

3dsense Media School Pte Ltd

WSQ Diploma in Animation

STANDARD PEI-STUDENT CONTRACT

BETWEEN

3DSENSE MEDIA SCHOOL PTE LTD

AND

<STUDENT NAME>

Signature:

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* : _____

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.

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;

* 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.

- (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** Any agreement other than this Contract is invalid if it is administered without the written permission of CPE. 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.

Signature:

SCHEDULE A
COURSE DETAILS

1) Course Title	WSQ Diploma in Animation
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 <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	WSQ Diploma in Animation
8) Organisation which develops the Course	3DSENSE MEDIA SCHOOL PRIVATE LIMITED
9) Organisation which awards/ confers the qualification	SINGAPORE WORKFORCE DEVELOPMENT AGENCY
10) Course entry requirement(s)	<ul style="list-style-type: none"> • At least 16 years of age. Completed the Cambridge GCE 'O' Level Examination or equivalent A pass in English language at high school. • In absence of above equivalent qualifications, candidates will be considered on a case-by-case basis. • Pass an interview which includes answers to evaluation Questionnaire.

11) Course schedule with modules
and/or subjects

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	

SCHEDULE B
COURSE FEES

Fees Breakdown

[Shows the full breakdown of total payable course fees]

Tuition Fee	Fees Details (\$\$)	
	Without GST	With GST
Tuition Fee	32,000.00	34,240.00
Non-Tuition Fee	Fees Details (\$\$)	
Course Materials	270.00	288.90
Wacom Intuos 5 (Medium)	500.00	535.00
Software Support & Equipment Maintenance	390.00	417.00
Escrow (FPS) Admin Fee	85.00	90.95
Medical Insurance Coverage	65.00	69.55
Student Pass Application Package Fee	540.00	561.00
(A) Total Course Fees[^]: (tuition fee + Non-tuition fee)	33,850.00	36,202.70
(B) No of Installments[%]:	2	
(C) Installment Amount(wgst) (C = A/B)	16,925.00	18,101.35

[^] The total course fees should be made payable to Escrow account, **3D Sense Media School STFA (Escrow)**.

[#] The prevailing Good and Services Tax (GST) is included.

[%] Please refers to page 8 note % of this contract for the imposed collection cap.

INSTALMENT SCHEDULE

Payment & Installment (if any) Schedule	Payment by 2 Installments			
	Installment Amount wgst(\$\$)	WDA Subsidy (including Gst exemption)*	Amount Payable wgst(\$\$)	Date Due
1st installment	18,101.35	-0.00	18101.51	
2nd installment	18,101.35	-0.00	18101.19	
3rd installment				
4th installment				
Total Course Fees Payable after WDA subsidy			36,202.70	

Signature:

* 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 WDA 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).

% 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*.

^ Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE C MISCELLANEOUS FEES¹

Purpose of Fee	Amount (S\$) and When Payable (Inclusive of GST)
Administration Fee for every additional installment (standard 2 for Local and international student)	SGD 53.50
Late Payment Fee (1 week after the due date)	2% of Fees due
Re-issue of certificate or transcript	SGD 53.50
Replacement of student card	SGD 10.70
Photocopying of materials <ul style="list-style-type: none"> • A4 & A3 Black & White • A4 & A3 Color 	SGD 0.10 per copy SGD 0.50 per copy
Assessment Appeal Fee	SGD 53.50

@ Please delete fees not applicable and include other relevant fees payable by students.

¹ Miscellaneous Fees refer to any optional 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
[100%]	("Maximum Refund") More than [45] days before the Course Commencement Date
[40%]	Before, but not more than [45] days before the Course Commencement Date
[20%]	After, but not more than [7] days after the Course Commencement Date
[10%]	More than [7] days after the Course Commencement Date, but not more than [30] days after the Course Commencement Date
[No Refund]	More than [30] days after the Course Commencement Date

Please Refer to Appendix A for the refund scenario.

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

SIGNED by 3Dsense Media School

 Authorised Signatory of
 3Dsense Media School
 Name:
 Date:

 Seal of 3Dsense Media School

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:

Signature: