STANDARD PEI-STUDENT CONTRACT

BETWEEN

SPRING COLLEGE INTERNATIONAL PTE LTD
AND

_____

Name of Student

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 : _____

   Registration Number : _____

(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) : 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 7 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 <u>Schedule A</u> 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 <u>Schedule D</u>.

2.3 **Refund During Cooling-Off Period:**

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

The Student will be refunded the highest percentage (stated in <u>Schedule D</u>) 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

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	
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies if later than Course Commencement Date *Note: "N.A." if both dates are the same*	
7) Qualification *(Name of award to be conferred on the Student upon successful Course completion)*	
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	
12) Scheduled holidays (public and school) and/or semester/term break for course	
13) Examination and/or other assessment period	
14) Expected examination results release date	
15) Expected award conferment date	

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S$)
[shows the full breakdown of total payable course fees] Course Fee (X Months) Discount as per Lina Exam Fee Fee Protection Scheme (FPS) Administration Fee Science Practical Fees	
Total Course Fees Payable:	
No of Instalments:	

INSTALMENT SCHEDULE

Instalment[1] Schedule	Amount (with GST, if any) (S$)	Date Due[2]
1st Installment		
Total Course Fees Payable:		

1. Each instalment amount <u>shall not exceed</u> 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.*

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE C
MISCELLANEOUS FEES[3]

Purpose of Fee	Amount (with GST, if any) (S$)
Late Payment Fee	1% of the course fee
Replacement of Student Card Service Fee	S$32.10 (Upon request)
Re-taking of Examination Fee	S$321 (Upon request)
SCI Examination Appeal Fee	$107 (Upon Request)
Failing of a Course and Retaking Course Fee	50% of the course fee (Upon request)
Transfer of Course/Transfer of Campus Service Fee	S$32.10 (part-time) /S$107(full-time)
Deferment Service Fee	S$32.10 (part-time) /S$107(full-time)
Admin Fee (For using Third Party Platform)	2% of fees payable
Immunisation and Vaccination Registration and Service Fee	S$88.50 if SCI to do the submission/ S$235.50 if SCI assist in completing registration
Renewal Application for Student's Pass Service Fee	S$64.2(Upon request)
International Students Service	S$535 (Upon request)
External Examination Registration Service Fee	S$107 (Upon request)
External Examination Fee	S$672 – S$1070(Upon request)
Authentication of Documents	S$160.5/document (Upon request)
Application Fee (for Student's Pass Applicant)	S$535
Application Fee (for non-Student's Pass Applicant)	S$214
Fee for Security Bond (Banker's Guarantee, depends on ICA request)	S$224.7 – S$1011.15 (Upon request)
Service Fee for Educational Services- Application of Private and Government School	S$535 - S$3210 (Upon request)
Accompanying Mother Pass Application Fee	S$535 (Upon request)
Guarantor Service Fee for Accompanying Mother Pass	S$1070(Upon request)
Social Visa Application Service Fee	S$321 – S$535 (Upon request)
Social Visa Extension Service Fee	S$53.5 – S$192.6 (Upon request)
Guarantor Service Fee for Social Visit Pass	S$107 (Upon request)
Service Fee for School Letter (to Organizations Unrelated to School)	$21.4(Upon request)
Uniform Fee	$80.25

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:
[70%] [Except for 3rd party charges][1]	(**"Maximum Refund"**) More than [30] days before the Course Commencement Date
[50%] [Except for 3rd party charges][1]	Before, but not more than [30] days before the Course Commencement Date
[20%] [Except for 3rd party charges][1]	After, but not more than [3] days after the Course Commencement Date
[10%] [Except for 3rd party charges][1]	More than [3] days after the Course Commencement Date, but not more than [7] days after the Course Commencement Date
[0%] [Except for 3rd party charges][1]	More than [7] days after the Course Commencement Date
[1]3rd party charges (e.g. FPS charges, medical insurance charges, etc)	

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:
Date:

_____

Name of Parent or Legal Guardian:
Date: