

EduTrust Fee Protection Scheme Instruction Manual

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1. PURPOSE

- 1.1 Private Education Institutions (PEIs) should refer to this Instruction Manual for matters related to the Fee Protection Scheme (FPS) to provide protection for all fees paid by all their students.

2. INTRODUCTION

- 2.1 The EduTrust Certification Scheme (EduTrust) is a quality assurance scheme administered by Committee for Private Education (CPE) for PEIs in Singapore. It aims to distinguish PEIs that are able to consistently maintain a high standard of quality in the overall provision of education services and make continual improvements that lead to positive student outcomes.
- 2.2 FPS is a pre-requisite that PEIs have to meet in order to apply for EduTrust certification. FPS protects students' fees in the event that a PEI is unable to continue operating due to insolvency, and/or closure, as well as if a PEI is unable to pay a judgement sum due to a student.
- 2.3 There are 2 types of insurance schemes, namely, FPS Individual Insurance and FPS Group Insurance. For FPS Individual Insurance, as and when a student pays course fees to the PEIs, insurance will be purchased and each student will be issued with an individual Certificate of Insurance (COI). Under the FPS Group Insurance, COI will be issued to the PEIs by the FPS Insurance Providers with a determined insurable amount to cover all course fees to be collected by the PEI during the period of indemnity.

3. DEFINITION OF FEES

- 3.1 Fees refer to all monies that are paid to the PEI by the student to be enrolled in the PEI. The following fees are exempted from the FPS, if collected by the PEI:
- (i) Course application fee
 - (ii) Prevailing Goods and Services Tax (GST)
 - (iii) Miscellaneous fees,
 - (iv) FPS insurance premium
 - (v) Examination fees collected less than 2 months before examination date
- 3.2 Re-module fees, if collected, have to be protected.
- 3.3 Course application fee refers to the fee that the student pays the PEI for the sole purpose of processing the application form submitted so that the PEI can check if the student meets the course admission requirements. This application fee must not have any fee component that is used to offset course fee payment.

- 3.4 Miscellaneous fees refer to any non-compulsory fees (e.g. charges for credit card payment) which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.
- 3.5 EduTrust-certified PEIs are required to adopt the FPS to provide protection for fees paid by all their students as defined in this paragraph. A PEI is required to adopt the insurance scheme to provide fee protection to all its students. The list of CPE-appointed FPS Insurance Providers can be found on the CPE website.

4. FEE COLLECTION CAP

- 4.1 Each instalment collected by an EduTrust-certified PEI shall not exceed the fee collection cap calculated according to the following formula:

$$\frac{\text{Total Course Fees Payable set out in Student Contract}}{\text{Course Duration set out in Student Contract}} \times n$$

where:

- (a) "n" is the Course Duration in months as stipulated in the student contract or, in the event that the Course Duration is more than twelve months, equivalent to a value of 12.
- (b) Each instalment after the first shall be collected within one week before the next payment scheduled.
- (c) The collection of the fees shall correspond with the delivery of course content to the student per semester and / or per module, as may be applicable.

5. ELIGIBILITY FOR FPS

- 5.1 For FPS Individual Insurance, all PEIs are eligible to purchase the insurance from the list of CPE-appointed FPS Insurance Providers.
- 5.2 For FPS Group Insurance, the PEIs must have at least two consecutive terms of 4-year EduTrust certification.

6. IMPLEMENTATION OF FPS INDIVIDUAL INSURANCE

- 6.1 For effective implementation of the FPS Individual Insurance, Edu Trust-certified PEIs are required to put in place procedures to ensure the following:
- (i) The FPS account is unique to the individual PEI.
 - (ii) The PEI adheres to the fee collection cap.

- (iii) The PEI informs all prospective and enrolled students of details of the adopted FPS through its marketing collaterals and student handbook.
- (iv) The student is advised of the insurance premium if the premium is borne by the student.
- (v) The insurance coverage shall commence from the fee payment date and cover the course duration the fee is paid for or till the course end date.
- (vi) The PEI shall purchase insurance to protect the course fees paid by each student within 7 working days from the date of receipt of fees.
- (vii) The student is notified of the insurance purchase.
- (viii) The PEI shall retain a copy of the student's COI.
- (ix) The FPS details are updated accurately from the date of FPS purchase.
- (x) The students' FPS data is readily retrievable for CPE's verification upon request.
- (xi) The FPS data is submitted to CPE in the prescribed format by the stipulated deadlines.

6.2 PEIs under FPS Individual Insurance are required to submit information on their FPS implementation to CPE on a regular basis. Details relating to the submission of the FPS data are provided in the table below.

	PEIs with the 1-year EduTrust Provisional award	PEIs with the 4-year EduTrust award
Frequency of Submission	Once every 12 months	Once every 12 months
Month of Submission	By 15 th of August of the year	By 15 th of February of the year
Accuracy of Data	As at 1 st of August of the year	As at 1 st of February of the year
Email to	CPE_FPS_data@ssg.gov.sg	
Data file format	Excel file (Please refer to the CPE website for the <u>FPS template</u>)	
FPS File 1 – Containing ALL student fee protection records		
Range of data to be included	Active FPS data for <u>all existing students</u> , as at the data accuracy dates stated above. (PEIs need not submit FPS instalment records of fees that have been fully consumed.)	
File naming convention	PEI with only <u>one</u> FPS file: <PEI Name_Data Accuracy Date DDMMYYYY>_F1 E.g. ABC Academy_01032017_F1	
	PEI with <u>more than one</u> FPS file (i.e. the data cannot fit into 1 file and has to be split into 2 parts) 1st file: <PEI Name_Data Accuracy Date>_F1 2nd file: <PEI Name_Data Accuracy Date>_F2 E.g. 1st file: ABC Academy_01032017_F1 E.g. 2nd file: ABC Academy_01032017_F2	

Data Field Format		
Field	Format	Remarks
PEI_Name	Alphanumeric	As registered with CPE
FPS_Provider_Name	Alphanumeric	As per Agreement with FPS Provider
STP_Status	1' or '2'	"1" – Student's Pass (STP) is required "2" – STP is not required
Nationality	Alphanumeric	As per NRIC or FIN
NRIC_FIN_No	Alphanumeric	As per NRIC or FIN For students pending approval of Student Pass, put "IPA" and update when FIN becomes valid. For other students who do not have a NRIC or FIN number, put Passport number.
Student_Name	Alphanumeric	As per NRIC or FIN
Course_Title	Alphanumeric	As permitted by CPE
Date_of_Commencement_of_Studies	YYYYMMDD	As per Student Contract
Course_Completion_Date	YYYYMMDD	As per Student Contract
Course_Duration_in_Months	Numeric with decimal (e.g. 99.75)	As permitted by CPE
Total_Course_Fees_Payable	Numeric with decimal (e.g. 99999.99)	As per Student Contract
Fee_Collection_Cap	Numeric with decimal (e.g. 99999.99)	As per Student Contract
Insurance_Cert_No	Alphanumeric	As per COI for Insurance
Protection_Start_Date	YYYYMMDD	As per period of indemnity for Insurance
Protection_End_Date	YYYYMMDD	As per period of indemnity for Insurance
Protection_Amount	Numeric with decimal (e.g. 99999.99)	As per limit of indemnity for Insurance
Amount_Received_From_Student	Numeric with decimal (e.g. 99999.99)	As per amount collected from Student for Insurance Each instalment shall not exceed the fee collection cap.
Amount_Received_date	YYYYMMDD	Date when amount is collected from Student for Insurance
Instalment_ID	Numeric	As per Student Contract Eg. Indicate the 1 st Instalment as '1'.
Scheduled_Instalment_Amount	Numeric with decimal (e.g. 99999.99)	As per Student Contract
Scheduled_Instalment_Date_Due	YYYYMMDD	As per Student Contract

7. IMPLEMENTATION OF FPS GROUP INSURANCE

7.1 For effective implementation of the FPS Group Insurance, EduTrust-certified PEIs are required to put in place procedures to ensure the following:

- (i) The PEI informs all prospective and enrolled students of details of the adopted FPS through its marketing collaterals and student handbook.
- (ii) The insurance coverage shall commence from the fee payment date and cover the course duration the fee is paid for or till the course end date.
- (iii) The students' FPS data is readily retrievable for CPE's verification upon request.