

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 | : | ACESTAR INTERNATIONAL |
| | | : | COLLEGE PTE.LTD. |
| | Registration Number | : | 201627982K |
| (2) Full Name of Student : ABC | | | |
| | <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> | | |
| | NRIC Number (for SC/PR)* | : | SXXXX435H |
| | Student's Pass Number (if available)/ | | |
| | Passport Number (for international student)* | : | NA |
| (3) Full Name of Parent/Legal Guardian* | | | |
| | (if Student is under eighteen (18) years of age) | : | NA |
| | NRIC/Passport Number* | : | NA |

* 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 ____ 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 MECHANICAL ENGINEERING
2) Course Duration (in months)	12 Months
3) Full-time or Part-time Course	Part-time
4) Course Commencement Date	02 JANUARY 2022
5) Course Completion Date	02 Dec 2022
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	NA
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	DIPLOMA IN MECHANICAL ENGINEERING
8) Organisation which develops the Course	ACESTAR INTERNATIONAL COLLEGE PTE.LTD
9) Organisation which awards/ confers the qualification	ACESTAR INTERNATIONAL COLLEGE PTE.LTD.
10) Course entry requirement(s)	<p>Academic Requirement:</p> <p>Minimum Entry Requirements (MER): A pass is required for the requirement of Minimum 3 'O' Level or equivalent qualifications, including English and any 2 Science subjects.</p> <p>Language Proficiency:</p> <p>A pass in 'O' Level English or Higher Secondary Pass in English</p> <p>For applicants who do not possess 'O' Level qualification, the equivalent qualifications that will be considered for the academic requirement are as follows: Secondary Education Certificate (for students from Bangladesh) Higher Secondary School Certificate (for students from India)</p>

	<p>The requirements for English language proficiency may vary by country and education system. For example, in India, a Higher Secondary Pass in English Language typically requires a minimum of 40% marks in the subject, while in Bangladesh, a minimum GPA of 2.5 in English in the Higher Secondary Certificate exam is typically required.</p> <p>(or)</p> <ul style="list-style-type: none"> • Matured candidate should be at least 30 years old with minimum of 8 years working experience (or) • Other Candidates with industry experience will be considered on a case-by-case basis
11) Course schedule with modules and/or subjects	Refer to below appendix A
12) Scheduled holidays (public and school) and/or semester/term break for course	The school follows the Public Holidays as stated on the Ministry of Manpower website (www.mom.gov.sg)
13) Examination and/or other assessment period	<p>We confirm that for any student who fails the module, he/she can still proceed to the next module.</p> <p>The re-sit will happen within 18 months of course commencement date.</p> <p>All re-sitting will be processed and arranged for students to re-sit the failed module(s) on the dates advised by the ACESTAR INTERNATIONAL COLLEGE PTE.LTD.</p> <p>Refer to below appendix A</p>
14) Expected examination results release date	<p>Internal Assessment: 2 weeks after the test date</p> <p>External Exams: Check exam schedule on website</p>
15) Expected award conferment date	NA

Appendix A

Course schedule with modules and examination / assessment period

SUBJECT	DAYS	TIME	DURATION
Engineering Mathematics	Weekly 2 days Tue & Friday	3 hours per day	02/01/2022 To 15/02/2022
Engineering Drawing	Weekly 2 days Tue & Friday	3 hours per day	16/02/2022 To 30/03/2022
Thermodynamics	Weekly 2 days Tue & Friday	3 hours per day	01/04/2022 To 15/05/2022

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Fluid Mechanics	Weekly 2 days Tue & Friday	3 hours per day	16/05/2022 To 30/06/2022
Strength of Materials	Weekly 2 days Tue & Friday	3 hours per day	01/07/2022 To 15/08/2022
Manufacturing Technology	Weekly 2 days Tue & Friday	3 hours per day	16/08/2022 To 30/09/2022
Mechatronics	Weekly 2 days Tue & Friday	3 hours per day	01/10/2022 To 15/11/2022
Workplace Safety	Weekly 2 days Tue & Friday	3 hours per day	16/11/2022 To 31/12/2022
Examination and/or other assessment period	15/02/2022- Engineering Mathematics 30/03/2022- Engineering Drawing 15/05/2022- Thermodynamics 30/06/2022- Fluid Mechanics 15/08/2022- Strength of Materials 30/09/2022- Manufacturing Technology 15/11/2022- Mechatronics 31/12/2022 -Workplace Safety		

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
<i>Note: show full breakdown of total payable course fees</i>	
Admin Fee	100.00
Course Fee	200.00
Course Notes Fee	2,700.00
Examination Fee	NA
Medical Insurance	NA
Total Course Fees Payable:	S\$3,000.00
No of Instalments:	6

INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (S\$)	Date Due ²
1	500.00	02/01/2022
2	500.00	02/03/2022
3	500.00	02/05/2022
4	500.00	02/07/2022
5	500.00	02/09/2022
6	500.00	02/11/2022
Total Course Fees Payable:	3,000.00	

1. Each instalment amount shall not exceed the following:

- 12 months' worth of fees for EduTrust certified PEIs*²; or
- 6 months' worth of fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*²; 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\$)
Fees to be paid; Course Transfer Fee	50
2 nd Attempt Re-assessment per module	75
Replacement of Certificate	50
Student ID Card	10
Graduation Fees	50

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 [14] days before the Course Commencement Date
[75]	before, but not more than [14] days before the Course Commencement Date
[25]	after, but not more than [7] days after the Course Commencement Date
[0]	more than [7] 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: Kamaraj Gnanaprakasam
 Date: 05/01/2023

 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)

NA

 Name of Student: ABC

 Name of Parent or Legal Guardian:

Date: 05/01/2023

Date: