

## 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 : Training Vision Institute  
 Registration Number : 199104974R
- (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)\* : N.A
- (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 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 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 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** 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	Sample Course Title
2) Course Duration (in months)	9 months
3) Full-time or Part-time Course	Part-Time
4) Course Commencement Date	DDMMYYYY
5) Course Completion Date	DDMMYYYY
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	N.A
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	
8) Organisation which develops the Course	Training Vision Institute
9) Organisation which awards/ confers the qualification	Training Vision Institute
10) Course entry requirement(s)	<p>Academic Requirements</p> <ul style="list-style-type: none"> <li>• 2 GCE 'A' Level passes (must be in English) <b>OR</b></li> <li>• WSQ Diploma in Service Leadership or Polytechnic Diploma or Equivalent <b>OR</b></li> <li>• Mature Candidates &gt; 30 years old with 8 years people/business management working experience <b>OR</b></li> <li>• Candidates with other qualifications will be assessed in a case-by-case basis</li> </ul> <p>AND</p> <p>English Language Requirements</p> <ul style="list-style-type: none"> <li>• WPL Level 6 (Average of Reading, Listening, Speaking and Writing Scores) OR</li> <li>• IELTS 5.5 OR equivalent (applicable for international students) OR</li> <li>• Successfully passed TVI English Admission Test</li> </ul>

11) Course schedule with modules and/or subjects	<p><b>Notes:</b> Refer to Course Schedule</p> <p>Schedule is subject to change with prior notice</p>
12) Scheduled holidays (public and school) and/or semester/term break for course	<p><b>Public Holiday</b></p> <p>TVI observes all Singapore gazetted public holidays as listed in the Ministry of Manpower's official website:</p> <p><a href="https://www.mom.gov.sg/newsroom/press-releases/2019/0408-public-holidays-for-2020">https://www.mom.gov.sg/newsroom/press-releases/2019/0408-public-holidays-for-2020</a></p>
13) Examination and/or other assessment period	Within 21 days after the end of each Module
14) Expected examination results release date	Within 3 Months after the end of each Module
15) Expected award conferment date	Within 2 months from course completion date

**SCHEDULE B**  
**COURSE FEES**

<b>Fees Breakdown</b>	<b>Total Payable (with GST, if any) (S\$)</b>
<b>Course Fee (Based on SkillsFuture 90% funding)</b>	<b>\$XX,XXX.XX</b>
<b>Application Fee</b>	<b>53.50</b>
<b>FPS Insurance Premium</b>	<b>25.04</b>
<b>Total Fees Payable</b>	<b>\$XX,XXX.XX</b>
<b>No of Instalments</b>	<b>4</b>

**INSTALMENT SCHEDULE**

<b>Instalment<sup>1</sup> Schedule</b>	<b>Amount (with GST, if any) (S\$)</b>	<b>Date Due<sup>2</sup></b>
1 <sup>st</sup> Instalment	\$XX,XXX.XX	DDMMYYYY
2 <sup>nd</sup> Instalment	\$XX,XXX.XX	DDMMYYYY
3 <sup>rd</sup> Instalment	\$XX,XXX.XX	DDMMYYYY
4 <sup>th</sup> Instalment	\$XX,XXX.XX	DDMMYYYY
<b>Total Course Fees Payable</b>	\$XX,XXX.XX	

1. 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.
2. Each instalment must be paid before or on the date due.
3. Disclaimer:
  - (i) The above fees payable are based on the student's eligibility for SSG support. If the student is unable to show documentary proof to support his/her application for SSG support, the above fees will not apply. Instead, the applicable fees at the applicable support level will be proposed to the student and a new contract will need to be signed.
  - (ii) Notwithstanding the instalment payment agreement stated at the onset of the contract in the instalment schedule, the balance of the amount to be paid subsequently will still be subjected to any funding changes that may be made by SSG.
  - (iii) SSG subsidy is based on the learner's eligibility which includes fulfilling SSG required attendance hours (75%) and being assessed as "Competent" at the end of each module. Training Vision Institute reserves the right to claim the full course fee from the student in the event that their SSG subsidy is not approved by SSG.

**SCHEDULE C**  
**MISCELLANEOUS FEES**<sup>3</sup>

Purpose of Fee	Amount (S\$) (Without GST if Applicable)	Amount (S\$) (With GST if Applicable)
Application Fee	S\$50.00 (Singapore Citizen/PR)	S\$53.50 (Singapore Citizen/PR)
	S\$200.00 (International Student)	S\$214.00 (International Student)
Application – Exemption/Credit Transfer Fee	S\$50.00	S\$53.50
Administration Fee	\$100.00	S\$107.00
English Placement Test	S\$50.00	S\$53.50
Internal Transfer (STP and non-STP Holders)	\$150.00	S\$160.50
Late Fee Charges	S\$50.00	S\$53.50
Deferment Fee	S\$50.00	S\$53.50
Transfer Fee	S\$50.00	S\$53.50
Re-module	Pro-rated*	Pro-rated*
Re-assessment Fee Per Module	S\$150.00	S\$160.50
Re-Issuance – Transcript	S\$30.00	S\$32.10
Re-Issuance – Certificate	S\$50.00	S\$53.50
Re-Issuance – Student Card	S\$20.00	S\$21.40
Learner’s Guide – Additional Copy	S\$30.00	S\$32.10
Student Handbook – Additional Copy	S\$30.00	S\$32.10
Courier charges (Local)	S\$20.00	S\$21.40
<b>For International Students</b>		
Student Pass Application	According to ICA website	According to ICA website
Student Pass – Change/Transfer	S\$50.00	S\$53.30
Student Pass – Appeal Fee	S\$50.00	S\$53.50

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 14 days before the Course Commencement Date
0%	Before, but not more than 14 days before the Course Commencement Date
0%	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

*Training Vision Institute Pte. Ltd.*

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Authorised Signatory of the PEI

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Seal of PEI

Name:

Sales Consultant:

Date:

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

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Name of Student:  
CHEN FONG MAY

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Name of Parent or Legal Guardian:

Date:

Date: