

MINUTES FOR MONTHLY MEETING – 2022 APR

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|-------------------|----------------------|-------------|----------|
| Date | 8 April 2022 (Fri) | Time | 10am |
| Venue | Jurong Office + Zoom | | |
| Attendance | | | |
| Raymond See | Stephanie Loke | Lih Woei | Weng Jun |
| Fannie Huang | Jasmine Sam | See Mun | Phui Sun |
| Yen Chin | | | |

| | DESCRIPTION | ACTION BY |
|------------|--|-----------|
| 1 | Outstanding B/F from Last Month | |
| 1.1 | <p><u>Outstanding payment update</u></p> <ul style="list-style-type: none"> ❖ Phui Sun reported Lee Shiao Hwee has paid \$300 on 1/4/2022 and the balance outstanding fee is \$5140. <p>Raymond has instructed Fannie Huang to issue Letter of Reminder to Lee Shiao Hwee. Reminder her to send payment for the outstanding balance within Seven(7) days from the date hereof.</p> <ul style="list-style-type: none"> ❖ Phui Sun reported Lee Jin Wei has paid \$653.30 on 2/4/2022. She applied for withdrawal. <p>Stephanie has instructed Phui Sun to encourage her to continue course study due to she was only paying course fee one month later.</p> | Phui Sun |
| 2 | Issues for This Month | |
| 2.1 | <p><u>Raymond (CEO)</u></p> <ul style="list-style-type: none"> ❖ <u>Review of SMS system</u> <p>Every staff were required to write down the detailed problems when they using the SMS system. Yen Chin would collect all the information to make a list out and submit it before 15th April.</p> <ul style="list-style-type: none"> ❖ <u>Review of Exam Fee Collection System by using HitPay</u> <p>The LCCI Exam Fee were combined together including Jurong and Bugis Centre. Jasmine would be in-charge of it. The HitPay system would disable for Early Bird on 10th April, disable for Normal on 15th April and end on 20th April.</p> <p>It was only a transition period, the ultimate goal was to get the Exam Fee billing system into SMS in future.</p> | Raymond |

❖ **Review of Information Session and Course Preview Strategies**

1. All information session should be approved by CEO OR CFO before advertising on internet such as Shopee or Facebook.

2. Strategy for Degree Talk on 18th April

- LCCI graduate students
- EDFA Grade I & II students
- Potential Students
- Omega former alumni

2.2

Stephanie (CFO)

❖ **Monthly Report**

| | Cash Budget | Giro Report | Recruitment Report | Withdrawal Report | Student Service Report | Daily Task Report | Register Fee No enrolment |
|--------|-------------|-------------|--------------------|-------------------|------------------------|-------------------|---------------------------|
| Jurong | √ | √ | √ | √ | √ | √ | √ |
| Bugis | √ | √ | √ | √ | | | |
| Remark | | | | | | | |

❖ **Capital Voucher expired**

All admin staff were required to write a list for payment voucher and put it in a book. Be sure to record all the payment voucher such as NAME, DATE, When to collect it, and Remark the expired date.

❖ **LCCI package should not include internal exam**

Internal exam could not be included in the Student Enrolment Form. It could only be used after being approved by CEO OR CFO.

One person made it and another person checked and approved it. Weng Jun would be in-charge of all forms.

❖ **Staff attendance**

- Will based on the attendance reporting and staff daily task from Immediately effect on 1st April.
- Absent for the daily task will deduct from the annual leave or letter acceptance for not more than 3 times a month.

Stephanie

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| | <p>❖ <u>Free retake criteria</u></p> <ul style="list-style-type: none"> ➤ All student Free Retake applications must be approved by Stephanie. ➤ class attendance rate must be above 80% and attend LCCI exam. ➤ Special highlight in the student contract. Students should sign nearby the free retake scheme and also sign on Schedule B. | |
| 3 | Others | |
| 3.1 | <p><u>Extension for payment course fee</u></p> <p>Fannie Huang has asked what were the requirements for students to apply for extension for course fee.</p> <p>Stephanie has instructed that all application form must be approved by her. The extension up to three months in Covid-19 period. After Covid-19 if student applied for extension course fee, should follow up standard package and recalculate the course fee again.</p> | |
| 3.2 | <p><u>Completion Certificate</u></p> <p>Fannie Huang has reported that Lim Mei Xia applied for Completion Certificate for 3 subject FA/MA/ABC.</p> <p>Since Lim Mei Xia was a former student of Omega about 10 years ago, CEO Raymond approved this case as Special Offer. But she had to sign in Letter of Consent to conservative agreement on both sides, agreed not to spread with this special offer.</p> | |
| 3.3 | <p><u>Students Apply for Make-up class</u></p> <p>Yen Chin has reported some students applied for make-up class above three times.</p> <p>Stephanie has instructed that all students should follow the rules of Omega. The students were limited to join two classed, and must follow the teacher of their own class.</p> | |
| | The next monthly meeting will be held on 13/5/2022(Friday), 10am at Jurong office. | |