

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 | : | NATC INSTITUTE PTE. LTD. |
| | REGISTRATION NUMBER | : | UEN 201113270M |
| (2) | FULL NAME OF STUDENT
<i>(As in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student) *</i> | : | _____ |
| (3) | NRIC NUMBER (for SC/PR) * | : | _____ |
| (4) | STUDENT'S PASS NUMBER (if available) /
PASSPORT NUMBER (for international student) * | : | _____ |
| (5) | FULL NAME OF PARENT/LEGAL GUARDIAN*
<i>(If Student is under eighteen (18) years of age)</i> | : | _____ |
| | 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 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 7 days 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	Pearson BTEC Level 7 Extended Diploma in Strategic Management & Leadership	
2) Course Duration (in hrs)	270 hours	
3) Full-time or Part-time Course	Singapore Local Time (GMT +8) 8:00 pm – 11:00 pm	
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>	N.A	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Pearson BTEC Level 7 Extended Diploma in Strategic Management & Leadership (E-Learning)	
8) Organisation which develops the Course	NATC INSTITUTE PTE. LTD.	
9) Organisation which awards/ confers the qualification	BTEC, Pearson Education	
10) Course entry requirement(s)	<ul style="list-style-type: none"> • Applicant must be 18 years or above • Academic Level: Bachelor's Degree or equivalent (Advanced Diploma). Mature candidates with more than 5 years of working experience. • Language Proficiency: At least a C6 at GCE O Level English or IELTS-6 or equivalent. • Work Experience: RPL acceptable. • Recognition of prior learning (30 years old and above, with at least 8 years of working experience) 	
11) Course schedule with modules and/or subjects	Strategic Leadership and Management (E-Learning)	45 hours
	Strategic Change Management (E-Learning)	45 hours
	Research Methods (E-Learning)	45 hours
	Creativity, Innovation and Entrepreneurship (E-Learning)	45 hours
	Project Management - the Strategic Perspective (E-Learning)	45 hours
	Strategic Human Resource Management (E-Learning)	45 hours
12) Scheduled holidays (public and school) and/or semester/term break for course	NA	
13) Examination and/or other assessment period	Assessments are assignment and project-based, with a summative assignment given at the end of every unit	
14) Expected examination results release date	NA	
15) Expected award conferment date	30 Days from course end date (modularly) issued	

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (Incl. 8% GST) (SGD \$)	
Examination/Assessment Fee	Strategic Leadership and Management	SGD \$1080 (S\$180 / MODULE)
	Strategic Change Management	
	Research Methods	
	Creativity, Innovation and Entrepreneurship	
	Project Management - the Strategic Perspective	
	Strategic Human Resource Management	
Tuition Fee	SGD \$12,960	
Application Fee (Non-Refundable)	SGD \$216	
Admin Fee (Non-Refundable)	SGD \$324	
Total Course Fees Payable:	SGD \$14 666.40	
No of Instalments:	3 Instalments	

Note: Table is full breakdown of total payable course fees

1. As fees must be inclusive of GST at prevailing rate by law, all student contracts and invoices issued, and payments received by 31 Dec 2022 will be inclusive of the current 7% GST. With effect from 1 January 2023, all student contracts and invoices issued will be inclusive of the new 8% GST.
2. Payments for the Singaporean may be made by a local cheque from a Singapore bank payable to "NATC Institute" or by bank transfer to our bank account. Please note that cheques from overseas banks will not be accepted. For bank details, please contact us at +65 6475 9100 or enquiry@naticinstitute.edu.sg
3. Payments from Overseas may be made by Credit Card.
 - Visa
 - MasterCard
 - American Express
 - Swift Code, please contact us at +65 6475 9100 or enquiry@naticinstitute.edu.sg

INSTALMENT SCHEDULE

Instalment¹ Schedule	Amount (Inclu. 8% GST) (SGD \$)	Date Due²
1 st Instalment		
<ul style="list-style-type: none"> • Assessment Fee <ul style="list-style-type: none"> ❖ SGD \$180 x 6 modules 	S\$ 1166.40	
<ul style="list-style-type: none"> • Application Fee 	S\$ 216	
<ul style="list-style-type: none"> • Admin Fee 	S\$ 324	
<ul style="list-style-type: none"> • 2 Modules <ul style="list-style-type: none"> ❖ Strategic Leadership and Management ❖ Strategic Change Management 	S\$ 4320	
Total for 1st Instalment:	S\$ 6026.40	
2 nd Instalment		
<ul style="list-style-type: none"> • 2 Modules <ul style="list-style-type: none"> ❖ Research Methods ❖ Creativity, Innovation and Entrepreneurship 	S\$ 4320	
3 rd Instalment		
<ul style="list-style-type: none"> • 2 Modules <ul style="list-style-type: none"> ❖ Project Management - the Strategic Perspective ❖ Strategic Human Resource Management 	S\$ 4320	
Total Course Fees Payable:	S\$ 14 666.40	

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.
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 C
MISCELLANEOUS FEES³**

Purpose of Fee	Amount (with GST, if any) (S\$)
Appeal Fee (if applicable)	Approx. S\$ 280 - S\$ 300
Re-Exam Fee (if applicable)	Approx. S\$ 130 - S\$ 170 per module
Late Payment Fee (if applicable)	S\$ 30 per module
Course Extension Fee (if applicable)	S\$ 400 per module

**SCHEDULE D
REFUND TABLE**

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
90%	more than 8 days before the Course Commencement Date
50%	before, but not more than 8 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

DECLARATION

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

SIGNED by the PEI

Authorized Signatory of the PEI

Name:

Date:

Seal of PEI

SIGNED by Student

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

Student Signature

Name:

Date:

Signature of Parent or Legal Guardian

Name:

Date:



Pearson BTEC Level 7 Extended Diploma

In Strategic Management and Leadership (E-Learning)

is awarded to

SAMPLE CANDIDATE

Who has completed an approved programme at

AN APPROVED BTEC CENTRE

AWARDED : JUNE 2021

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Sharon Hague
Responsible Officer
Pearson Education

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