



Student Application Form- Local

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New Application to LSBF

Existing Student of LSBF

LSBF Student ID:

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Student Acknowledgement on Pre Course Counselling

S / N	ITEMS	√ DONE
1	School's location(s) and a general description of the facilities and infrastructures	
2	Application requirements and procedures	
3	Course counseling to match the aspirations of the prospective students with the course learning outcomes	
4	Type of certification awarded at the end of the course (certificate/diploma/advanced diploma/degree/master/PhD etc)	
5	Opportunities for further education after graduation or job prospect after graduation (including ACCA / OBU – BSc (HONS) in Applied Accounting option)	
6	Total payable fee throughout the course duration. Fee must be transparent so that there are no hidden costs	
7	Fee Protection Scheme adopted by the school, payment methods and schedule	
8	Student contract clauses	
9	Refund policy	
10	Transfer and withdrawal policy	
11	Students' support services	
12	Course admission requirements and any exemption (if applicable)	
13	Course modules and outlines	
14	Course duration and assessment schedules	
15	Promotion and award criteria, including any special condition	
16	Reference to CPE official website (www.cpe.gov.sg) for more details	
17	Reference to ACCA requirements for entrance (if applicable)	
18	Reference to ACCA calendar for examination timetable and inform student accordingly as to period of examination they are entitled to sit for before course enrolment (if applicable)	
19	<i>Reference to School website for details to address Private Ed Regulations 28 (1) Disclosures - 15 items (a) to (o) (optional)</i>	
20	Items 20-25 for International Students intending to study in Singapore Relevant Singapore laws especially those relating to ICA and Ministry of Manpower (MOM). This include, but are not limited to, immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering	NA
21	Visa and student's pass application requirements and procedures	NA
22	Advice on personal and medical insurance	NA
23	Advice on accommodation and the cost of living	NA
24	General healthcare services in Singapore and	NA
25	English language proficiency requirement (if applicable).	NA
26	Information on Security deposit requirement (if applicable).	NA

About Your Education Consultant	5	4	3	2	1
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Education Consultant explained to me of the fees payable for the course thoroughly.					
Education Consultant was knowledgeable about the course details.					
I am satisfied with the pre-course counselling given to me.					
Declaration – Student / Parent or Guardian (if student is below legal age)	Declaration – LSBF Staff				
I acknowledge that I have been briefed on above during pre-course counselling, and I understand its contents and my rights.	I hereby acknowledge that I have covered the above information in my pre-course counselling to the student.				
Name of student / Parent or Guardian: _____	Name: _____				
Signature of student / Parent or Guardian: _____	Signature: _____				
Date: _____	Date: _____				

