

**CPE Information Disclosure (Regulation 28) :**

a. the registration number of the private education institution;

**PEI Registration Number : Strategic Business Management School : 201021466R**

b. the name of the private education institution and the names of all of its schools and -- departments or faculties thereof, where applicable;

**PEI Name : Strategic Business Management School**

c. the addresses of all registered premises of the private education institutions;

**Address : 22 Cavenagh / Orchard Road, #02-03D/E, Hotel Grand Central, Singapore 229617**

d. accurate visual representations of the registered premises of the private education institution, including one or more photographs or video recordings of the registered premises;

**Pictures : pls refer to [www.strategicbusinessmgschool.com](http://www.strategicbusinessmgschool.com) under Facilities**

e. the number of classrooms in the registered premises of the private education institution, and the floor area and capacity of each classroom;

**Number of Classrooms : 2**

**Classroom 1 : 20 sqm; Classroom 2 : 20 sqm.**

f. the facilities and equipment the private education institution provides;

**- Building / Facilities / Utilities : Mechanical - Air-conditional system; Water Supply; Lightings;**

**- Workspace: 2 Classrooms;**

**- Support Services / Office Equipment : Fax Machine; Photocopiers; Computers/Notebooks;**

**Telephone System; Internet access points; wireless Internet;**

g. the name of every manager of the private education institution;

**School Manager : Tan Hwa Yoong, Adalyn**

h. the name of every member of the Academic Board and the Examination Board of the private education institution;

**ACADEMIC BOARD MEMBER / EXAMINATION BOARD MEMBER**

1. Mr Chia Hong Lip, Thomas

- Advanced Diploma in Reception Operations and Services ( C & G – UK)

- Advanced Diploma in Food & Beverage ( C & G – UK)

2. Mr Subbiah Lakshamanan

- MBA (Finance & Accounting) – University of California

- BA (Economics ) - University of California

3. Ms Tan Hwa Yoong, Adalyn

- Bsc (Information Systems & Computer Science) – National University of Singapore

- PGDip (Management & Information Systems) – University of Western Australia

4. Ms Gadam Ayyagari Lalitha

- BSc (Mechanical Engineering) - Osmania University (India)

- Degree of Master of Science (Logistics) – Nanyang Technological University

5. Mr Bernard Chong

- Ecole Des Roches (Switzerland)

- Swiss Diploma in Food & Beverage Operations

- Swiss Diploma in Hotel Management

6. Mr Stephen Santhanaraj  
- Master in Management (Asian Institute of Management)

i. the organisation structure of the private education institution, and the names of the persons having charge of or responsibility for every school, or department or faculty thereof, and every other section of the private education institution;  
**- Appendix B**

j. the **names of all the courses** which the private education institution has the permission of the Council to offer or provide under section 43(1) of the Act, and the modules or subjects thereof;  
**- Diploma in Reception Operations and Services (City & Guilds, UK)**  
**- Advanced Diploma in Reception Operations and Services**  
**- Diploma in Hospitality Management (City & Guilds, UK)**

k. the name of every teacher deployed, the course or the module or subject thereof the teacher is deployed to teach, and whether the teacher teaches the course, module or subject on a full-time or part-time basis;

**LECTURERS / TEACHERS LIST :**

1. Mr Chia Hong Lip, Thomas (PT)

2. Mr Subbiah Lakshamanan (PT)

3. Ms Tan Hwa Yoong, Adalyn (FT)

4. Ms Gadam Ayyagari Lalitha (PT)

5. Mr Bernard Chong (PT)

6. Mr Stephen Santhanaraj (PT)

**LECTURERS / MODULES :**

**Diploma in Reception Operations & Services**

**1. General Reception Procedures**

**CHIA HONG LIP THOMAS**

**TAN HWA YOONG**

**Bernard Chong**

**Diploma in Reception Operations & Services**

**2. General Front Office Procedures**

**CHIA HONG LIP THOMAS**

<b>TAN HWA YOONG</b>
<b>Bernard Chong</b>

<b>Diploma in Reception Operations &amp; Services</b>
<b>3. Customer Care &amp; Service</b>
<b>TAN HWA YOONG</b>
<b>CHIA HONG LIP THOMAS</b>
<b>GA Lalitha</b>
<b>Bernard Chong</b>
<b>Stephen Santhanaraj</b>

<b>Diploma in Reception Operations &amp; Services</b>
<b>4. Personal Presentation</b>
<b>TAN HWA YOONG</b>
<b>CHIA HONG LIP THOMAS</b>
<b>Stephen Santhanaraj</b>

<b>Diploma in Reception Operations &amp; Services</b>
<b>5. Selling &amp; Marketing Techniques</b>
<b>TAN HWA YOONG</b>
<b>CHIA HONG LIP THOMAS</b>
<b>Bernard Chong</b>

<b>Diploma in Reception Operations &amp; Services</b>
<b>6. Safety &amp; Security Practices</b>
<b>CHIA HONG LIP THOMAS</b>
<b>GA Lalitha</b>
<b>Bernard Chong</b>

<b>Diploma in Reception Operations &amp; Services</b>
<b>7. Fire Safety &amp; Prevention</b>
<b>CHIA HONG LIP THOMAS</b>
<b>GA Lalitha</b>
<b>Bernard Chong</b>

<b>Diploma in Reception Operations &amp; Services</b>
<b>8. Advanced Reservation Procedures</b>

**CHIA HONG LIP THOMAS**  
**Bernard Chong**

**Diploma in Reception Operations & Services**

**9. Guest Accounting Procedures**

**Subbiah Lakshamanan**  
**CHIA HONG LIP THOMAS**

**Diploma in Reception Operations & Services**

**10. Reservation Procedures & IT Systems**

**CHIA HONG LIP THOMAS**  
**TAN HWA YOONG**  
**GA Lalitha**  
**Bernard Chong**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**1. General Reception Procedures**

**TAN HWA YOONG**  
**CHIA HONG LIP THOMAS**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**2. General Front Office Procedures**

**CHIA HONG LIP THOMAS**  
**TAN HWA YOONG**  
**Bernard Chong**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**3. Customer Care & Service**

**TAN HWA YOONG**  
**CHIA HONG LIP THOMAS**  
**GA Lalitha**  
**Stephen Santhanaraj**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**4. Personal Presentation**

**TAN HWA YOONG**

**CHIA HONG LIP THOMAS**

**Stephen Santharaj**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**5. Selling & Marketing Techniques**

**TAN HWA YOONG**

**CHIA HONG LIP THOMAS**

**Bernard Chong**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**6. Safety & Security Practices**

**CHIA HONG LIP THOMAS**

**GA Lalitha**

**Bernard Chong**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**7. Fire Safety & Prevention**

**CHIA HONG LIP THOMAS**

**GA Lalitha**

**Bernard Chong**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**8. Advanced Reservation Procedures**

**TAN HWA YOONG**

**CHIA HONG LIP THOMAS**

**Bernard Chong**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**9. Guest Accounting Procedures**

**Subbiah Lakshamanan**

**CHIA HONG LIP THOMAS**

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS & SERVICES**

**10. Reservation Procedures & IT Systems**

**TAN HWA YOONG**

**CHIA HONG LIP THOMAS**

**GA Lalitha**

**Diploma in Hospitality Management**

**1. HOTELS - PAST & PRESENT**

**CHIA HONG LIP THOMAS**

**TAN HWA YOONG**

**Diploma in Hospitality Management**

**2. HOTEL CLASSIFICATIONS**

**TAN HWA YOONG**

**CHIA HONG LIP THOMAS**

**Bernard Chong**

**Diploma in Hospitality Management**

**3. THE GUEST ROOM**

**CHIA HONG LIP THOMAS**

**Bernard Chong**

**Diploma in Hospitality Management**

**4. HOTEL ORGANIZATION**

**TAN HWA YOONG**

**CHIA HONG LIP THOMAS**

**Bernard Chong**

**Stephen Santhanaraj**

**Diploma in Hospitality Management**

**5. FRONT OFFICE OVERVIEW**

**TAN HWA YOONG**

**CHIA HONG LIP THOMAS**

**Diploma in Hospitality Management**

**6. THE PROPERTY MANAGEMENT SYSTEMS.1**

**TAN HWA YOONG**

**CHIA HONG LIP THOMAS**

**GA Lalitha**

**Bernard Chong**

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<b>Diploma in Hospitality Management</b>
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<b>7. GUEST ACCOUNTING.1</b>
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<b>Subbiah Lakshamanan</b>

<b>CHIA HONG LIP THOMAS</b>
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<b>Diploma in Hospitality Management</b>
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<b>8. HOUSEKEEPING.1</b>
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<b>CHIA HONG LIP THOMAS</b>

<b>Bernard Chong</b>
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<b>Diploma in Hospitality Management</b>
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<b>9. HOTEL GUEST &amp; GUEST SERVICE.1</b>
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<b>TAN HWA YOONG</b>

<b>Bernard Chong</b>
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<b>Stephen Santharaj</b>
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<b>Diploma in Hospitality Management</b>
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<b>10. RESERVATIONS &amp; FORECASTING.1</b>
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<b>TAN HWA YOONG</b>

<b>CHIA HONG LIP THOMAS</b>
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<b>Bernard Chong</b>
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l. the qualifications of every teacher referred to in subparagraph (k) in the field to which the course, module or subject he is deployed to teach relates and the name of the education institution which conferred each relevant qualification;

**Lecturers / Qualifications**

1. Mr Chia Hong Lip, Thomas - Advanced Diploma in Reception Operations and Services ( C & G – UK) - Advanced Diploma in Food & Beverage ( C & G – UK)
2. Mr Subbiah Lakshamanan - MBA (Finance & Accounting) – University of California - BA (Economics )- University of California
3. Ms Tan Hwa Yoong, Adalyn - Bsc (Information Systems & Computer Science) – National University of Singapore - PGDip (Management & Information Systems) – University of Western Australia
4. Ms Gadam Ayyagari Lalitha - BSc (Mechanical Engineering) – Osmania University (India) - Degree of Master of Science (Logistics) – Nanyang Technological University
5. Mr Bernard Chong - Ecole Des Roches (Switzerland) - Swiss Diploma in Food & Beverage Operations - Swiss Diploma in Hotel Management
6. Mr Stephen Santharaj - Master in Management (Asian Institute of Management)

(m) information on the courses referred to in sub-paragraph (j), including —

(i) the manner in which every course will be taught;

**- Classroom and Lecture; Case-studies; Group Project & Presentation.**

(ii) the requirements for enrolment and graduation in respect of every course;

**- Listed in Course Write-up**

(iii) the manner in which every assessment or examination for every course will be conducted;

**Assessment Methods**

**Continuous assessment throughout the course as well as individual assignments; individual and group presentations; and assessment of practical competencies.**

**City & Guilds Examination**

**Diploma: Multiple choice papers available in June and December.**

**Advanced Diploma: Written papers available in June / December.**

(iv) the duration of every course, and whether offered or provided on a full-time or part-time basis;

**- 12 months course (Full-Time) or 18 months course (Part-Time)**

(v) the commencement date and end date of every course; and

**Course Commencement Date :**

**4 Intakes per year;**

**1<sup>st</sup> Monday of January;**

**1<sup>st</sup> Monday of April;**

**1<sup>st</sup> Monday of July;**

**1<sup>st</sup> Monday of October;**

**Course End Date : 12 months from Course Start Date**

vi) the terms or requirements of any industrial attachment;

**Diploma in Hospitality Management (SBMS) course is for 12 months (*Full-Time*) or 18 months (*Part-Time*). Upon completion of the 12 months course, students are strongly advised to undertake a 6 months Practical Competency Training.**

*(\*Practical Competency Training for all international students is subject to Singapore government law and regulations).*

(n) the average teacher-student ratio for every course referred to in sub-paragraph (j);

***Teacher-student-ratio : 1 : 12***

(o) all fees that are payable by students for every course referred to in sub-paragraph (j).

**PEI Standard Student Contract (SCHEDULE 2)**  
**BREAKDOWN OF COURSE FEES AND MISCELLANEOUS FEES**

**DIPLOMA IN RECEPTION OPERATIONS AND SERVICES /  
DIPLOMA IN HOSPITALITY MANAGEMENT**

**SCHEDULE 2.1  
COURSE FEES**

<b>Fees Breakdown</b>	<b>Total Payable (S\$)</b>
<i>[shows the full breakdown of total payable course fees] <sup>@</sup></i>	
Course pre-requisites (if applicable) Course fee	4900
<b>(A) Total Course Fees Payable<sup>^#</sup>:</b>	4900
<b>(B) No of Installments<sup>%</sup>:</b>	6
<b>(C) Installment Amount (C = <sup>A</sup>/<sub>B</sub>)</b>	816.66

<sup>@</sup> Please delete fees not applicable and include other relevant fees payable by students.

<sup>^</sup> The total course fees payable should be fully protected as required by EduTrust FPS.

