

STANDARD PEI-STUDENT CONTRACT

BETWEEN

STEI INSTITUTE

AND

MR SAMPLE

SAMPLE

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 | : | STEi INSTITUTE |
| Registration Number | : | 200901936C |
| (2) Full Name of Student | : | MR SAMPLE |
| <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> | | |
| NRIC Number (for SC/PR)* | : | N.A. |
| Student's Pass Number (if available)/ | : | GXXXXXXX / |
| Passport Number (for international student)* | : | XXXXXXX |
| (3) Full Name of Parent/Legal Guardian* | | |
| (if Student is under eighteen (18) years of age) | : | N.A. |
| NRIC/Passport Number* | : | N.A. |

* 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.

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.
- 1.4 The PEI considers payment made 0 days/month* after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).

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** 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

Note: The information provided below should be the same as that submitted to the CPE.

1) Course Title	
2) Course Duration (in months)	
3) Full-time or Part-time Course	FULL-TIME
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	
8) Organisation which develops the Course	STeI INSTITUTE
9) Organisation which awards/ confers the qualification	STeI INSTITUTE

10) Course entry requirement(s)																					
11) Course schedule with modules and/or subjects	<table border="1"> <thead> <tr> <th data-bbox="523 528 826 577">Module Title</th> <th data-bbox="826 528 1038 577">Start Date</th> <th data-bbox="1038 528 1390 577">End Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 577 826 622"></td> <td data-bbox="826 577 1038 622"></td> <td data-bbox="1038 577 1390 622"></td> </tr> <tr> <td data-bbox="523 622 826 667"></td> <td data-bbox="826 622 1038 667"></td> <td data-bbox="1038 622 1390 667"></td> </tr> <tr> <td data-bbox="523 667 826 712"></td> <td data-bbox="826 667 1038 712"></td> <td data-bbox="1038 667 1390 712"></td> </tr> <tr> <td data-bbox="523 712 826 757"></td> <td data-bbox="826 712 1038 757"></td> <td data-bbox="1038 712 1390 757"></td> </tr> <tr> <td data-bbox="523 757 826 801">All Modules End</td> <td data-bbox="826 757 1038 801"></td> <td data-bbox="1038 757 1390 801"></td> </tr> </tbody> </table>			Module Title	Start Date	End Date													All Modules End		
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All Modules End																					
12) Scheduled holidays (public and school) and/or semester/term break for course																					
13) Examination and/or other assessment period	<table border="1"> <thead> <tr> <th data-bbox="523 1081 836 1279">Modules</th> <th data-bbox="836 1081 1043 1279">Examination Date</th> <th data-bbox="1043 1081 1390 1279">Coursework, Assignment/ Presentation/ Project Submission Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 1279 836 1361"></td> <td data-bbox="836 1279 1043 1361"></td> <td data-bbox="1043 1279 1390 1361"></td> </tr> <tr> <td data-bbox="523 1361 836 1444"></td> <td data-bbox="836 1361 1043 1444"></td> <td data-bbox="1043 1361 1390 1444"></td> </tr> <tr> <td data-bbox="523 1444 836 1527"></td> <td data-bbox="836 1444 1043 1527"></td> <td data-bbox="1043 1444 1390 1527"></td> </tr> <tr> <td data-bbox="523 1527 836 1615"></td> <td data-bbox="836 1527 1043 1615"></td> <td data-bbox="1043 1527 1390 1615"></td> </tr> </tbody> </table>			Modules	Examination Date	Coursework, Assignment/ Presentation/ Project Submission Date															
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14) Expected examination results release date																					
15) Expected award conferment date																					

**SCHEDULE B
COURSE FEES**

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Course pre-requisites (if applicable)	XXX
Course fee	XXX
Registration fee	XXX
Course material fee	XXX
FPS insurance/escrow fee	XXX
Examination fee – STEi	XXX
Medical Insurance	XXX
Orientation	XXX
Hygiene Test	XXX
Student Pass	XXX
Uniform	XXX
7% GST	XXX
Total Course Fees Payable:	XXX
Less Promotional Discount	-XXX
(A) Total Course Fees Payable:	XXX
(B) No of Instalments:	X
(C) Instalment Amount (C = $\frac{A}{B}$)	XXX

INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (S\$)	Date Due ²
1st instalment	XXX	
Total Course Fees Payable:	XXX	

- Each instalment amount shall not exceed the following:
 - 12 months' worth of fees for EduTrust certified PEIs*; or
 - ~~6 months' worth of fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or~~
 - ~~2 months' worth of fees for non-EduTrust-certified PEIs without IWC*.~~

* Delete as appropriate by striking through.
- Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
<u>STeI's Related Fees</u>	
<i>1st STeI Re-examinations</i>	XXX per paper
<i>2nd STeI Re-examinations</i>	XXX per paper
<i>Re-Module Fee</i>	XXX per module
<i>Deferment of STeI course / Examination</i>	XXX
<i>Re Printing of Result Slip (exclusive of courier charges)</i>	XXX
<i>Replacement of Certificate (exclusive of courier charges)</i>	XXX
<i>Additional Uniform</i>	XXX
<u>3rd Party</u>	
<i>Medical Examination (Payable to Medical Clinic)</i>	XXX
<i>Student Pass Extension (Payable to ICA)</i>	
<i>- Processing Fees</i>	XXX
<i>- Issuance Fees</i>	XXX
<i>Airport Pickup</i>	XXX
<i>Re-taking of Hygiene Test</i>	XXX

3. Miscellaneous Fees refer to any non-compulsory 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:
[50%]	more than [30] days before the Course Commencement Date
[20%]	before, but not more than [30] days before the Course Commencement Date
[0%]	after, but not more than [0] days after the Course Commencement Date
[0%]	more than [0] 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: