



**CAPITAL COLLEGE**  
OF THE ARTS, MANAGEMENT AND TECHNOLOGY

**STANDARD PEI-STUDENT CONTRACT**

**BETWEEN**

**CAPITAL COLLEGE OF THE ARTS,  
MANAGEMENT AND TECHNOLOGY**

**AND**

**STUDENT NAME**  
**NRIC / FIN No**

**Batch-Type**

## 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   | : | <b>Capital College of The Arts,<br/>Management and<br/>Technology</b> |
|     | Registration Number  | : | <b>201223295N</b>   |
| (2) | Full Name of Student<br><i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> | : | <b>Student Name</b>   |
|     | NRIC Number (for SC/PR)*   | : | <b>NRIC/FIN No</b>  |
|     | <del>Student's Pass Number (if available)/</del>   | : |   |
|     | Passport Number (for international student)*   | : | <b>N.A.</b>   |
| (3) | Full Name of Parent/Legal Guardian*<br>(if Student is under eighteen (18) years of age)  | : | <b>N.A.</b>   |
|     | NRIC/Passport Number*  | : | <b>N.A.</b>   |

\* 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 30 days \* 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.

## **SCHEDULE A**

### **COURSE DETAILS**

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

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

**SCHEDULE B**  
**COURSE FEES**

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Course Material fee	
Course fee	
<b>Total Course Fees Payable:</b>	
<b>No of Instalments:</b>	

**INSTALMENT SCHEDULE**

Instalment <sup>1</sup> Schedule	Amount (with GST, if any) (S\$)	Date Due <sup>2</sup>
1 <sup>st</sup> instalment	S\$	Date
2nd instalment	S\$	Date
3rd instalment	-	-
4th instalment	-	-
5th instalment	-	-
6th instalment	-	-
7th instalment	-	-
8th instalment	-	-
<b>Total Course Fees Payable:</b>	-	

1. Each instalment amount shall not exceed the following:
- 12 months' worth of fees for Edu Trust certified PEIs\*; or
  - ~~6 months' worth of fees for non-Edu Trust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)\*; or~~
  - ~~2 months' worth of fees for non-Edu Trust-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 FEES**<sup>3</sup>

Purpose of Fee	Amount (with GST, if any) (S\$)
Supplementary Examination Fee(Per subject)	100
Examination appeal fee (Per subject)	100
Re-submission Fee (Project and assignment)	100
Late Payment Charges	100
Transfer Fee (Per course)	150
Programme Deferment Fee	100
Reprint of Transcript	100
Reprint of Certificate	150

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 30 days before the Course Commencement Date
50%	before, but not more than 30 days before the Course Commencement Date
25%	after, but not more than 15 days after the Course Commencement Date
0%	more than 15 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

\_\_\_\_\_  
Name of Student: **Name of Student**

Date: **Date**

SIGNED by the Student's parent or legal guardian  
(if the student is under eighteen (18) years of age)

**NA**

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

Date: **NA**