Procedure for Executing the Student Contract

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                        │  Start  │
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│     Course Counsellor conducts Pre-Course Counselling      │
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│  Student completes admission process and submits the       │
│  signed Letter of Offer                                    │
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│  Two copies of Advisory Note to Students and PEI-Student    │
│  Contract will be prepared                                  │
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│  Marketing Staff/Recruitment Agent explains the contents    │
│  of the Student Contract (in students' native language if   │
│  necessary). Student acknowledges and signs the Student     │
│  Contract and Advisory Note (for those under 18 years,      │
│  their guardian or parent's signature is required)          │
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│       Principal signs to approve the Student Contract       │
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│  One original copy of Student Contract is given to the      │
│  student. Another copy will be kept in the Student P-File   │
│  and locked in cabinet.                                     │
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                        ┌─────────┐
                        │   End   │
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