

**SAMPLE STUDENT CONTRACT**  
**IIHM EDUCATION PTE LTD**

This Contract binds both IIHM EDUCATION PTE LTD 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 : IIHM EDUCATION PTE LTD  
Registration Number : 202134816G
- (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 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 **07** 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](http://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	Certificate in Hospitality Skills [E-Learning]
2) Course Duration (in months)	3 months
3) Online Self Study	Part Time
4) Course Commencement Date	NA
5) Course Completion Date	NA
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	NA
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Certificate in Hospitality Skills [E-Learning]
8) Organisation which develops the Course	IIHM EDUCATION PTE LTD
9) Organisation which awards/ confers the qualification	IIHM EDUCATION PTE LTD
10) Course entry requirement(s)	<p><b>Academic Qualifications</b></p> <p>Obtained at least 3 GCSE O Level Passes (including English)</p> <p><b>Language Qualifications</b></p> <ul style="list-style-type: none"> <li>• Advanced level of Online English Bridging Course/IELTS 5.0/TOEFL (internet-based total) 35-45/WPL 5</li> </ul> <p><b>Minimum Age Requirement</b></p> <ul style="list-style-type: none"> <li>• 16 years</li> </ul>
11) Course schedule with modules and/or subjects	<ul style="list-style-type: none"> <li>• Introduction to Hospitality</li> <li>• Front Office</li> <li>• Housekeeping</li> <li>• Food &amp; Beverage Service</li> <li>• Food Production</li> <li>• Basic Digital Marketing</li> </ul>

12) Scheduled holidays (public and school) and/or semester/term break for course	<i>NA</i>
13) Examination and/or other assessment period	<i>NA</i>
14) Expected examination results release date	<i>NA</i>
15) Expected award conferment date	<i>NA</i>

**SCHEDULE B**  
**COURSE FEES**

**COURSE FEES**

Fees Breakdown	Total Payable (S\$)
Course Fee:	1,000
<b>No of Instalments:</b>	3 (payable monthly)

**INSTALMENT SCHEDULE**

Instalment Schedule	Amount	Date Due
1st instalment	SGD 334	
2 <sup>nd</sup> Instalment	SGD 333	
3 <sup>rd</sup> Instalment	SGD 333	
<b>Total Course Fees Payable:</b>	SGD 1,000	

1. Each instalment amount shall not exceed 2 months' worth of fees as IIHM Singapore is non-EduTrust-certified PEI without IWC
2. Each instalment after the first shall be collected within one week before the next payment schedule

**SCHEDULE C**  
**MISCELLANEOUS FEES**

<b>S/No.</b>	<b>General Fees</b>	<b>Amount</b>
1	Loss of Student's Pass (for Student's Pass holder only)	260
2	Renewal of Student's Pass (for Student's Pass holder only)	120
3	Administration Fee for extension/replacement of student pass (for student pass holder only)	500
4	Document courier services fee per delivery	30
5	Late payment fee (payment made more than 30 days after due date)	100
6	Additional Uniform (per pcs, if any)	30
	<b>Course Related Fees</b>	
1	Additional Course Material Fee (per material)	100
2	Letter of Certification (per copy)	50
3	Additional copy of Transcript (per copy for IIHM courses)	50
4	Replacement of Certificate (per copy for IIHM award)	200
5	Course Withdrawal Fee (waive for withdrawal due to non-delivery of course)	100
6	Course Transfer/Deferment Fee	100
7	Processing fee for candidature extension	200
	<b>Examination/Assessment Related Fees</b>	
1	Appeal for result fee per module/unit	150
2	Re-assessment fee per module/unit (for IIHM courses)	300

\*. 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:
[100%]	at least 30 calendar days before course commencement
[50%]	less than 30 calendar days from the course commencement
[NIL]	upon course commencement

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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:  
 Date:

\_\_\_\_\_  
 Name of Parent or Legal Guardian:  
 Date: