Procedure

Enquiry

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Student Receives Information on

- School and course Pre-requisites
- Student Protection Scheme
- Application procedure

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Process Student Application

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Student Receives

- Letter of Offer
- Standard Student Contract

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PEO Receives from Student

- Signed standard contract
- Registration fee (non-refundable)
- Deposit

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PEO Sends to Bank

Student Escrow Confirmation

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Bank Issues to PEO

Acknowledgement of Student Escrow Confirmation in 3 working days

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PEO Issues to Students

- Collects non-tuition fee
- Issues escrow payment voucher for tuition fee
- Issues student handbook

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Student Pays into Escrow Account

- Pays into Escrow account on expected date given