

**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 : Chartered Institute of Technology  
Registration Number : 200206700E
- (2) Full Name of Student : \_\_\_\_\_  
(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)\*  
NRIC Number (for SC/PR)\* : \_\_\_\_\_  
Student's Pass Number (if available)/  
Passport Number (for international student)\* : \_\_\_\_\_
- (3) Full Name of Parent/Legal Guardian\*  
(if Student is under eighteen (18) years of age) : \_\_\_\_\_  
NRIC/Passport Number\* : \_\_\_\_\_

**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;

\* *Delete as appropriate by striking through.*

*Where non-applicable, put "N.A.". Leave no fields blank.*

*State all dates in the format of DD/MM/YYYY.*

- (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](http://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	
2) Course Duration (in months)	
3) Full-time or Part-time Course	
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	
8) Organisation which develops the Course	
9) Organisation which awards/confers the qualification	
10) Course entry requirement(s)	
11) Course schedule with modules and/or subjects	<b>Please refer to the Appendix</b>
12) Scheduled holidays (public and school) and/or semester/term break for course	<b>Please refer to the Appendix</b>
13) Examination and/or other assessment period	<b>Please refer to the Appendix</b>
14) Expected examination results release date	<b>Please refer to the Appendix</b>

**SCHEDULE B  
COURSE FEES**

<b>Fees Breakdown</b> <i>[shows the full breakdown of total payable course fees]</i>	<b>Total Payable</b> (with GST, if any) (S\$)
Course Fee	
Course Application Fee	
Student's Pass Application Fee	
Student's Pass Issuance Fee	
Multiple Entry Visa Fee (visa required country only)	
Medical Insurance Fee	
FPS Escrow Admin Charges	
Course Materials Fee	
<b>Total Course Fees Payable:</b>	
<b>No of Instalments:</b>	

**INSTALMENT SCHEDULE**

<b>Instalment<sup>%</sup> Schedule</b>	<b>Amount (with GST, if any)</b> (S\$)	<b>Date Due<sup>^</sup></b>
1st instalment		
2nd instalment		
Etc.		
<b>Total Course Fees Payable:</b>		

<sup>%</sup>Each instalment amount shall not exceed the following:

- 12 months' worth of fees for EduTrust certified PEIs\*;
- 6 months' worth of fees for non-EduTrust-certified PEIs with Industry Wide Coverage (IWC)\*; or
- 2 months' worth of fees for non-EduTrust-certified PEIs without IWC\*.

<sup>^</sup> Each instalment after the first shall be collected within one week before the next payment scheduled.

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

Purpose of Fee	Amount (with GST, if any) (S\$)
Course Application Fee (Non-Refundable) <sup>1</sup>	
Student ID Card Replacement Fee	
Late Payment of Course Fee	
Graduation Admin Fee <sup>2</sup>	
Testimonial Letter/Letter of Reference <sup>2</sup>	
Replacement of Certificate or Transcript <sup>2</sup>	
Bounced Cheque Admin Fee <sup>2</sup>	
Certificate in Marketing Examination Fee (Re-Sit Exam)	
Certificate in General English Examination Fee (Re-Sit Exam)	
Certificate in Advanced English Examination Fee (Re-Sit Exam)	
Certificate in TESOL Examination Fee (Re-Sit Exam/ Coursework)	
Foundation in Accounting and Business Study Examination Fee (Re-Sit Exam)	
Foundation in Management Accounting Examination Fee (Re-Sit Exam)	
Diploma Examination Fee (Re-Sit Exam)	
Postgraduate Diploma in Financial Services (Financial Management) Examination Fee (Re-Sit Exam)	
Postgraduate Diploma in Financial Services (Management Accounting) Examination Fee (Re-Sit Exam)	
Professional Postgraduate Diploma in Marketing Examination Fee (Re-Sit Exam)	
Certificate in Marketing Module Fee (Re-Take Module)	
Certificate in General English Module Fee (Re-Take Module)	
Certificate in Advanced English Module Fee (Re-Take Module)	
Certificate in TESOL Module Fee (Re-Take Module)	
Foundation in Accounting and Business Study Module Fee (Re-Take Module)	
Foundation in Management Accounting Module Fee (Re-Take Module)	
Diploma Module Fee (Re-Take Module)	
Postgraduate Diploma in Financial Services (Financial Management) Module Fee (Re-Take Module)	
Postgraduate Diploma in Financial Services (Management Accounting) Module Fee (Re-Take Module)	
Professional Postgraduate Diploma in Marketing Module Fee (Re-Take Module)	

<sup>2</sup> Please delete fees not applicable and include other relevant fees payable by students.

<sup>1</sup> 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:
90%	more than 14 days before the Course Commencement Date
50%	before, but not more than 14 days before the Course Commencement Date
0%	after, but not more than 1 days after the Course Commencement Date
0%	more than 1 days after the Course Commencement Date

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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:

**APPENDIX**  
**COURSE SCHEDULE**

Course Name:

STAGE	MODULE CODE	MODULE NAME	SCHEDULE

SAMPLE STUDENT CONTRACT

**APPENDIX  
SCHEDULED HOLIDAYS, EXAMINATION PERIOD AND RESULT RELEASE DATE****Public Holiday**

Date	Day	Type of Holiday
06/10/2014	Monday	replaced Sunday Hari Raya Haji
23/10/2014	Thursday	Deepavali
25/12/2014	Thursday	Christmas Day
01/01/2015	Thursday	New Year's Day
19/02/2015	Thursday	Chinese New Year
20/02/2015	Friday	Chinese New Year
03/04/2015	Friday	Good Friday
01/05/2015	Friday	Labour Day
04/05/2015	Monday	replaced Sunday Vesak Day
17/07/2015	Friday	Hari Raya Puasa
10/08/2015	Monday	replaced Sunday National Day
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**Term Break**

Week No.	Start	End

**Examination Period**

Week No.	Week

**Expected Examination Result Release Date**

Week No.	Week
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