



Student selection and admission procedure

A. Student Selection Procedure

- a) Once a course enquiry is received from a prospective student, the admission officer or designate conducts a pre-course counselling using the pre-course counselling form and make the student be aware of CPE's Advisory Note to Students.
- b) The potential student decides to proceed or not with the application to a course
- c) If prospective student proceeds with the application, he/she fills-out the enrolment form, provides the original documents and application fee. Documents are not limited to following:
 - i. passport
 - ii. birth certificate
 - iii. highest education certificate & transcript
- d) Admission officer or designate:
 - i. Checks and verify the authenticity of the document submitted and will keep certified true copies with signature.
 - ii. Verifies that applicants meet course admission requirements:
 - age requirement
 - academic requirement
 - language requirement
 - iii. Store and upload the documents to the designated place
- e) AEB will evaluate and approve selected students based on the information provided by the Admission officer.
 - i. AEB to conduct admission test (if necessary)- Interview and/or Placement Test
 - ii. AEB decides on application

B. Student Admission Procedure

- a) Prospective student is informed of course application outcome.
 - a. If approved, issue letter of offer with critical course information
 - b. If rejected, issue letter of rejection
- b) Approved prospective student completes/submits all necessary documentation, as necessary:
 - school enrolment form and whichever that is necessary,
 - proxy form,
 - letter of authorization,
 - request for the use of personal information form,
- c) Prospective student signs Standard Student Contract.
- d) Once Student Pass is approved, student makes payment and be enrolled in Fees Protection Scheme (FPS).
- e) School applies student pass (if necessary) and will inform prospective student of pass application status with letter issued by ICA
- f) Student Admission Officer completes Student Enrolment Document Checklist, update student register in the school student database and list of students recruited by agent.
- g) Student undergoes an orientation about school related information (rules and regulations, academic and non-academic matters).