

## 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   | : | KLC INTERNATIONAL |
|   |  | : | INSTITUTE         |
|   | Registration Number  | : | 201003423H        |
| (2) Full Name of Student : _____                |  |   |                   |
|   | <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> |   |                   |
|   | NRIC Number (for SC/PR)*   | : | _____             |
|   | Student's Pass Number (if available)/  | : | _____             |
|   | Passport Number (for international student)*   | : | _____             |
| (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 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 seven (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.
- 3.8** SSG/WSG Subsidy, Funding etc.: If the Student fails to complete a module (or modules as the case may be) after the commencement of the module (or modules), he/she shall be liable to pay the full fees for the consumed portion of that module (or modules). A failure to complete the module (or modules) shall include the Student leaving the Programme, either through the withdrawal of his/her own accord or termination of candidature by the PEI after the commencement of the module (or modules), who fail



to achieve a 75% attendance and/or failed to be assessed for the modules (or each module if there are more than 1 module), or who have been assessed but failed to meet the requirements for each module (or modules).



**SCHEDULE A**  
**COURSE DETAILS**

1) Course Title	
2) Course Duration (in months)	
3) Full-time or Part-time Course	
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	
8) Organisation which develops the Course	
9) Organisation which awards/ confers the qualification	
10) Course entry requirement(s)	
11) Course schedule with modules and/or subjects	
12) Scheduled holidays (public and school) and/or semester/term break for course	
13) Examination and/or other assessment period	
14) Expected examination results release date	
15) Expected award conferment date	



**SCHEDULE B  
COURSE FEES**

<b>Fees Breakdown</b> <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (with GST, if any) (S\$)
Total Course Fees Payable with GST	
No of Instalments:	

**INSTALMENT SCHEDULE**

<b>Instalment<sup>1</sup> Schedule</b>	Amount (with GST, if any) (S\$)	Date Due <sup>2</sup>
1st Instalment		
2nd Instalment		
Etc.		
<b>Total Course Fees Payable:</b>		

- Each instalment amount shall not exceed the following:
  - 12 months' worth of fees for EduTrust certified PEIs\*;  
~~• 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 FEES**<sup>3</sup>

Purpose of Fee	Amount (with GST*, if any) (S\$)
Late Submission/Re-submission of Assignment	\$86.40
Request for Certified True Copy of Transcript / Certificate (per e-copy)	\$32.40
Request for second and subsequent hard copy of WSQ e-Cert and e-Transcripts	\$32.40
Request for hard copy of KLCII e-Transcript / KLCII e-Letter of Completion	\$32.40
Request for second and subsequent hard copy of KLCII e-Letter of Completion (intakes before April 2021)	\$32.40
Administrative fee: Request for certifying / verification letter (per e-copy)	\$32.40
Administrative fee for retrieval of past records that are 5 years or older after graduation	\$108.00 per request
Administrative fee for deferment / transfer request	\$216.00
Administrative fee for exemption request per module / unit	\$324.00
Late payment charge	1% of overdue payments per 30 days
Administrative fee for incomplete payment	\$32.40 per incomplete payment
Supplementary Assessment Fee (for those who failed 1st attempt)	\$54.00
Re-sit examination fee (for those who have missed the exam due to personal reason)	\$108.00
Re-take examination fee (for students who was caught cheating)	\$432.00
Administrative fee: Appeal for review of Assignment / Examination Results	\$86.40 per request
Fee protection Scheme – Fees for re-take modules	0.6% of course fees
Student's Pass Processing Fees (Payable to ICA)	\$30.00 (No GST is required)



Administrative fee for second and subsequent digital copy of KLCII e-Transcript, KLCII e-Letter of Completion, WSQ e-Cert and e-Transcripts	\$32.40 per set per request
Fees for Graduation Ceremony (Degree)	\$80.00 - \$120.00
Fees for Graduation Ceremony (Non Degree)	\$50.00 - \$80.00
Medical Insurance Premium Payment	\$71.28 per policy year
Overdue charges for library items	\$0.20 per item per day
Loss / Damage of library items	\$15 Admin Fees on top of retail price of the item
One unit of graduation certificate holder	\$10.80
Student Activities	Maximum \$35 per activity
Courier Service Fee	\$21.60 per request

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.

**A one-time administrative fee of \$108.00 (inclusive of 8% GST\*) will apply to each of the following requests:**

Purpose of Fee	Amount (with GST*, if any) (\$)
Re-take module/unit fee (due to failure or low attendance)	\$12.31 per hour
Re-take practicum fee (due to failure or low attendance)	\$324.00 per practicum
One teacher to one student replacement lesson(s)	\$129.60 per hour

*\*Fees are based on prevailing GST rate of 8%*



**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 [29] days before the Course Commencement Date
[50%]	before, but not more than [29] days before the Course Commencement Date
[0%]	after, but not more than [1] day after the Course Commencement Date
[0%]	more than [1] day 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:  
 Date:

\_\_\_\_\_  
 Name of Parent or Legal Guardian:  
 Date: