STANDARD PEI-STUDENT CONTRACT

BETWEEN

< SAE INSTITUTE PTE LTD >

AND

< NAME OF STUDENT >
Dear Student,

The PEI-Student contract is an important legal agreement between the PEI and you.

The PEI is required to explain to you the contents of the contract in English and if necessary, in your native language too. If available, you can also request for the translated contract in your native language.

**IMPORTANT – TAKE NOTE**

a) Do not make payment before signing the contract
b) Sign two original copies of the contract. You retain one original copy after signing.
c) No amendments are allowed on the contract after signing unless both the PEI and you sign beside the amendments made

The contract is divided into different sections. Below is a list showing you where all the key information can be found in the different sections.

Ensure that all the key information listed below is provided for in the contract which you intend to sign with the PEI. You should only sign if you are clear and satisfied with the contract.

Section 1 – Course Information and Fees.

a) The course details you intend to study in. It must show when the course begins, and when it ends, and the course full schedule.
b) Name of the organisation which develops and awards the qualification, and the expected date of receiving your qualification
c) The course fees and payment schedule (with exact payment dates) stated in Schedule 2.1, and payable miscellaneous fees in Schedule 2.2

Section 2 – Refund Policy

a) The PEI's refund policy is clearly stated in Clause 2.4. You must be comfortable with this refund policy before signing the contract.
b) You can receive full refund of course fees and any payable miscellaneous fees if any of the events under Clause 2.1 occurs
c) There is a cooling-off period of at least 7 working days for maximum refund in Clause 2.5. You can receive maximum refund stated in Clause 2.4 if you withdraw from the course within 7 working days after signing the contract.

Section 3 – Fee Protection Scheme (FPS)

a) Find out how your fees are protected under FPS and how you can pay your fees.
b) Escrow - pay fees only to your PEI's escrow bank and no one else, including your PEI and agent, if applicable.
c) Insurance - check that the insurance period begins from the date that you pay your course fees to the PEI (and not the date that your course begins).
d) Clause 3.2 shows the maximum instalment amount that you need to pay
Section 4 – Medical Insurance Scheme
You would be covered by medical insurance arranged for by your PEI.

Section 5 – 11
These sections contain additional information to guide you on what to do and where to go if you have a problem with your PEI, how to apply for a Student’s Pass, what to expect when your PEI changes ownership/management, and other relevant matters.

I, ________________________________ [name], hereby acknowledge that on this ___________ [date in DD/MM/YYYY format], the PEI has brought to my attention the details of the PEI-Student contract and I fully understand the content and my rights.

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: ___________________________

NRIC / Passport No: ___________________________
PEI-STUDENT CONTRACT BETWEEN PRIVATE EDUCATION INSTITUTION AND STUDENT

Contract Number: _______

This Contract is dated ________________ (DD/MM/YYYY) and made between:

(1) Full Name of Private Education Institution (“PEI”) : SAE INSTITUTE PTE LTD
Unique Entity Number (UEN) : 200506148G
CPE Registration Number (where applicable) : 200506148G
EduTrust Certificate No. (where applicable) : 
Address : The Riverwalk Galleria, 20 Upper Circular Road #01-42/49, Singapore 052416
Contact Number : +65 63334384

(2) Full Name of Student (“Student”) :
(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*
Passport Country of Issue (where applicable)* : 
NRIC Number (for SC/PR) / Passport Number and Student’s Pass Number (for international student)* : 
Nationality : 
Date of Birth (DD/MM/YYYY) : 
Address (Singapore Residence) : 
Address (Overseas Residence, for international student) : 
Contact Number in Singapore (for SC/PR and international student) : 
Contact Number in Home Country (for international student) : 

(3) Full Name of Parent/Legal Guardian***
(if Student is under eighteen (18) years of age) : 
NRIC/Passport Number* : 
Passport Country of Issue (where applicable)* : 
Nationality : 
Occupation : 
Address : 
Contact Number : 

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1. COURSE INFORMATION AND FEES

1.1 Name of Course:
Course applied for (the “Course”): _____________________________
The PEI hereby confirms that the Course and its content have been permitted by the Council for Private Education and other relevant authorities.

1.2 Full-time or Part-time Course: ____________________________

1.3 Date of Course Commencement and Completion:
Date of commencement of the Course (“Course Commencement Date”): ____________________________
Date of completion of the Course (“Course Completion Date”): ____________________________

1.4 Course Duration (in months): ____________________________

1.5 Course Details:
PEI shall set out in Schedule 1 the details of the course including but not limited to:
(i) Course entry requirement(s);
(ii) Course learning outcome(s);
(iii) Module synopses;
(iv) Course schedule with modules and/or subjects;
(v) Scheduled holidays (public and school) and/or semester/term break for course;
(vi) Examination and/or other assessment period; and
(vii) Expected examination results release date.
The PEI hereby confirms that it has verified that the Student has met the course entry requirement(s) and is informed of the course details stated in Schedule 1 prior to signing this Agreement.

1.6 Type of Qualification:
Name of award to be conferred on the Student upon successful Course completion: ____________________________
Type of award: Diploma
Others (please specify): NA

1.7 Organization which Develops the Course: ____________________________
1.8 **Organization which Awards/Confers the Qualification:**

1.9 **Expected Award Conferment Date:**

1.10 **Student Arrival:**

Latest date on which Student has to commence residence in Singapore (applicable for international students):

1.11 **Course Fees:**

The course fees shall be apportioned as set out in Schedule 2.1 ("Course Fees") and shall, subject to Clauses 2 and 3, be payable on or before the dates set out therein.

1.12 **Miscellaneous Fees:**

In addition to the Course Fees, the miscellaneous fees set out in Schedule 2.2 may be payable by the Student (the "Miscellaneous Fees").

1.13 **Payment of Course Fees and Miscellaneous Fees:**

The Course Fees set out in Schedule 2.1 shall be paid on or before the dates specified therein as set out in:

(i) Clause 3.3 if the PEI adopts an escrow account; or

(ii) Clause 3.4 if the PEI adopts an insurance facility.

All other fees payable (being the Miscellaneous Fees set out in Schedule 2.2) shall be paid to the PEI on or before the dates specified in Schedule 2.2.

1.14 **Issue of Receipts:**

For every payment made by the Student to the PEI, the PEI shall issue a receipt to the Student including but not limited to the following:

(i) Student’s name;

(ii) Student’s identification number;

(iii) Payment intention;

(iv) Amount paid;

(v) Payment breakdown;

(vi) Date of payment;

(vii) Course name; and

(viii) Course identification number.

2. **REFUND POLICY**

2.1 **Notification and Arrangement**

PEI shall inform the Student immediately within three (3) working days if:

(i) It fails, for any reason, to commence the Course on the Course Commencement Date;

(ii) It terminates the Course, for any reason, prior to the Course Commencement Date;

(iii) It fails, for any reason, to complete the Course by the Course Completion Date;

(iv) It terminates the Course, for any reason, prior to Course Completion Date; or
The Student’s Pass application is rejected by Immigration and Checkpoint Authority (ICA).

The PEI shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (iv), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

2.2 Withdrawal for Cause:
Subject to Clause 9, the Student shall be entitled to immediately withdraw from the Course by giving written notice to the PEI of his/her intention to do so if the PEI is in breach of any of its obligations under this Agreement or fails to perform its obligation(s) under the circumstances in Clause 2.1 (i) to (iv).

2.3 Refunds for Withdrawal for Cause:
For circumstances under Clause 2.1, the PEI shall, within seven (7) working days after notifying the Student, refund to the Student:
(i) The entire amount of the Course Fees; and
(ii) The Miscellaneous Fees*.

The PEI shall also, as soon as practicable after receiving the Student’s notice of withdrawal under Clause 2.2 (and in any event no later than seven (7) working days after receiving such notice) refund to the Student the amounts stated in this Clause 2.3.

2.4 Refunds for Withdrawal Without Cause:
Where the Student withdraws from the Course for any reason other than those set out in Clause 2.2 or Clause 9, the PEI shall, subject to Clause 3.5, as soon as practicable after receiving the Student’s written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice) refund to the Student the following sums (less any applicable bank administrative charges properly paid/payable under Clause 3):

<table>
<thead>
<tr>
<th>% of [the aggregate amount of the fees paid under Clause 1.11 and 1.12]</th>
<th>If Student’s written notice of withdrawal is received</th>
</tr>
</thead>
<tbody>
<tr>
<td>[98] (“Maximum Refund”)</td>
<td>More than [14] days before the Course Commencement Date</td>
</tr>
<tr>
<td>[75]</td>
<td>Before, but not more than [14] days before the Course Commencement Date</td>
</tr>
<tr>
<td>[75]</td>
<td>After, but not more than [7] days after the Course Commencement Date</td>
</tr>
<tr>
<td>[50]</td>
<td>More than [7] days after the Course Commencement Date, but not more than [30] days after the Course Commencement Date</td>
</tr>
<tr>
<td>[0]</td>
<td>More than [30] days after the Course Commencement Date</td>
</tr>
</tbody>
</table>
2.5 **Cooling-Off Period**

The PEI shall provide the Student with a cooling-off period of 7 working days <at least seven (7) working days> after signing this Agreement. Within these 7 days and regardless whether the Course Commencement Date has passed, the Student can submit written notice of withdrawal to the PEI and receive the Maximum Refund amount stipulated by the PEI under Clause 2.4 (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, any PEI administrative charges which are stipulated in the Miscellaneous Fees and any applicable bank administrative charges properly paid/payable under Clause 3). Any dispute in respect of how much Course Fees have been consumed pursuant to this clause shall be referred to mediation at the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SI Arb) through the CPE Student Services Centre pursuant to Clause 5.4, and only in respect of such decision, the decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SI Arb) shall be final and binding on all parties.

The PEI shall also bring to the Student's notice Schedule 3 by notifying the student of his rights under the cooling-off period, and receive written acknowledgement as provided therein by the Student that Schedule 3 has been brought to his notice. In the event that the notice in Schedule 3 has not been brought to the Student’s attention, the cooling-off period of 7 working days shall only commence from the date that Schedule 3 has been brought to the Student’s notice, and the Student has acknowledged the same. The Student shall have the right to withdraw from the Course and receive a refund as stated in this Clause 2.5 anytime before the notice in Schedule 3 has been brought to the Student’s attention.

This Clause 2.5 takes precedence over the PEI’s refund policy stated in Clause 2.4.

2.6 **Deemed Withdrawal:**

A Student who transfers from the Course to another course with the PEI shall, for the purposes of this Clause 2, be deemed to have withdrawn from the Course and the provisions of Clause 2.4 shall apply save as otherwise agreed between the PEI and the Student.

2.7 **Change of Course:**

Further to Clause 2.6, a fresh PEI-Student Contract under this format shall be executed between the PEI and the Student for any change of Course, whether with the same PEI or otherwise.

3. **FEE PROTECTION SCHEME (FPS)**

3.1 **PEI's Undertaking to have FPS:**

The PEI hereby confirms and undertakes to the Student that it has in place a Fee Protection Scheme as stipulated by the Council for Private Education (CPE) (the “FPS”) by way of an insurance facility.

PEI-appointed FPS provider: Lonpac Insurance BHD

3.2 The PEI hereby undertakes to the Student that as stipulated under the FPS, the PEI shall collect fees in equal instalment amounts from the Student with each collection
not exceeding the collection cap calculated according to the following formula*:

(i) EduTrust-certified PEI (12-month) \( \frac{X}{Z} \times 12 = (\text{________________________}) \)

(ii) Non-EduTrust-certified PEI (6-month) \( \frac{Y}{Z} \times 6 = (\text{________________________}) \)

(PEI is a member of the industry-wide course fee protection scheme under Enhanced Registration Framework or has put in place the FPS in the form of an escrow account or insurance facility)

(iii) Non-EduTrust-certified PEI (2-month) \( \frac{Y}{Z} \times 2 = (\text{________________________}) \)

(PEI is not a member of the industry-wide course fee protection scheme under Enhanced Registration Framework and has not put in place the FPS in the form of an escrow account or insurance facility)

where \( X \) is the total amount of the payable Course Fees set out in Schedule 2.1;

\( Y \) is the course fees under the Enhanced Registration Framework; and

\( Z \) is the total duration of Course (in months) as stipulated in Clause 1.4.

3.3 [Where FPS is in the form of Insurance facility]:

A copy of the master insurance agreement between CPE, HongKong and Shanghai Banking Corporation Insurance and Lonpac Insurance Bhd (the “Master Insurance Agreement”) and acceded to by the PEI for the purpose of insuring, among other things, the Student is available on the PEI’s website at http://Singapore.sae.edu. The Master Insurance Agreement sets out, among other things, the events under which Lonpac Insurance Bhd shall indemnify the Student for Fees paid to the PEI.

[The Student acknowledges that he/she has read and has understood the terms of the Master Insurance Agreement and hereby agrees to the terms and conditions therein].

The PEI hereby undertakes that:

(i) The cover under the Master Insurance Agreement shall be extended to the Student;

(ii) The Student receives the certificate of insurance on the same day the Student pays the fee; and

(iii) The insured period should commence from the fee payment date to at least the next payment date.

3.4 No Double Claim:

For the avoidance of doubt, if the Student and/or his/her parent/guardian receives any payment from the PEI or the Insurance Company pursuant to a provision of this Agreement or the Master Insurance Agreement in respect of any matter or damage, then the Student and his/her parent/guardian shall not be entitled to claim against the PEI or the Insurance Company for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Insurance Agreement.
4. MEDICAL INSURANCE SCHEME

4.1 PEI's Undertaking to provide medical insurance coverage:
The PEI hereby confirms and undertakes to the Student that it has in place a medical insurance scheme for all its students as required by CPE under EduTrust certification scheme. This medical insurance scheme shall minimally provide for an annual coverage limit of not less than S$20,000 per student, at least B2 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration, and the Student is encouraged to seek advice on whether more comprehensive insurance cover is required or desired.

PEI-appointed medical insurance provider: AXA Insurance Singapore Pte Ltd

SC/PR and non-Student's Pass International Students (Opt out)
A SC/PR or a non-Student's Pass international student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by the PEI. If the preceding condition holds and if the Student opts out, he is to tick the box on the right and sign on the dotted line below the box.

Signature: ......................................
(To be signed by Legal Guardian if the Student is under eighteen (18) years of age)

5. GOVERNING LAW AND DISPUTE RESOLUTION

5.1 Governing Law:
This Agreement shall be governed by, and construed in accordance with, the laws of Singapore.

5.2 Grievance Procedure:
The PEI shall, within 10 working days of this Agreement and in any event no later than the Course Commencement Date, provide the Student with a copy of its student handbook or such other document which shall prescribe a formal grievance procedure for the purpose of providing a timely and fair method of resolving disputes arising from this Agreement or such other matter as may relate to the Student's enrolment at the PEI.

The terms of this contract shall take precedence over any provision in the student handbook or any other document provided by the PEI. Nothing in the student’s handbook or any other document provided by the PEI shall limit or restrict the Student from filing a complaint at any time with the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIarb) through the CPE Student Services Centre pursuant to Clause 5.3, or thereafter to file such legal proceedings against the PEI as the Student might deem fit.
5.3 **Third Party Mediation:**
In the event that the Student and the PEI are unable to resolve a dispute in accordance with the grievance procedure referred to in Clause 5.2, the Student and the PEI shall refer the dispute to the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SI Arb) through the CPE Student Services Centre for mediation prior to instituting any legal action or proceedings. The Student and the PEI hereby agree to such procedures and to pay such fees as the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SI Arb) may prescribe from time to time for the purpose of resolving their dispute.

5.4 **Jurisdiction:**
The parties hereby irrevocably agree that the courts of Singapore are to have jurisdiction to settle any disputes which may arise out of or in connection with this Agreement which cannot be settled successfully through the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SI Arb) and that, accordingly, any legal action or proceedings arising out of or in connection with this Agreement ("Proceedings") may be brought in those courts and the parties irrevocably submit to the jurisdiction of those courts PROVIDED THAT nothing in this Clause shall limit the right of any party to take Proceedings in any other court of competent jurisdiction nor shall the taking of Proceedings in one or more jurisdictions preclude that party from taking Proceedings in any other jurisdiction, whether concurrently or not.

6. **INTERNATIONAL STUDENTS (where applicable)**

6.1 **Student’s Pass Application:** The PEI undertakes to use best efforts to assist the Student if he/she requires a Student’s Pass from the ICA. This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student’s enrolment and immigration status, and doing all such things as may be necessary to procure the Student’s Pass on behalf of the Student.

6.2 **Student’s Pass Not Transferable:** The Student’s Pass issued under Clause 6.1 is not transferable and will expire upon the Student ceasing to be a student of the PEI. The PEI is under an obligation to inform the ICA of the Student’s withdrawal from, or completion of his/her course of study at the PEI, and the Student shall deliver to the PEI, within 3 working days of the Student ceasing to be a student of the PEI, the passport and Student’s Pass of the Student for cancellation of the Student’s Pass.

6.3 **Withdrawing from the PEI:** A Student who withdraws from the PEI to enrol with another school shall be deemed to have withdrawn from the PEI under Clause 6.2 and the provisions of Clause 6.2 shall apply.
7. CHANGE IN OWNERSHIP / MANAGEMENT

The PEI shall inform the Student in the event of any:
(a) Change in ownership or shareholding structure of the PEI, and/or
(b) Change in the management of the PEI.

The PEI shall inform the Student of such changes as soon as practicable, and in any event no later than fourteen (14) days after the change has been effected.

8. CONFIDENTIALITY

The PEI is committed to maintaining the confidentiality of all information provided by the student and undertakes not to divulge any of this information to any third party without the prior written consent of the Student.

9. FORCE MAJEURE

In the event that any party shall be rendered unable to carry out the whole or any part of its obligations under this Agreement for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable despatch. For the avoidance of doubt, this Clause shall not apply to cases where:
(i) The PEI is declared to be insolvent and/or a winding-up order made or bankruptcy issued by the Singapore court against the PEI (or, any partner of the PEI if the PEI is a partnership); and
(ii) The relevant authority(ies) issue(s) an order to cease and/or terminate the operations of the PEI, or the happening of anything of a similar nature under the laws of Singapore.

10. PRECEDENCE TO OTHER AGREEMENTS

In the event of there being any inconsistency between the terms of this Agreement and the terms of any other agreement (oral or written) entered into between the PEI and the Student either before or after the making of this Agreement, the terms of this Agreement shall prevail and the terms of such other agreement shall be deemed to be amended to the extent necessary for it to be read as being consistent with this Agreement.

The PEI shall not be allowed to enter into any other contractual agreement with the Student without the prior express written permission of the Council, and any agreements so executed shall be void, and any payments made by the Students thereunder shall be refunded to the Students in full. Students are advised, prior to signing any other agreements with the PEI, to ask to be shown a copy of the Council’s written approval of such agreements.
11. MISCELLANEOUS

11.1 Indulgence, Waiver, etc.: No failure on the part of any party to this Agreement to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this Agreement preclude any other or further exercise of it.

11.2 Remedies: No remedy conferred by any of the provisions of this Agreement is intended to be exclusive of any other remedy which is otherwise available at law, in equity, by statute or otherwise, and each and every other remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law, in equity, by statute or otherwise. The election of any one or more of such remedies by any of the parties to this agreement shall not constitute a waiver by such party of the right to pursue any other available remedies.

11.3 Severability of Provisions: If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions of this Agreement.

11.4 Successors and Assigns: This Agreement shall be binding upon, and ensure for the benefit of, the successors, personal representatives and permitted assigns of the parties PROVIDED THAT neither the PEI nor the Student shall be entitled to assign its rights and/or obligations under this Agreement without the prior written consent of the other party. In addition, PEI shall not be entitled to assign its rights and/or obligations under this Agreement without the prior consent of the Council, irrespective of any consent or waiver by the Student.

11.5 Translations: In the event of any conflict or inconsistency between any term of this Agreement (including the Schedules) in the English language and any translation thereof in any other language, the English language version of this Agreement shall prevail.
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<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1)</td>
<td>Course entry requirement(s)</td>
</tr>
<tr>
<td>2)</td>
<td>Course learning outcome(s)</td>
</tr>
<tr>
<td>3)</td>
<td>Module synopses</td>
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<td>5)</td>
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</tr>
<tr>
<td>6)</td>
<td>Examination and/or other assessment period</td>
</tr>
</tbody>
</table>
7) Expected examination results release date
### BREAKDOWN OF COURSE FEES AND MISCELLANEOUS FEES

**SCHEDULE 2.1**

**COURSE FEES**

<table>
<thead>
<tr>
<th>Fees Breakdown</th>
<th>Total Payable (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Course fee
- GST 7%
- Student Visa Application Fee
- GST 7%
- FPS Insurance Fee (3% of Insured Fees**) (Not Protected)
- GST 7%

**(A) Total Course Fees Payable:**

**(B) No of Installments:**

**(C) Installment Amount (C = \(A/B\))**

<table>
<thead>
<tr>
<th>Installment Schedule</th>
<th>Payment by 2/3/6* month Installment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount (S$)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(A) Total Course Fees Payable:*

*Please delete as appropriate.*

**Insured Fees consist of Course Fees only excluding 7% GST**
### SCHEDULE 2.2
**MISCELLANEOUS FEES\(^1\)**

<table>
<thead>
<tr>
<th>Purpose of Fee</th>
<th>Amount (S$) and When Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Withdrawal application fees, course transfer fees, late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]</td>
<td></td>
</tr>
<tr>
<td>1. Purchase of Student Access Card (Refundable Anytime student return the Access Card)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

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\(^1\) Miscellaneous Fees refer to any non-compulsory and non-standard fees which the student will pay only when necessary or applicable. Such fees are normally collected on an ad-hoc basis by the PEI when the need arises.
SCHEDULE 3
STUDENT’S RIGHTS TO CANCEL AGREEMENT

SCHEDULE 3.1

1. You, the Student, shall have the right to cancel this Agreement within 7 working days from signing the Agreement, or within 7 working days from the date this notice has been brought to your attention, whichever is the later (the “Cooling-Off Period”).

2. You are entitled to cancel this Agreement during the Cooling-Off Period for any reason, and are not obliged to give any reasons to the PEI for doing so.

3. You have to write to the PEI to cancel the Agreement within the Cooling-off Period. You may use the form provided in Schedule 3.2. You may send such Notice of Cancellation by email or fax to the following contacts, or leave a copy with the PEI administrative office.

PEI email address: l.chalang@sae.edu (Lieberty)

PEI fax number: +65 63334384

PEI administrative office address: [if different from the address of the Course premises]

4. You are advised to keep a copy of the email or fax confirmation slip. If the Notice of Cancellation is left with the PEI office, the PEI office is to acknowledge receipt of the Notice by signing on it and returning one copy of the Notice to you. If the PEI office does not do so, you are advised to inform the PEI immediately by writing to this email address l.chalang@sae.edu

5. Upon cancelling the Agreement, the PEI must refund you the monies paid in accordance to Clause 2.5 of the PEI-Student Contract.

I, ____________________________________________ [name], hereby acknowledge that on this ___________________ [date in DD/MM/YYYY format], the PEI has brought to my attention my rights under the Cooling-Off Period and that I fully understand these rights.

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:

________________________________________
NRIC / Passport No:
SCHEDULE 3.2
SAMPLE NOTICE OF CANCELLATION

STUDENT’S RIGHTS TO CANCEL AGREEMENT

I, __________________________ [name], on this _______ [date in DD/MM/YYYY format] hereby cancel the Student-PEI contract with __________________________ [name of PEI], __________________________ [reference number or Course name, if any].

SIGNED by the Student

____________________________
Name of Student:

Date:

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

____________________________
Name of Parent or Legal Guardian:

NRIC / Passport No:

Date:
SIGNED by the PEI

____________________________
Authorized 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:
NRIC / Passport No:
Date:

SIGNED by Witness

____________________________
Name of Witness:
NRIC / Passport No:
Date: