

## 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	PENCILTUTOR SCHOOL PTE LTD
	Registration Number	200601708E
[2]	Full Name of Student <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i>	_____
	NRIC Number (for SC/PR)*	_____
	Student's Pass Number (if available)/	_____
	Passport Number (for international student)*	N.A.
[3]	Full Name of Parent/Legal Guardian* <i>(if Student is under eighteen (18) years of age)</i>	_____
	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 after obtaining approval from the Ministry of Education, Singapore (MOE), towards conferment of the stated qualification upon successful Course completion.
- 1.2** The PEI will apply to MOE on behalf of the Student and if approval is NOT granted, the PEI will appeal to MOE on behalf of the Student.
- 1.3** 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.
- 1.4** The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.5** The PEI considers payment made 3 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;

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\* 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.

- (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 the amount stated in Schedule D. However the Application Fee is NOT refundable regardless of the outcome of the application to MOE.

**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** 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	PREPARATORY COURSE FOR SINGAPORE-CAMBRIDGE GENERAL CERTIFICATE OF EDUCATION (ORDINARY LEVEL) EXAMINATION
2) Course Duration (in months)	9
3) Full-time or Part-time Course	FULL-TIME
4) Course Commencement Date	12-Feb-18
5) Course Completion Date	11-Nov-18
6) Date of Commencement of Studies (Date on which Student starts attending Course, if different from Course Commencement Date)	
7) Qualification (Name of award to be conferred on the Student upon successful Course completion)	SINGAPORE-CAMBRIDGE GENERAL CERTIFICATE OF EDUCATION (ORDINARY LEVEL)
8) Organisation which develops the Course	MINISTRY OF EDUCATION, SINGAPORE AND UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
9) Organisation which awards/ confers the qualification	MINISTRY OF EDUCATION, SINGAPORE AND UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
10) Course entry requirement(s)	PASSED ENGLISH & MATHEMATICS AT SECONDARY 2 EXPRESS OR PASSED ENGLISH & MATHEMATICS AT SECONDARY 3 NORMAL ACADEMIC OR PASSED ENGLISH & MATHEMATICS AT SECONDARY 4 NORMAL TECHNICAL OR PASSED PENCILTUTOR'S ENGLISH & MATHEMATICS ADMISSION TEST
11) Course schedule with modules and/or subjects	ENGLISH LANGUAGE, MATHEMATICS, ADDITIONAL MATHEMATICS, PHYSICS, CHEMISTRY, BIOLOGY, SCIENCE (PHYSICS/CHEMISTRY/BIOLOGY), PRINCIPLES OF ACCOUNTS, COMBINED HUMANITIES
12) Scheduled holidays (public and school) and/or semester/term break for course	<ul style="list-style-type: none"> <li>• Christmas Day, 25 December 2017</li> <li>• New Year's Day, 1 January 2018</li> <li>• Chinese New Year, 16 February 2018 &amp; 17 February 2018</li> <li>• Good Friday, 30 Mar 2018</li> <li>• Labour Day, 1 May 2018</li> <li>• Vesak Day, 29 May 2018</li> <li>• Hari Raya Puasa, 15 June 2018</li> <li>• National Day, 9 August 2018</li> <li>• Hari Raya Haji, 22 Aug 2018</li> <li>• Deepavali, * 6 November 2018</li> </ul>
13) Examination and/or other assessment period	<ul style="list-style-type: none"> <li>• The mid-year examinations will be held from 14 May 2018 till 27 May 2018.</li> <li>• The preliminary examinations will be held from 3 Sep 2018 till 16 Sep 2018.</li> </ul>
14) Expected examination results release date	Jan-19
15) Expected award conferment date	N.A.

**SCHEDULE B  
COURSE FEES**

<b>Fees Breakdown</b> [shows the full breakdown of total payable course fees]	Total Payable (with GST, if any) (S\$)
Application Fee (not covered under FPS and non-refundable)	xx
Course fee	xx
<b>Total Course Fees Payable:</b>	xx
<b>No of Instalments:</b>	2

**INSTALMENT SCHEDULE**

<b>Instalment% Schedule</b>	Amount (with GST, if any) (S\$)	Date Due <sup>^</sup>
1st instalment	xx	12-Feb-18  (or the date MOE gives approval)
2nd instalment	xx	13-Aug-18
Etc.		
<b>Total Course Fees Payable:</b>	xx	

<sup>%</sup>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 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)
GCE O LEVEL EXAMINATION FEES	APPROXIMATELY \$300 TO \$400 TO BE PAID DIRECTLY TO THE MINISTRY OF EDUCATION DEPENDING ON NUMBER OF SUBJECTS TAKEN
GCE O LEVEL PAST YEAR QUESTION PAPERS	APPROXIMATELY \$6 TO \$15 (PER SUBJECT) TO BE PAID DIRECTLY TO THE AUTHORISED PUBLISHER OR BOOKSTORE

<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:
[100]	more than [30] days before the Course Commencement Date
[75]	before, but not more than [30] days before the Course Commencement Date
[10]	after, but not more than [7] days after the Course Commencement Date
[0]	more than [14] 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:

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 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: