

Standard PEI-STUDENT CONTRACT

Full-Time

No. STP20210003

BETWEEN

UWING INTERNATIONAL SCHOOL

PTE LTD

AND

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 : | <u>Uwing International School Pte Ltd</u> |
| Registration Number : | <u>CPE Registration No. 201416792M</u> |
| 2 Full Name of Student : | <u>Sample</u> |
| (as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)* | |
| NRIC/FIN Number : | <u>SAMPLE TEXT</u> |
| Passport Number (for international student)* | <u>SAMPLE TEXT</u> |
| 3 Full Name of Parent/Legal Guardian* | <u>SAMPLE PARENT</u> |
| (if Student is under eighteen (18) years of age) | |
| NRIC/Passport Number* | <u>SAMPLE TEXT</u> |

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 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.
- 1.4 The PEI considers payment made 3 days 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	PREPARATORY COURSE FOR ADMISSION TO GOVERNMENT SCHOOLS PRIMARY 2
2	Course Duration (in months)	6 Months
3	Course Code	Full-Time
4	Course Commencement Date	1 February 2022
5	Course Completion Date	31 July 2022
6	Date of Commencement of Studies if later than Course Commencement Date	N.A.
7	Qualification	Lower Primary
8	Organisation which develops the Course	UWING INTERNATIONAL SCHOOL PTE LTD
9	Organisation which awards/ confers the qualification	N.A.
10	Course entry requirement(s)	-
11	Course schedule with modules and/or subjects	English & Mathematics
12	Scheduled holidays (public and school) and/or semester/term break for course	Public holidays in Singapore are as follows: New Year's Day – 1 day Chinese New Year – 2days Good Friday – 1 day Labour Day – 1 day Vesak Day – 1 day National Day – 1 day Hari Raya Puasa – 1 day Deepavali – 1 day Hari Raya Haji – 1 day Christmas Day – 1 day
13	Examination and/or other assessment period	AEIS: Mid September S-AEIS: Late February
14	Expected examination results release date	AEIS: Mid December S-AEIS: Mid April
15	Expected award conferment date	N.A.

SCHEDULE B
COURSE FEES

- 1 One term (three months) fees are to be paid during the fee-settlement week, at the latest during the last lesson of the billing month, whether or not the student has missed any lesson or lessons for that month.
- 2 A student who opts out for a subject or subjects is obliged to pay fee up to the term of notification.
- 3 Fees do not include books, compilation of course materials or exam papers etc. the tutor will advise student and parents of the cost of such materials
- 4 Payment should be in cash or by cheque made out to “**UWING INTERNATIONAL SCHOOL PTE LTD**”

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Course Fee	12,000
FPS insurance / escrow fee	-
AEIS Examination Fee	Subject to SEAB
Total Course Fees Payable:	12,000
No of Instalments:	1

INSTALMENT SCHEDULE/MONTHLY PAYMENT

Instalment Schedule*	Amount (with GST, if any) (S\$)	Date Due**
1st Instalment	12,000	1 Feb 2022
Instalment Schedule Subject to the approval Uwing International School.		

* 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 2 days before the next payment scheduled. Late payment fees will be charge if student fail to pay the course fees on time

SCHEDULE C
MISCELLANEOUS FEES**

Purpose of Fee	Amount (with GST, if any) (S\$)
ICA Student's Pass processing fee (for international students who require student's pass)	N.A.
Renewal of Student Pass	N.A.
Replacement Fee for damage/change of particular etc.	N.A.
Academic Resources Fee	300
Student Administration Fee	350
Student Fee Protection Scheme	According to Third Parties
AEIS Exam registration administration fee	50
Assessment Fee	200
Exam Registration Fee	Subject to MOE
Course Registration Fee	200
Late Payment Fee*	100
Medical Insurance Fee	According to Third Parties
Medical Check-up Fee	N.A.
Banker's Guarantee Changes	N.A.

*Please refer to Section 1.4

**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 POLICY**

1. Registration fee for course is not-refundable
2. Refunds are based on the following term and conditions:

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[90%]	more than [14] days before the Course Commencement Date
[75%]	before, but not more than [14] days before the Course Commencement Date
[75%]	after, but not more than [14] days after the Course Commencement Date
[0%]	more than [14] 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: 13/12/2021

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 :

Sample

Date: 13/12/2021

Name of Parent or Legal
Guardian:

SAMPLE PARENT