

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 : PICKERING INSTITUTE
 Registration Number : 202320948E
- (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)* : _____
- (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 1 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	Diploma in Business Sustainability
2) Course Duration (in months)	8
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	01/10/2024
5) Course Completion Date	30/06/2025
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 (Name of award to be conferred on the Student upon successful Course completion)	Diploma in Business Sustainability
8) Organisation which develops the Course	Pickering Institute
9) Organisation which awards/ confers the qualification	Pickering Institute
10) Course entry requirement(s)	<p>Minimum Age: 16</p> <p>Academic Level:</p> <ul style="list-style-type: none"> • Minimum 1 GCE A-Level pass; OR • Other private or foreign qualifications will be assessed on a case-by-case basis (based on the equivalence to the GCE A-Level); OR • Mature candidates (30 years old and above, with a minimum of 8 years of work experience) <p>Language Proficiency:</p> <ul style="list-style-type: none"> • At least C6 in GCE O-Level English or equivalent
11) Course schedule with modules and/or subjects	Refer to Overall Schedule
12) Scheduled holidays (public and school) and/or semester/term break for course	Follow the Singapore public holidays from MOM website: www.mom.gov.sg

13) Examination and/or other assessment period	Refer to Overall Schedule
14) Expected examination results release date	Approximately 30 days after exams date.
15) Expected award conferment date	30/08/2025

SCHEDULE B

COURSE FEES

Fees Breakdown <i>Note: show full breakdown of total payable course fees</i>	Total Payable (with GST, if any) (S\$)
Course Fee	S\$ 8,000.00
Student Development Fee	S\$ 500.00
Total Course Fees Payable:	S\$ 8,500.00
No of Instalments:	4

INSTALMENT SCHEDULE

Instalment¹ Schedule	Amount (with GST, if any) (S\$)	Date Due²
1st instalment	S\$ 2,500.00	15/09/2024
2nd instalment	S\$ 2,000.00	15/11/2024
3rd instalment	S\$ 2,000.00	15/01/2025
4rd instalment	S\$ 2,000.00	15/03/2025
Total Course Fees Payable:	S\$ 8,500.00	

1. 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.*

2. 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\$)
Event Fee	To be advised upon registration
Courier fee to despatch documents	To be advised upon request
Graduation package and guest ticket	To be advised upon registration
Late submission of term deferment request (administration fees)	S\$ 100.00
Deferment (administration fees)	S\$ 100.00
Course transfer fee	S\$ 200.00
Re-examination / Re-assessment / Coursework resubmission	S\$ 200.00
Appeal for review of coursework / examination result for each module	S\$ 200.00
Academic misconduct appeal	S\$ 200.00
Reprint of hard copy Certificate (per copy), excludes e-learning courses	S\$ 200.00
Reprint of hard copy Transcript (per copy) excludes e-learning courses	S\$ 30.00
Hard copy / digital copy Certifying letter (per copy)	S\$ 20.00
Hard copy / digital copy Course outline (per request)	S\$ 20.00
Admin fee for request for access to personal data (per request)	S\$ 10.00
Late payment fee	S\$ 100.00
Reprint of Official Receipt per copy	S\$ 5.00
Administrative Fee Per Further Instalment Breakdown (After First Course Fee Instalment Payment)	S\$ 50.00
Re-module fee	S\$ 800.00

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:
[80%]	more than [28] days before the Course Commencement Date
[50%]	before, but not more than [28] days before the Course Commencement Date
[0%]	after, but not more than [0] days after the Course Commencement Date

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

SIGNED by the Pickering Institute

 Authorised Signatory of Pickering Institute
 Name: Jiang Shengbo
 Date:

 Seal of Pickering Institute

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: