

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 : Inspire Education Centre Pte Ltd
 Registration Number : 200723647D
- (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) : _____
 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 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 10 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).
- 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 Singapore-Cambridge General Certificate of Education (Ordinary Level)		
2) Course Duration (in months)	10 Months		
3) Full-time or Part-time Course	Part-time		
4) Course Commencement Date	14/01/2019		
5) Course Completion Date	17/11/2019		
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>	Singapore-Cambridge General Certificate of Education (Ordinary Level)		
8) Organisation which develops the Course	Ministry of Education, Singapore and University of Cambridge Local Examinations Syndicate		
9) Organisation which awards/ confers the qualification	Ministry of Education, Singapore and University of Cambridge Local Examinations Syndicate		
10) Course entry requirement(s)	<ul style="list-style-type: none"> • Completed 8 years of formal education or middle school / lower secondary education. • At least 15 years old on Jan 1st of the year of examination. • English language requirement of a pass in Lower Secondary English (in student's respective school) or IELTS 4.5 or equivalent or pass INSPIRE's internal English entry test. 		
11) Course schedule with modules and/or subjects	<p>Refer to attached schedule.</p> <p>Modules:</p> <ol style="list-style-type: none"> 1. English Language 2. Mathematics 3. Literature 4. Combined Humanities (Social Studies/History) <p><i>For updated module synopsis of all subjects please visit www.inspire.edu.sg</i></p>		
12) Scheduled holidays (public and school) and/or semester/term break for course	Date	School Holiday	
	05 Feb (Tue) to 06 Feb (Wed)	Chinese New Year	
	19 Apr (Fri)	Good Friday	
	01 May (Wed)	Labour Day	

	<table border="1"> <tr> <td>20 May (Mon)</td> <td>Vesak Day</td> </tr> <tr> <td>05 June (Wed)</td> <td>Hari Raya Puasa</td> </tr> <tr> <td>08 Jul (Mon)</td> <td>Youth Day (School Holiday)</td> </tr> <tr> <td>09 Aug (Thu)</td> <td>National Day</td> </tr> <tr> <td>12 Aug (Mon)</td> <td>Hari Raya Haji</td> </tr> <tr> <td>06 Sep (Fri)</td> <td>Teachers' Day (School Holiday)</td> </tr> <tr> <td>04 Oct (Fri)</td> <td>Children's Day (School Holiday)</td> </tr> <tr> <td>28 Oct (Mon)</td> <td>Deepavali</td> </tr> </table> <ul style="list-style-type: none"> • Study Break (02 Sep to 08 Sep)* • Centre Prelim Examinations (09 Sep to 22 Sep)* • Prelim Review (23 Sep to 29 Sep)* • Revision (30 Sep to 6 Oct) • Consultation / Start of Study Break (07 Oct onwards) • End of Course (17 Nov) <p>* Subject to change with notice to students.</p>	20 May (Mon)	Vesak Day	05 June (Wed)	Hari Raya Puasa	08 Jul (Mon)	Youth Day (School Holiday)	09 Aug (Thu)	National Day	12 Aug (Mon)	Hari Raya Haji	06 Sep (Fri)	Teachers' Day (School Holiday)	04 Oct (Fri)	Children's Day (School Holiday)	28 Oct (Mon)	Deepavali
20 May (Mon)	Vesak Day																
05 June (Wed)	Hari Raya Puasa																
08 Jul (Mon)	Youth Day (School Holiday)																
09 Aug (Thu)	National Day																
12 Aug (Mon)	Hari Raya Haji																
06 Sep (Fri)	Teachers' Day (School Holiday)																
04 Oct (Fri)	Children's Day (School Holiday)																
28 Oct (Mon)	Deepavali																
13) Examination and/or other assessment period	<p>Internal Assessments:</p> <ul style="list-style-type: none"> • Class tests at various periods in the course • Centre Prelim Examinations (09 Sept to 22 Sep)* <p>* Period for assessment subject to change with notice to students.</p> <p>External Examination: The Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination in October – November.</p>																
14) Expected examination results release date	Jan 2020																
15) Expected award conferment date	Jan 2020																

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Tuition Fee	
Material Fee	
Total Course Fees Payable:	
No of Instalments:	5

INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (S\$)	Date Due ²
1st instalment		14/01/2019
2nd instalment		14/03/2019
3rd instalment		14/05/2019
4th instalment		14/07/2019
5th instalment		14/09/2019
Total Course Fees Payable:		

- 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 one week before the next payment scheduled.

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
Course Application Fee	\$300
External Examination Fees are payable to the respective organizations:	
Singapore Examinations and Assessment Board (SEAB) – GCE O Levels Examination Fee*	Refer to www.seab.gov.sg
End of Year Mother Tongue Examination Registration /Mid Year Mother Tongue Appeal Admin Processing Fee	100
Change of Subject Administrative Processing Fee	70
Refund Administrative Processing Fee	70
Tuition Fee Late Payment	100

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:
[100]	more than [14] days before the Course Commencement Date
[90]	before, but not more than [14] days before the Course Commencement Date
[80]	after, but not more than [6] days after the Course Commencement Date
[0]	more than [7] 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:

 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:

 Name of Parent or Legal Guardian:

Date:

Date: