



Counselling and Care Centre

EXPLANATION ON STUDENT CONTRACT

The Standard PEI-Student Contract ("Student Contract") adopted is a very important legal document between the School and the trainee. This legal document protects the rights and conditions of the trainee while enrolled at a Private Education Institution ("PEI").

The Student Contract contains the following:

1. Course information and All Fees (Course Fees, Miscellaneous Fees, Non-refundable fees, Discounts / Rebates)
2. Refund Policy, including Refunds for Withdrawal with Cause and Refunds for Withdrawal without Cause
3. Fee Protection Scheme Insurance
4. Any other information as deemed necessary

All trainees are required to sign a copy of student contract. One copy will be given to the trainee and one copy will be kept by the School.

Each student contract is meant for admission to one course only and individual student contract will be entered with each trainee admitted into the course offered.

If any amendment is made which will change the original intent of the student contract, both the trainee and School must sign the student contract addendums issued.

All fields must be completed in the student contract. Where it is not applicable, it must be indicated with "not applicable or N/A".

Trainees are given a 7 working days cooling off period from the date of signing the contract, whereby should they decide to withdraw from the course, they will be refunded the highest percentage stated in Schedule D.

If a module is repeated by a trainee, a new student contract (or addendum) has to be issued.

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 : Counselling and Care Centre
 Registration Number : S75SS0014F
- (2) Full Name of Student : Trainee
*(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for Non-Resident)**
 NRIC Number (for SC/PR)* : NRIC
 Employment Pass's Number (if applicable) : N.A.
- (3) Full Name of Parent/Legal Guardian*
 (if Student is under eighteen (18) years of age) : N.A.
 NRIC/Passport Number* : N.A.

* 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 1 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; or
- (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	
2) Course Duration (in months)	
3) Full-time or Part-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>	
8) Organisation which develops the Course	
9) Organisation which awards/ confers the qualification	
10) Course entry requirement(s)	
<p><i>*Note: Course completion date is defined as the date by which trainees are required to submit their final assignment of the course. This is not the date of resubmission of assignment / project paper or re-presentation Clinical Viva / Portfolio, which is given in item 13 below. Neither is it the date of the release of the final results, which is given in item 14 below.</i></p>	

<p>11) Course schedule with modules and/or subjects</p>	
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	
<p>13) Examination and/or other assessment period</p>	
<p>14) Expected examination results release date</p>	
<p>15) Expected award conferment date</p>	

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (S\$)
<i>Note: show full breakdown of total payable course fees</i>	
Course Fee	
Fee Protection Scheme (FPS) (Non-refundable)	
Total Course Fees before GST	
8% GST (Non- refundable)	
Total Course Fees Payable (w/GST):	
No of Instalments:	

INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST) (S\$)	Date Due
1 st Instalment:		
Total Course Fees Payable:		

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 Course Fee Insurance Scheme (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.

SCHEDULE C
MISCELLANEOUS FEES²

Purpose of Fee <i>*Note: The fees below are all non-refundable</i>	Amount (with GST) (S\$)
Re-submission per Written Assignment	\$259.20
Re-submission of Project Paper	\$259.20
Re-taking of Clinical Examination with assessor's report	\$685.80
Supplementary Clinical Supervision sessions (Number of sessions will be decided by the supervisor)	\$162.00 per session
Appeal of Results	\$270.00
Replacement of Certificate	\$64.80
Replacement of Transcripts	\$64.80

2. 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:
[70%]	more than [30] days before the Course Commencement Date
[0%]	before, but not more than [30] days before the Course Commencement Date
[0%]	On or 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

Seal of PEI

Name:

Designation:

Date:

SIGNED by the Student

Name of Student: Trainee

Date: