

PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

This Contract is made between:

- | | | |
|--|---|----------------------------------|
| (1) Registered Name of PEI | : | ERC Institute Private Limited |
| Registration Number | : | 200311146N |
| | | |
| (2) Full Name of Student | : | To be completed |
| <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> | | |
| NRIC Number (for SC/PR)* | : | To be completed |
| Student's Pass Number (if available)/ | | |
| Passport Number (for international student)* | | To be completed |
| | | |
| (3) Full Name of Parent/Legal Guardian* | | To be completed (Fill in NA if |
| (if Student is under eighteen (18) years of age) | | student is above eighteen (18) |
| | | years of age at point of signing |
| | : | this contract) |
| NRIC/Passport Number* | : | As above |

1. COURSE INFORMATION AND FEES

- 1.1** The PEI will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2** The PEI confirms that the Course has been permitted by the Council for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3** The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.

2. REFUND POLICY

2.1 Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;

- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

2.2 Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

2.3 Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

3. ADDITIONAL INFORMATION

- 3.1** The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2** If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 3.3** If the Student and the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
- 3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5** Any agreement other than this Contract is invalid if it is administered without the written permission of CPE. If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.

SCHEDULE A
COURSE DETAILS

1) Course Title	To be completed
2) Course Duration (in months)	To be completed
3) Full-time or Part-time Course	To be completed
4) Course Commencement Date	To be completed
5) Course Completion Date	To be completed
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	NA
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	To be completed
8) Organisation which develops the Course	To be completed
9) Organisation which awards/ confers the qualification	To be completed
10) Course entry requirement(s)	To be completed
11) Course schedule with modules and/or subjects	Please refer and obtain the course schedule from the respective administrator One (1) week before its start of course
12) Scheduled holidays (public and school) and/or semester/term break for course	Please refer and obtain the course schedule from the respective administrator One (1) week before its start of course
13) Examination and/or other assessment period	Please refer and obtain the course schedule from the respective administrator One (1) week before its start of course
14) Expected examination results release date	Within Four (4) to Six (Six) weeks from its examination date

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SCHEDULE B
COURSE FEES

Fees Breakdown <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (with GST, if any) (S\$)
Course fee	S\$ xxxx
FPS Insurance Fee	xxxx
7% Goods and Services Tax (GST)	S\$ xxxx
Total Course Fees Payable:	S\$ xxxx
No of Instalments:	x

INSTALMENT SCHEDULE

Instalment[%] Schedule	Amount (with GST, if any) (S\$)	Date Due[^]
1st instalment	S\$ xxxx	Xx/xx/xxxx
2 nd instalment	S\$ xxxx	Xx/xx/xxxx
Total Course Fees Payable:	S\$ xxxx	

- The total course fees payable should be fully protected as required by EduTrust FPS.
- The prevailing Good and Services Tax (GST) is excluded from the FPS.
- All rebated amount and wavier given will no longer valid upon course withdrawal.

SCHEDULE C
MISCELLANEOUS FEES¹

Purpose of Fee	Amount (S\$) and When Payable
Application fee	S\$ 150.00
Supplementary exam fee	S\$ 50.00
Courier Service for Transcript/Certificate	S\$ 50.00
Letter of verification and completion	S\$ 10.00
Re- module fee	S\$ xxxx
Appeal Fee	S\$ 50.00
Late Payment fee	S\$ 50.00 per month

‘Goods and Services Tax (GST) charges will be charged according to prevailing GST rate at time of invoicing’

¹ Miscellaneous Fees refer to any optional fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.

SCHEDULE D
REFUND TABLE

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[80%]	More than [30] days before the Course Commencement Date
[60%]	Before, but not more than [30] days before the Course Commencement Date
[40%]	After, but not more than [7] days after the Course Commencement Date
[20%]	More than [7] days after the Course Commencement Date, but not more than [14] days after the Course Commencement Date
[0%]	More than [14] days after the Course Commencement Date

The parties hereby acknowledge and agree to the terms stated in this Contract.

SIGNED by the PEI

 Authorised Signatory of the PEI
 Name:
 Date:

 Seal of PEI

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

 Name of Student:

 Name of Parent or Legal Guardian:

Date:

Date: