



3dsense Media School Pte Ltd

WSQ Diploma in Media (Visual Graphics)
Concept Design & Illustration

STANDARD PEI-STUDENT CONTRACT

BETWEEN

3DSENSE MEDIA SCHOOL PTE LTD

AND

<STUDENT NAME>

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 : 3dsense Media School Pte Ltd
Registration Number : 200405777C
- (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 Council 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 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).
- 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	WSQ Diploma in Media (Visual Graphics) Concept Design & Illustration
2) Course Duration (in months)	12 Months
3) Full-time or Part-time Course	Full 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>	WSQ Diploma in Media (Visual Graphics)
8) Organisation which develops the Course	3Dsense Media School Private Limited
9) Organisation which awards/ confers the qualification	Singapore SkillsFuture Agency
10) Course entry requirement(s)	<ul style="list-style-type: none"> • At least 16 years of age. GCE 'O' Levels or equivalent with 3 passes include English. English pass C6 & above. • In absence of above equivalent qualifications, candidates will be considered on a case-by-case basis. • Pass an interview entry test conducted by the school. • Submit a Visual Art Portfolio

11) Course schedule with modules and/or subjects	
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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

Course Fees	Fees Details (\$\$)	
	Without GST	With GST
Tuition Fee	31,000.00	33,170.00
Final payable course fees	Without GST	With GST
(A) Total Course Fees[^]: Tuition fee + Non-tuition fees (if any)	31,000.00	33,170.00
(B) No of Installments#:	1	

[^] Total course fees should be made payable to 3D Sense Media School Pte. Ltd..

Standard Installment is 1, additional installment admin fee please refer to Schedule C.

INSTALMENT SCHEDULE

Payment & Installment (if any) Schedule	Payment by 1 Installment			
	Installment Amount (\$\$)	SSG Subsidy (including GST exemption)	Amount Payable (\$\$)	Date Due
1st instalment	33,170.00	-0.00	33,170.00	23/12/2022
Total Nett Course Fees Payable*			33,170.00	

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 Coverage (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.

* Trainees who fail to complete a module/course (or modules as the case may be) after the commencement of the module/course (or modules), shall be liable to pay the full fees for the consumed portion of the SSG subsidy of that module/course (or modules). A failure to complete the module (or modules) shall include trainees who leave the Programme, either through the withdrawal of their own accord or termination of candidature by the Approved Training Organisation 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 C MISCELLANEOUS FEES³

Purpose of Fee	Amount (\$\$) and When Payable (Inclusive of GST)
Administration Fee for every additional installment (standard 1 for Local SSG subsidised students. 2 for international students)	53.50
FPS insurance and Administration fees	90.95
Wacom Tablet	500.00 (w GST)
Late Payment Fee (1 week after the due date)	2% of Fees due
PSEA/SkillsFuture Payment Bank Admin Fee	10.70
WTS/MCES Grant Admin Fee	32.10
Re-issue of certificate or transcript	53.50
Replacement of student card	10.70
Assessment Appeal Fee	53.50
Transfer/Deferment Fee(include FPS INS Admin fee)	74.90
Pre_mature withdrawal admin fee(Include cancelling FPS INS)	42.80
Photocopying of materials <ul style="list-style-type: none"> • A4 & A3 Black & White • A4 & A3 Color 	0.10 per copy 0.50 per copy

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 the fees paid under Schedules B and C]	If Student's written notice of withdrawal is received
[30%]	("Maximum Refund") More than [180] days before the Course Commencement Date
[20%]	More than [90] days before the Course Commencement Date
[10%]	Less than or equal 90 days before the Course Commencement Date
[No Refund]	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:

Name of Parent or Legal Guardian:

Date:

Date:
