25(4)].

Contact Us

For enquiries, PEIs may contact the respective inspector in-charge or email (CPE_CONTACT@cpe.gov.sg).