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UNDERSTAND
YOUR STUDENT CONTRACT

Contract Execution

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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

NOTE
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:

a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;

b. The total fees payable, including course fees and other related costs;

c. Dates when respective payments are due;

d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);

e. The Fee Protection Scheme you are subscribed to and its coverage;

f. The dispute resolution methods available; and

g. Information about the PEI's policies on academic and disciplinary matters.

h. 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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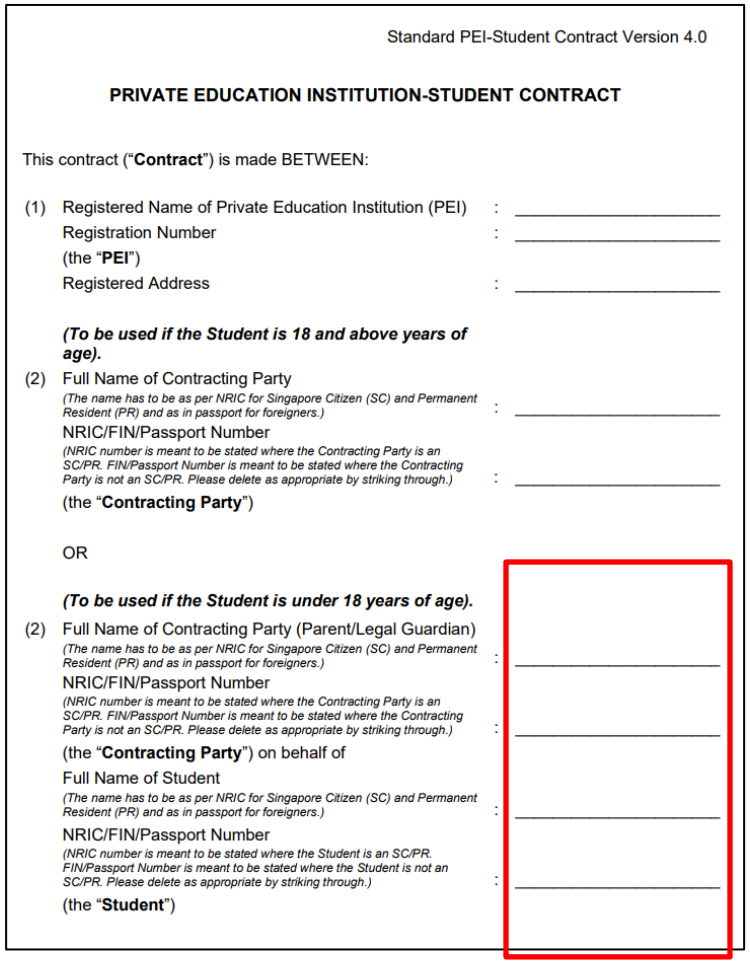

Standard PEI-Student Contract Version 4.0

PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This contract ("**Contract**") is made BETWEEN:

(1) Registered Name of Private Education Institution (PEI) : _____
Registration Number : _____
(the "**PEI**")
Registered Address : _____

(To be used if the Student is 18 and above years of age).

(2) Full Name of Contracting Party
(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.) : _____
NRIC/FIN/Passport Number
(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.) : _____
(the "**Contracting Party**")

OR

(To be used if the Student is under 18 years of age).

(2) Full Name of Contracting Party (Parent/Legal Guardian)
(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.) : _____
NRIC/FIN/Passport Number
(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.) : _____
(the "**Contracting Party**") on behalf of
Full Name of Student
(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.) : _____
NRIC/FIN/Passport Number
(NRIC number is meant to be stated where the Student is an SC/PR. FIN/Passport Number is meant to be stated where the Student is not an SC/PR. Please delete as appropriate by striking through.) : _____
(the "**Student**")

- The preliminary section of the student contract contains the terms and conditions. Please ensure that your information is accurate.
- For Item (2) Full name of Contracting Party, your name must be according to your NRIC or Passport.
- Please put "N.A." for any field not applicable to you. For example, if you are 18 years old and above, indicate "N.A." here

Note for Students when executing the contract

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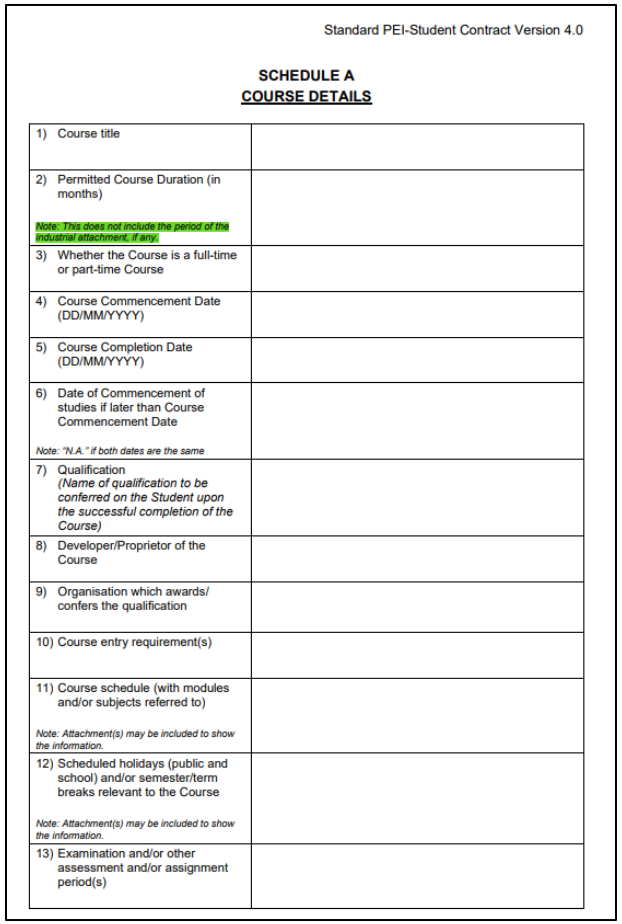

Standard PEI-Student Contract Version 4.0

SCHEDULE A
COURSE DETAILS

1) Course title	
2) Permitted Course Duration (in months) *Note: This does not include the period of the industrial attachment, if any.*	
3) Whether the Course is a full-time or part-time Course	
4) Course Commencement Date (DD/MM/YYYY)	
5) Course Completion Date (DD/MM/YYYY)	
6) Date of Commencement of studies if later than Course Commencement Date *Note: "N.A." if both dates are the same*	
7) Qualification *(Name of qualification to be conferred on the Student upon the successful completion of the Course)*	
8) Developer/Proprietor of the Course	
9) Organisation which awards/ confers the qualification	
10) Course entry requirement(s)	
11) Course schedule (with modules and/or subjects referred to) *Note: Attachment(s) may be included to show the information.*	
12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the Course *Note: Attachment(s) may be included to show the information.*	
13) Examination and/or other assessment and/or assignment period(s)	

COURSE INFORMATION SCHEDULE A:

In this section, you will find information about the course you have chosen, such as Course title, 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$)
Note: Show full breakdown of total payable course fees.	
Total Course Fees Payable	

INSTALMENT SCHEDULE

Instalment[1] Schedule	Amount (with GST, if any) (S$)	Date Due[2]
1st instalment 2nd instalment Etc.		
Total Course Fees Payable:		

1. Each instalment amount shall not exceed the following:
   - 12 months' worth of Course Fees for EduTrust certified PEIs*; or
   - 6 months' worth of Course Fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or
   - 2 months' worth of Course Fees for non-EduTrust-certified PEIs without IWC*.

   * *Delete as appropriate by striking through.*

2. 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, medical insurance 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).

Note for Students when executing the contract

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Standard PEI-Student Contract Version 4.0

SCHEDULE C
MISCELLANEOUS FEES

Type and Purpose of Fees	Amount (with GST, if any) (S$)
Examples include late payment fees, replacement of student ID, re-taking examinations	

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.

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Note for Students when executing the contract

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SCHEDULE D REFUND POLICY	
% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	**If the Contracting Party's written notice of withdrawal is received:**
[100]	more than [14] working days before the Course Commencement Date
[50]	on or before, but not more than [14] working days before the Course Commencement Date
[0]	after, but not more than [14] working days after the Course Commencement Date
[0]	more than [14] working days after the Course Commencement Date

SCHEDULE D:

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

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

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

Note for Students when executing the contract

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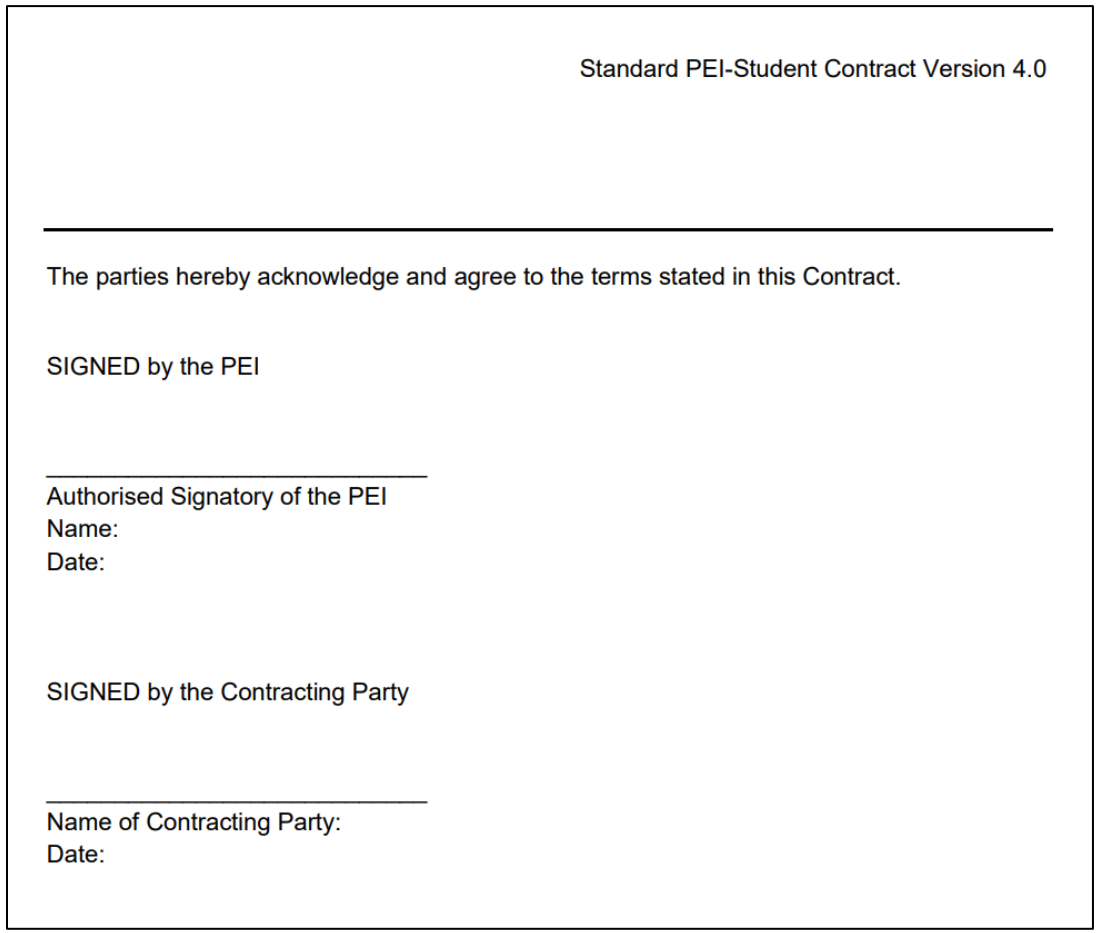

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The parties hereby acknowledge and agree to the terms stated in this Contract.

SIGNED by the PEI

_____
Authorised Signatory of the PEI
Name:
Date:

SIGNED by the Contracting Party

_____
Name of Contracting Party:
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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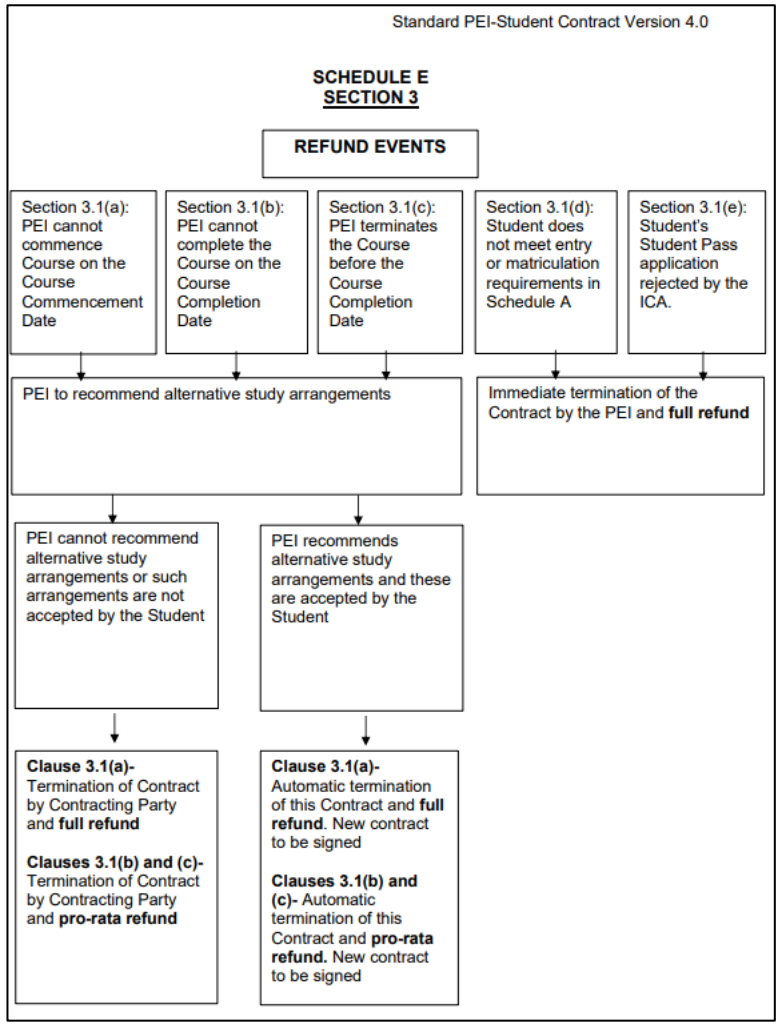

REFUND POLICY

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

1. Refund based on cooling-off period of ten (10) calendar days **commencing from and including the date the** Contract has been signed by both parties) – Refund rate: 100%
2. Refund for withdrawal due to non-delivery of course – Refund rate based on Schedule E (refer to Section 3 Refund Events).
3. Refund for withdrawal due to other reasons – Refund rate based on Schedule D (refer to Refund Table).

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

- Course application fee
- Prevailing Goods and Services Tax (GST)
- Miscellaneous fees
- FPS insurance premium
- 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 deferment, transfer or withdrawal will not be more than 4 weeks.
- All requests for deferment, transfer or withdrawal 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. However, Lithan will review each request on case-by-case basis

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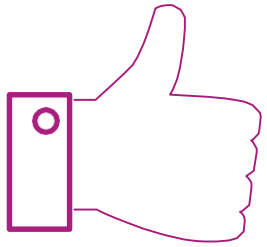

Thank you.

Any questions?
You can send an email to Lithan at
info@lithan.com