

LITHAN

**UNDERSTAND
YOUR STUDENT CONTRACT**



Before signing the contract:

- ✓ Ensure that you have thoroughly read “Form 12: Advisory Note” before reading the contract.
- ✓ Understand the terms and conditions of the contract.
- ✓ Sign a separate contract for every course you enrol in.
- ✓ Ensure that you have not made any payment before signing the contract

IMPORTANCE

The Private Education Institution-Student Contract is a very important document, especially for dispute resolution.



Note for Students before executing the contract

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Regulation 25(5)(b)

FORM 12 PRIVATE EDUCATION ACT (No. 21 of 2009)

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- The total fees payable, including course fees and other related costs;
- Dates when respective payments are due;
- The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- The Fee Protection Scheme you are subscribed to and its coverage;
- The dispute resolution methods available; and
- Information about the PEI's policies on academic and disciplinary matters.

- The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, _____, NRIC/Passport number _____,
(name of student/parent/guardian) (NRIC/passport no.)

have read and understood this advisory note before signing the Student Contract

for myself / my ward** (_____ (NRIC/passport) _____)
(name of ward)

with _____
(name of PEI)

(signature of student or parent / guardian)

Date : _____

**Please delete whichever is inapplicable.*

- Before signing the student contract for course enrolment, make sure you have thoroughly read "FORM 12: Advisory Note to Students".
- This form must be completed and signed either by you (the student), or your parent or guardian if you are below 18 years of age.



Note for Students when executing the contract

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Standard PEI-Student Contract Version 3.1

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 : Lithan Academy Pte Ltd
 Registration Number : 200202841R
- (2) Full Name of Student : <Yiping Ong>
*(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)**
 NRIC Number (for SC/PR)* : <S1234567D>
 Student's Pass Number (if available)
 Passport Number (for international student)* : <A1234679>
- (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 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 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;

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- (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.

- The preliminary section of the student contract contains the terms and conditions. Please ensure that your information is accurate.
- For section (2) Full name of Student, your name must be according to your NRIC or Passport.
- If you are 18 years old and above, please put "N.A." for section (3) Full name of Parent/Legal Guardian.



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SCHEDULE A COURSE DETAILS

+ Note: The information provided below should be the same as that submitted to the CPE.

1) Course Title	ADVANCED CERTIFICATE IN WEB DEVELOPMENT
2) Course Duration (in months)	3 months
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	09/01/2013
5) Course Completion Date	08/10/2014
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	10/01/2013
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	ADVANCED CERTIFICATE IN WEB DEVELOPMENT
8) Organisation which develops the Course	Lithan Academy
9) Organisation which awards/ confers the qualification	Lithan Academy
10) Course entry requirement(s)	"A" Level with minimum 2 GCE pass or Diploma/ITE with minimum 2 credits pass or its equivalent with STEM Background
11) Course schedule with modules and/or subjects	Refer to module timetable attached with the attendance register and daily timetable displays at the front desk
12) Scheduled holidays (public and school) and/or semester/term break for course	Please refer to the links on Company website(http://www.lithan.com/academic_calendar.html)
13) Examination and/or other assessment period	Examination period is mentioned in the course timetable (the dates/period might be changed due to unavoidable circumstances)
14) Expected examination results release date	Within 1 month from the date of examination
15) Expected award conferment date	6 months after the Course Completion Date

State all dates in the format of DD/MM/YYYY

COURSE INFORMATION SCHEDULE A:

In this section, you will find information about the course you have chosen, course duration, study options, course commencement and completion date, etc.

Please ensure that the following information are correct:

- Course information
- Name of the organisation that develops and awards the qualification, and the expected date of receiving your qualification.



Note for Students when executing the contract

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SCHEDULE B COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Course Fee	7,500.00
WDA Funding	(5,250.00)
Medical Insurance Fee	0
FPS [2.75%*(Course fee+ Medical Insurance Fee)]	0
GST	157.50
Total course fee payable:	2,407.50
No of Instalments:	1

INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (S\$)	Date Due ²
1st instalment	2,407.50	DD/MM/YYYY
Total Course Fees Payable:	2,407.50	

- 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.

COURSE FEE

SCHEDULE B:

In this section, you will find the breakdown of course fees and other fees (including FPS and medical premium fee, GST and study grant or exemption fees (if applicable)).

Course fee/re-module fee and medical fee will be protected under FPS (If applicable).

INSTALMENT SCHEDULE:

This table shows a detailed breakdown of the final payable course fees and instalment plan of the course fee (if any).



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SCHEDULE C **MISCELLANEOUS FEES**³

Purpose of Fee	Amount (with GST, if any) in (S\$)
Deferment Administration Fee (for one term)	S\$150 - Payable upon approval of request
Re-module Fee (Per-module)	As per module fee
Re-sit examination Fee (<u>per-exam</u>)	S\$100 - Payable upon approval of request
Change of assessment Date fee(per-request)	S\$60 - Payable upon approval of request
Late Payment Charges	S\$50 – After the payment due date

MISCELLANEOUS FEES

SCHEDULE C:

This table shows a detailed breakdown of the applicable miscellaneous fees.

Miscellaneous fees refer to any non-compulsory fees which the you pay only when applicable.

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



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SCHEDULE D REFUND TABLE

% of [the <u>amount</u> 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
[50]	before, but not more than [14] days before the Course Commencement Date
[0]	after, but not more than [14] days after the Course Commencement Date
[0]	more than [14] days after the Course Commencement Date

SCHEDULE D:

If you withdraw from the course more than 14 days before course commencement date, you can receive up to 100% refund of the fees paid.

If you withdraw from the course before but not more than 14 working days before course commencement date, you can receive up to 50% refund of the fees paid.

All the withdrawals and refund applications must be submitted in writing (you can get the all the forms from your Learning Facilitator).



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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:

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:

Ensure the school has an authorised signatory on this page before you sign the contract.

Important Note:

- If there is any error in the contract, please inform the school to re-create the contract.
- If there is any amendment made on the contract (strike-off on the printed text etc.), the amended area must be counter-signed by both parties.

Need a little more explanation about the contract ? Go to next slide.....



About the terms and conditions of the contract

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REFUND POLICY

There are 3 types of refund in this policy, as below.

- 2.1 Refund for withdrawal due to non-delivery of course – Refund rate: 100%
- 2.2 Refund for withdrawal due to other reasons – Refund rate based on Schedule D (refer to refund table).
- 2.3 Refund based on cooling-off period (within seven (7) working days after the date that the Contract has been signed by both parties) – Refund rate: 100%

Non-refundable fees are as below (if collected by the school):

- I. Course application or processing fee*
- II. Prevailing Goods and Services Tax (GST)*
- III. Miscellaneous fees*
- IV. FPS insurance premium*
- V. Examination fees*

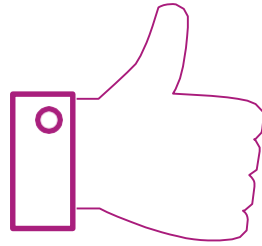


Course Deferment ,Transfer and Withdrawal

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- Course Deferment, Transfer and Withdrawal applications are subject to Lithan Academy's approval.
- The time frame for assessing and replying to any request for transfer or withdrawal will not be more than 4 weeks.
- All requests for transfers or withdrawals should be in writing.
- Maximum of 3 months of deferment and maximum of 2 deferments within the course duration.
- A deferment administration fee will be charged for each term deferred.
- Students who wish to apply for deferment need to confirm a Deferment Request Form initiated by the Lithan's Learning Associates. Verbal requests for deferment will not be entertained.
- For SSG funded courses, in general, no deferment is allowed.

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Thank you.

Any questions?

You can send an email to Lithan at

info@lithan.com