<sup>#</sup> The prevailing Good and Services Tax (GST) is excluded from the FPS.

<sup>%</sup> Please refer to Clause 3.2 for the imposed collection cap.

<b>Installment Schedule</b>	<b>Payment by 12 / 6 / 2 month* Installment</b>	
	<b>Amount (S\$)</b>	<b>Date Due</b>
1 <sup>st</sup> instalment	816.66	1 <sup>st</sup> week of 1 <sup>st</sup> month
2 <sup>nd</sup> instalment	816.66	1 <sup>st</sup> week of 3 <sup>rd</sup> month
3 <sup>rd</sup> instalment	816.66	1 <sup>st</sup> week of 5 <sup>th</sup> month
4 <sup>th</sup> instalment	816.66	1 <sup>st</sup> week of 7 <sup>th</sup> month
5 <sup>th</sup> instalment	816.66	1 <sup>st</sup> week of 9 <sup>th</sup> month
6 <sup>th</sup> instalment	816.66	1 <sup>st</sup> week of 11 <sup>th</sup> month
<b>(A) Total Course Fees Payable:</b>	4900	

**SCHEDULE 2.2  
MISCELLANEOUS FEES<sup>1</sup>**

<sup>1</sup> Miscellaneous Fees refer to any non-compulsory and non-standard fees which the student will pay only when necessary or applicable. Such fees are normally collected on an ad-hoc basis by the PEI when the need arises.

Purpose of Fee	Amount (\$\$) and When Payable
<i>[Withdrawal application fees, course transfer fees, late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]</i>	Registration fee : 280
	Course material fee : 360
	FPS insurance/escrow fee : 0
	Examination fee : 690

**ADVANCED DIPLOMA IN RECEPTION OPERATIONS AND SERVICES**  
**SCHEDULE 2a**  
**BREAKDOWN OF COURSE FEES AND MISCELLANEOUS FEES**

**SCHEDULE 2.1a**  
**COURSE FEES**

<b>Fees Breakdown</b> <i>[shows the full breakdown of total payable course fees] <sup>@</sup></i>	Total Payable (S\$)
Course pre-requisites (if applicable) Course fee	5900
<b>(A) Total Course Fees Payable<sup>^#</sup>:</b>	5900
<b>(B) No of Installments<sup>%</sup>:</b>	6
<b>(C) Installment Amount (C = <sup>A</sup>/<sub>B</sub>)</b>	983.33

<sup>@</sup> Please delete fees not applicable and include other relevant fees payable by students.

<sup>^</sup> The total course fees payable should be fully protected as required by EduTrust FPS.

<sup>#</sup> The prevailing Good and Services Tax (GST) is excluded from the FPS.

<sup>%</sup> Please refer to Clause 3.2 for the imposed collection cap.

<b>Installment Schedule</b>	Payment by 12 / 6 / 2 month* Installment	
	Amount (S\$)	Date Due
1 <sup>st</sup> instalment	983.33	1 <sup>st</sup> week of 1 <sup>st</sup> month
2 <sup>nd</sup> instalment	983.33	1 <sup>st</sup> week of 3 <sup>rd</sup> month
3 <sup>rd</sup> instalment	983.33	1 <sup>st</sup> week of 5 <sup>th</sup> month
4 <sup>th</sup> instalment	983.33	1 <sup>st</sup> week of 7 <sup>th</sup> month
5 <sup>th</sup> instalment	983.33	1 <sup>st</sup> week of 9 <sup>th</sup> month
6 <sup>th</sup> instalment	983.33	1 <sup>st</sup> week of 11 <sup>th</sup> month
<b>(A) Total Course Fees Payable:</b>	5900	

- Please delete as appropriate.

**SCHEDULE 2.2a**  
**MISCELLANEOUS FEES<sup>2</sup>**

Purpose of Fee	Amount (S\$) and When Payable
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<sup>2</sup> Miscellaneous Fees refer to any non-compulsory and non-standard fees which the student will pay only when necessary or applicable. Such fees are normally collected on an ad-hoc basis by the PEI when the need arises.

<i>[Withdrawal application fees, course transfer fees, late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]</i>	Registration fee : 280
	Course material fee : 360
	FPS insurance/escrow fee : 0
	Examination fee : 690

**APPENDIX B :**

**STRATEGIC BUSINESS MANAGEMENT SCHOOL PTE LTD**

