



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)
 NRIC/Passport Number* : _____

* 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 Committee 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 _____ 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 organization 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.

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 <i>Note: "N.A." if both dates are the same</i> | |
| 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 | Refer the website 'www.eversafe.com.sg' for the courses schedule. |
| 12) Scheduled holidays (public and school) and/or semester/term break for course | Refer the website 'www.eversafe.com.sg' for the courses schedule. |
| 13) Examination and/or other assessment period | Examination will be held at the end of every module. |
| 14) Expected examination results release date | |
| 15) Expected award conferment date | The Certificate will be ready in 30 days from the date of exam |

SCHEDULE B **COURSE FEES**

| Fees Breakdown | Total Payable (with GST, if any) (S\$) |
|---|--|
| <i>Note: show full breakdown of total payable course fees</i> | |
| Total Course Fees Payable: | |
| No of Installments: | |

INSTALMENT SCHEDULE

| Installment ¹ Schedule | Amount (with GST, if any) (S\$) | Date Due ² |
|-----------------------------------|---------------------------------|--|
| 1st installment | 601.85 | 7 Days before the module start date(Refer our website www.eversafe.com.sg for The schedule.) |
| 2nd installment | 601.85 | |
| 3rd installment | 601.85 | |
| 4th installment | 601.85 | |
| 5th installment | 601.85 | |
| 6th installment | 601.85 | |
| 7th installment | 601.85 | |
| 8th installment | 601.85 | |
| Etc. | | |
| Total Course Fees Payable: | \$ 4815.00 | |



Standard PEI-Student Contract Version 3.1

1. Each installment 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.*

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



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SCHEDULE C

MISCELLANEOUS FEES³

| Purpose of Fee | Amount (with G ST, if any) (S\$) |
|--|--|
| Course Application Fee | 53.5 |
| Late Payment Fee | 107 |
| Deferment Administration Fee | 107 |
| Course Transfer Administration Fee | 107 |
| Supplementary class (Tuition) /Make up class fee per hour | 42.8 |
| Supplementary Examination Fee (per module) | 107 |
| Appeal Evaluation Fee | 21.4 |
| Module Exemption Fees are waived for Candidates with Accredited Diplomas/degrees | Subject to Eversafe Academy's prevailing charges |

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: |
|--|--|
| [80%] | more than [3] days before the Course Commencement Date |
| [50%] | before, but not more than [3] days (within 3 days) before the Course Commencement Date |
| [0%] | after, but not more than [1] days (same day) after the Course Commencement Date |
| [0%] | more than [1] days after the Course Commencement Date |
| [0% to 100%] | With valid reason and the Management's consideration, may differ from case to case. |

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

SIGNED by the PEI

 Authorized 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: