



**School of Business  
Studies Pte Ltd**

**STANDARD PEI-STUDENT CONTRACT**

**BETWEEN**

**AM School of Business Studies Pte Ltd**

**AND**

**Mr ABC (S1234567C)**

**Diploma of Business Administration Program**

## KEY POINTS OF PRIVATE EDUCATION INSTITUTION (PEI) – STUDENT CONTRACT

Dear Student,

The PEI-Student contract is an important legal agreement between the PEI and you.

The PEI is required to explain to you the contents of the contract in English and if necessary, in your native language too. If available, you can also request for the translated contract in your native language.

### IMPORTANT – TAKE NOTE

- a) Do not make payment before signing the contract
- b) Sign two original copies of the contract. You retain one original copy after signing.
- c) No amendments are allowed on the contract after signing unless both the PEI and you sign beside the amendments made

**The contract is divided into different sections.** Below is a list showing you where all the key information can be found in the different sections.

**Ensure that all the key information listed below is provided for in the contract which you intend to sign with the PEI. You should only sign if you are clear and satisfied with the contract.**

### Section 1 – Course Information and Fees.

- a) The course details you intend to study in. It must show when the course begins, and when it ends, and the course full schedule.
- b) Name of the organisation which develops and awards the qualification, and the expected date of receiving your qualification
- c) The course fees and payment schedule (with exact payment dates) stated in Schedule 2.1, and payable miscellaneous fees in Schedule 2.2

### Section 2 – Refund Policy

- a) The PEI's refund policy is clearly stated in Clause 2.4. You must be comfortable with this refund policy before signing the contract.
- b) You can receive full refund of course fees and any payable miscellaneous fees if any of the events under Clause 2.1 occurs
- c) There is a cooling-off period of at least 7 working days for maximum refund in Clause 2.5. You can receive maximum refund stated in Clause 2.4 if you withdraw from the course within 7 working days after signing the contract.

### Section 3 – Fee Protection Scheme (FPS)

- a) Find out how your fees are protected under FPS and how you can pay your fees.
- b) Escrow - pay fees only to your PEI's escrow bank and no one else, including your PEI and agent, if applicable.
- c) Insurance - check that the insurance period begins from the date that you pay your course fees to the PEI (and not the date that your course begins).
- d) Clause 3.2 shows the maximum instalment amount that you need to pay

### Section 4 – Medical Insurance Scheme

You would be covered by medical insurance arranged for by your PEI.

Section 5 – 11

These sections contain additional information to guide you on what to do and where to go if you have a problem with your PEI, how to apply for a Student's Pass, what to expect when your PEI changes ownership/management, and other relevant matters.

---

I, **Mr ABC (S1234567C)** hereby acknowledge that on this **18/01/2010**, the PEI has brought to my attention the details of the PEI-Student contract and I fully understand the content and my rights.

SIGNED by the Student

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

**Mr ABC (S1234567C)**

\_\_\_\_\_  
Name of Student:

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

NRIC / Passport No:

**PEI-STUDENT CONTRACT BETWEEN  
PRIVATE EDUCATION INSTITUTION AND STUDENT**

Contract Number: **S1234567C**

This Contract is dated **18/01/2010** (DD/MM/YYYY) and made between:

- |   |  |
|---|--|
| (1) Full Name of Private Education Institution ("PEI")  | <b>AM School of Business<br/>Studies Pte Ltd</b>                   |
| Unique Entity Number (UEN)  | <b>201000595E</b>  |
| CPE Registration Number (where applicable)  |  |
| EduTrust Certificate No. (where applicable)   |  |
| Address   | <b>20 Bideford Road, Wellington<br/>Building, #01-03, S'229921</b> |
| Contact Number  | <b>68380151</b>  |
|   |  |
| (2) Full Name of student ("Student") ^<br>(as in NRIC for Singapore Citizen (SC) and<br>Permanent Resident (PR) / as in passport for<br>international student)* | <b>Mr ABC</b>  |
| Passport Country of Issue<br>(where applicable)*  |  |
| NRIC Number (for SC/PR) /<br>Passport Number and Student's Pass Number<br>(for international student)*  | <b>S1234567C</b>   |
| Nationality   | <b>Singaporean</b>   |
| Date of Birth (DD/MM/YYYY)  | <b>12/03/2000</b>  |
| Address (Singapore Residence)   | <b>Blk 12, Toa Payoh Central,<br/>#13-462, S'123456.</b>           |
| Address (Overseas Residence, for<br>international student)  |  |
| Contact Number in Singapore<br>(for SC/PR and international student)  |  |
| Contact Number in Home Country<br>(for international student)   | <b>12345678</b>  |
|   |  |
| (3) Full Name of Parent/Legal Guardian*#<br>(if Student is under eighteen (18) years of<br>age)   |  |
| NRIC/Passport Number*   |  |
| Passport Country of Issue<br>(where applicable)*  |  |
| Nationality   |  |
| Occupation  |  |
| Address   |  |
| Contact Number  |  |

\* Please delete as appropriate.

^ References to "**Student**" in this Agreement shall be deemed to include references to the student's parent or guardian, as the case may be.

# Every international student is required to provide the particulars of his/her guardian to the school for contact purposes. The guardian should be a Singapore Citizen/Singapore Permanent Resident above eighteen (18) years old or the parent of the international student if the parent is working/staying in Singapore. The student is required to report any change in guardianship to the school immediately.

## **1. COURSE INFORMATION AND FEES**

### **1.1 Name of Course:**

Course applied for (the "**Course**")

**Diploma of Business**  
: **Administration**

---

The PEI hereby confirms that the Course and its content have been permitted by the Council for Private Education and other relevant authorities.

### **1.2 Full-time or Part-time Course**

: **Part-time**

---

### **1.3 Date of Course Commencement and Completion:**

Date of commencement of the Course

("Course Commencement Date")

**4<sup>th</sup> January 2010**

---

Date of completion of the Course

("Course Completion Date")

**30<sup>th</sup> Dec 2010**

---

### **1.4 Course Duration (in months)**

: **12 months**

---

### **1.5 Course Details:**

PEI shall set out in **Schedule 1** the details of the course including but not limited to:

(i) Course entry requirement(s);

(ii) Course learning outcome(s);

(iii) Module synopses;

(iv) Course schedule with modules and/or subjects;

(v) Scheduled holidays (public and school) and/or semester/term break for course;

(vi) Examination and/or other assessment period; and

(vii) Expected examination results release date.

The PEI hereby confirms that it has verified that the Student has met the course entry requirement(s) and is informed of the course details stated in **Schedule 1** prior to signing this Agreement.

### **1.6 Type of Qualification:**

Name of award to be conferred on the Student upon successful Course completion

**Diploma of Business**  
: **Administration**

---

Type of award: Certificate / Diploma / Adv Diploma / Degree / Master / PhD\*

Others (please specify): **Diploma**

### **1.7 Organization which Develops the Course**

**AM School of Business Studies**  
: **Pte Ltd**

---

**1.8 Organization which Awards/Confers the Qualification:** **AM School of Business Studies**  
: **Pte Ltd**

---

**1.9 Expected Award Conferment Date** : **30<sup>th</sup> June 2011**

---

**1.1 Student Arrival:**

**0** Latest date on which Student has to commence residence in Singapore (applicable for international students) :

---

**1.1 Course Fees:**

**1** The course fees shall be apportioned as set out in **Schedule 2.1** ("**Course Fees**") and shall, subject to Clauses 2 and 3, be payable on or before the dates set out therein.

**1.1 Miscellaneous Fees:**

**2** In addition to the Course Fees, the miscellaneous fees set out in **Schedule 2.2** may be payable by the Student (the "**Miscellaneous Fees**").

**1.1 Payment of Course Fees and Miscellaneous Fees:**

**3** The **Course Fees** set out in **Schedule 2.1** shall be paid on or before the dates specified therein as set out in:

- (i) Clause 3.3 if the PEI adopts an escrow account; or
- (ii) Clause 3.4 if the PEI adopts an insurance facility.

All other fees payable (being the **Miscellaneous Fees** set out in **Schedule 2.2**) shall be paid to the PEI on or before the dates specified in **Schedule 2.2**.

**1.1 Issue of Receipts:**

**4** For every payment made by the Student to the PEI, the PEI shall issue a receipt to the Student including but not limited to the following:

- (i) Student's name;
- (ii) Student's identification number;
- (iii) Payment intention;
- (iv) Amount paid;
- (v) Payment breakdown;
- (vi) Date of payment;
- (vii) Course name; and
- (viii) Course identification number.

**2. REFUND POLICY**

**2.1 Notification and Arrangement**

PEI shall inform the Student immediately within three (3) working days if

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) It fails, for any reason, to complete the Course by the Course Completion Date;

- (iv) It terminates the Course, for any reason, prior to Course Completion Date; or
- (v) The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).

The PEI shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (iv), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

**2.2 Withdrawal for Cause:**

Subject to Clause 9, the Student shall be entitled to immediately withdraw from the Course by giving written notice to the PEI of his/her intention to do so if the PEI is in breach of any of its obligations under this Agreement or fails to perform its obligation(s) under the circumstances in Clause 2.1 (i) to (iv).

**2.3 Refunds for Withdrawal for Cause:**

For circumstances under Clause 2.1, the PEI shall, within seven (7) working days after notifying the Student, refund to the Student:

- (i) The entire amount of the Course Fees; and
- (ii) The Miscellaneous Fees\*.

The PEI shall also, as soon as practicable after receiving the Student's notice of withdrawal under Clause 2.2 (and in any event no later than seven (7) working days after receiving such notice) refund to the Student the amounts stated in this Clause 2.3.

**2.4 Refunds for Withdrawal Without Cause:**

Where the Student withdraws from the Course for any reason other than those set out in Clause 2.2 or Clause 9, the PEI shall, subject to Clause 3.5, as soon as practicable after receiving the Student's written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice) refund to the Student the following sums (less any applicable bank administrative charges properly paid/payable under Clause 3):

% of [the aggregate amount of the fees paid under Clause 1.11 and 1.12]	If Student's written notice of withdrawal is received
100%	("Maximum Refund") More than 30 days before the Course Commencement Date
80%	Before, but not more than 30 days before the Course Commencement Date
50%	After, but not more than 3 days after the Course Commencement Date
0%	More than 3 days after the Course Commencement Date

**2.5 Cooling-Off Period**

The PEI shall provide the Student with a cooling-off period of 7 working days after signing this Agreement. Within these 7 days and regardless whether the Course

Commencement Date has passed, the Student can submit written notice of withdrawal to the PEI and receive the Maximum Refund amount stipulated by the PEI under Clause 2.4 (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, any PEI administrative charges which are stipulated in the Miscellaneous Fees and any applicable bank administrative charges properly paid/payable under Clause 3). Any dispute in respect of how much Course Fees have been consumed pursuant to this clause shall be referred to mediation at the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre pursuant to Clause 5.4, and only in respect of such decision, the decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) shall be final and binding on all parties.

The PEI shall also bring to the Student's notice **Schedule 3** by notifying the student of his rights under the cooling-off period, and receive written acknowledgement as provided therein by the Student that **Schedule 3** has been brought to his notice. In the event that the notice in **Schedule 3** has not been brought to the Student's attention, the cooling-off period of 7 working days shall only commence from the date that **Schedule 3** has been brought to the Student's notice, and the Student has acknowledged the same. The Student shall have the right to withdraw from the Course and receive a refund as stated in this Clause 2.5 anytime before the notice in **Schedule 3** has been brought to the Student's attention.

This Clause 2.5 takes precedence over the PEI's refund policy stated in Clause 2.4.

**2.6 Deemed Withdrawal:**

A Student who transfers from the Course to another course with the PEI shall, for the purposes of this Clause 2, be deemed to have withdrawn from the Course and the provisions of Clause 2.4 shall apply save as otherwise agreed between the PEI and the Student.

**2.7 Change of Course:**

Further to Clause 2.6, a fresh PEI-Student Contract under this format shall be executed between the PEI and the Student for any change of Course, whether with the same PEI or otherwise.

**3. FEE PROTECTION SCHEME (FPS)**

**3.1 PEI's Undertaking to have FPS:**

The PEI hereby confirms and undertakes to the Student that it has in place a Fee Protection Scheme as stipulated by the Council for Private Education (CPE) (the "FPS") by way of an escrow account / insurance facility\*.

PEI-appointed FPS provider : \_\_\_\_\_

**3.2** The PEI hereby undertakes to the Student that as stipulated under the FPS, the PEI shall collect fees in equal instalment amounts from the Student with each collection not exceeding the collection cap calculated according to the following formula\*:

(i) EduTrust-certified PEI (12-month)  $\frac{x}{2} \times 12 =$  (\_\_\_\_\_)

**Not Applicable**  
**Not Applicable**

(ii) Non-EduTrust-certified PEI (6-month)  $\frac{Y}{Z} \times 6 = (\text{_____})$   
(PEI is a member of the industry-wide course fee protection scheme under Enhanced Registration Framework)

(iii) Non-EduTrust-certified PEI (2-month)  $\frac{Y}{Z} \times 2 = (\text{_____})$   
(PEI is not a member of the industry-wide course fee protection scheme under Enhanced Registration Framework and does not participate in the FPS in the form of an escrow account or insurance facility)

**Not Applicable**

where X is the total amount of the payable Course Fees set out in **Schedule 2.1**;

Y is the course fees under the Enhanced Registration Framework; and

Z is the total duration of Course (in months) as stipulated in Clause 1.4.

**3.3\*** [Where FPS is in the form of escrow account]:

A copy of the master escrow agreement between CPE, DBS Bank Ltd, The HongKong and Shanghai Banking Corporation Limited and Standard Chartered Bank (the "**Master Escrow Agreement**") and acceded to by the PEI on [•] is available at the PEI's website at [•]. The Master Escrow Agreement sets out, among other things, the details upon which the PEI shall establish an escrow account with DBS Bank Ltd/HongKong and Shanghai Banking Corporation Limited/Standard Chartered Bank\* (the "**Escrow Account**" with the "**Escrow Bank**") for the purposes of receiving payment of the Student's Fees and the circumstances in which the amounts in the Escrow Account shall be payable to the PEI and/or the Student.

**Not Applicable**

[The Student acknowledges that he/she has read and has understood the terms of the Master Escrow Agreement and hereby agrees to the terms and conditions therein.]

The PEI and the Student hereby agree that:

- (i) The Student shall execute a student escrow confirmation in a form acceptable to the Escrow Bank (the "**Student Escrow Confirmation**") within [•] working days of the date of this Agreement and deliver a copy of the same to the Escrow Bank within three (3) working days of it being so executed; and
- (ii) The Student shall pay the Course Fees directly into the Escrow Account on or before the dates specified in Schedule 2.1.

**Not Applicable**

**3.4\*** [Where FPS is in the form of Insurance facility]:

A copy of the master insurance agreement between CPE, HongKong and Shanghai Banking Corporation Insurance and Lonpac Insurance Bhd (the "**Master Insurance Agreement**") and acceded to by the PEI for the purpose of insuring, among other things, the Student is available on the PEI's website at [•]. The Master Insurance Agreement sets out, among other things, the events under which HongKong and Shanghai Banking Corporation Insurance/Lonpac Insurance Bhd\* shall indemnify the Student for Fees paid to the PEI.

**Not Applicable**

[The Student acknowledges that he/she has read and has understood the terms of the Master Insurance Agreement and hereby agrees to the terms and conditions therein].

The PEI hereby undertakes that:

- (i) The cover under the Master Insurance Agreement shall be extended to the Student;
- (ii) The Student receives the certificate of insurance on the same day the Student pays the fee; and
- (iii) The insured period should commence from the fee payment date to at least the next payment date.

Not Applicable

**3.5 No Double Claim:**

For the avoidance of doubt, if the Student and/or his/her parent/guardian receives any payment from the PEI or the Escrow Bank/Insurance Company\* pursuant to a provision of this Agreement or the Master Escrow Agreement/Master Insurance Agreement\* in respect of any matter or damage, the Student and his/her parent/guardian shall not be entitled to claim against the PEI or the Escrow Bank/Insurance Company\* for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Escrow Agreement/Master Insurance Agreement\*.

Not Applicable

**4. MEDICAL INSURANCE SCHEME**

**4.1 PEI's Undertaking to provide medical insurance coverage:**

The PEI hereby confirms and undertakes to the Student that it has in place a medical insurance scheme for all its students as required by CPE under EduTrust certification scheme. This medical insurance scheme shall minimally provide for an annual coverage limit of not less than S\$20,000 per student, at least B2 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration, and the Student is encouraged to seek advice on whether more comprehensive insurance cover is required or desired.

PEI-appointed medical insurance provider: \_\_\_\_\_  
 \_\_\_\_\_

**SC/PR and non-Student's Pass International Students (Opt out)**

A SC/PR or a non-Student's Pass international student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by the PEI. If the preceding condition holds and if the Student opts out, he is to tick the box on the right and sign on the dotted line below the box.

Signature: .....

(To be signed by Legal Guardian if the Student is under eighteen (18) years of age)

**5. GOVERNING LAW AND DISPUTE RESOLUTION**

**5.1 Governing Law:**

This Agreement shall be governed by, and construed in accordance with, the laws

of Singapore.

**5.2 Grievance Procedure:**

The PEI shall, within 7 working days of this Agreement and in any event no later than the Course Commencement Date, provide the Student with a copy of its student handbook or such other document which shall prescribe a formal grievance procedure for the purpose of providing a timely and fair method of resolving disputes arising from this Agreement or such other matter as may relate to the Student's enrolment at the PEI.

The terms of this contract shall take precedence over any provision in the student handbook or any other document provided by the PEI. Nothing in the student's handbook or any other document provided by the PEI shall limit or restrict the Student from filing a complaint at any time with the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre pursuant to Clause 5.3, or thereafter to file such legal proceedings against the PEI as the Student might deem fit.

**5.3 Third Party Mediation:**

In the event that the Student and the PEI are unable to resolve a dispute in accordance with the grievance procedure referred to in Clause 5.2, the Student and the PEI shall refer the dispute to the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre for mediation prior to instituting any legal action or proceedings. The Student and the PEI hereby agree to such procedures and to pay such fees as the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) may prescribe from time to time for the purpose of resolving their dispute.

**5.4 Jurisdiction:**

The parties hereby irrevocably agree that the courts of Singapore are to have jurisdiction to settle any disputes which may arise out of or in connection with this Agreement which cannot be settled successfully through the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) and that, accordingly, any legal action or proceedings arising out of or in connection with this Agreement ("**Proceedings**") may be brought in those courts and the parties irrevocably submit to the jurisdiction of those courts PROVIDED THAT nothing in this Clause shall limit the right of any party to take Proceedings in any other court of competent jurisdiction nor shall the taking of Proceedings in one or more jurisdictions preclude that party from taking Proceedings in any other jurisdiction, whether concurrently or not.

**6. INTERNATIONAL STUDENTS (where applicable)**

**6.1 Student's Pass Application:** The PEI undertakes to use best efforts to assist the Student if he/she requires a Student's Pass from the ICA. This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student's enrolment and immigration status, and doing all such things as may be necessary to procure the Student's Pass on behalf of the Student.

**6.2 Student's Pass Not Transferable:** The Student's Pass issued under Clause 6.1 is not transferable and will expire upon the Student ceasing to be a student of the

PEI. The PEI is under an obligation to inform the ICA of the Student's withdrawal from, or completion of his/her course of study at the PEI, and the Student shall deliver to the PEI, within 14 working days of the Student ceasing to be a student of the PEI, the passport and Student's Pass of the Student for cancellation of the Student's Pass.

**6.3 Withdrawing from the PEI:** A Student who withdraws from the PEI to enrol with another school shall be deemed to have withdrawn from the PEI under Clause 6.2 and the provisions of Clause 6.2 shall apply.

## **7. CHANGE IN OWNERSHIP / MANAGEMENT**

The PEI shall inform the Student in the event of any :

- (a) Change in ownership or shareholding structure of the PEI, and/or
- (b) Change in the management of the PEI.

The PEI shall inform the Student of such changes as soon as practicable, and in any event no later than fourteen (14) days after the change has been effected.

## **8. CONFIDENTIALITY**

The PEI is committed to maintaining the confidentiality of all information provided by the student and undertakes not to divulge any of this information to any third party without the prior written consent of the Student.

## **9. FORCE MAJEURE**

In the event that any party shall be rendered unable to carry out the whole or any part of its obligations under this Agreement for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable despatch. For the avoidance of doubt, this Clause shall not apply to cases where:

- (i) The PEI is declared to be insolvent and/or a winding-up order made or bankruptcy issued by the Singapore court against the PEI (or, any partner of the PEI if the PEI is a partnership); and
- (ii) The relevant authority(ies) issue(s) an order to cease and/or terminate the operations of the PEI, or the happening of anything of a similar nature under the laws of Singapore.

## **10. PRECEDENCE TO OTHER AGREEMENTS**

In the event of there being any inconsistency between the terms of this Agreement and the terms of any other agreement (oral or written) entered into between the PEI and the Student either before or after the making of this Agreement, the terms of this Agreement shall prevail and the terms of such other agreement shall be deemed to be amended to the extent necessary for it to be read as being consistent with this Agreement.

The PEI shall not be allowed to enter into any other contractual agreement with the Student without the prior express written permission of the Council, and any agreements so executed shall be void, and any payments made by the Students thereunder shall be refunded to the Students in full. Students are advised, prior to signing any other agreements with the PEI, to ask to be shown a copy of the Council's written approval of such agreements.

## **11. MISCELLANEOUS**

- 11.1 Indulgence, Waiver, etc.:** No failure on the part of any party to this Agreement to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this Agreement preclude any other or further exercise of it.
- 11.2 Remedies:** No remedy conferred by any of the provisions of this Agreement is intended to be exclusive of any other remedy which is otherwise available at law, in equity, by statute or otherwise, and each and every other remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law, in equity, by statute or otherwise. The election of any one or more of such remedies by any of the parties to this agreement shall not constitute a waiver by such party of the right to pursue any other available remedies.
- 11.3 Severability of Provisions:** If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions of this Agreement.
- 11.4 Successors and Assigns:** This Agreement shall be binding upon, and ensure for the benefit of, the successors, personal representatives and permitted assigns of the parties PROVIDED THAT neither the PEI nor the Student shall be entitled to assign its rights and/or obligations under this Agreement without the prior written consent of the other party. In addition, PEI shall not be entitled to assign its rights and/or obligations under this Agreement without the prior consent of the Council, irrespective of any consent or waiver by the Student.
- 11.5 Translations:** In the event of any conflict or inconsistency between any term of this Agreement (including the Schedules) in the English language and any translation thereof in any other language, the English language version of this Agreement shall prevail.

**SCHEDULE 1**  
**COURSE DETAILS**

**(a) Course/Subject Title: Diploma of Business Administration awarded by AM SCHOOL OF BUSINESS STUDIES PTE LTD**

<b>Diploma of Business Administration</b> <b>12 months Duration</b>
<b>12 SUBJECTS</b>  <ol style="list-style-type: none"><li>1. Introduction to Management</li><li>2. Introduction to Business Law</li><li>3. Accounting for Managers</li><li>4. Introduction to Economics</li><li>5. Organisational behaviour</li><li>6. Information Systems in Organisation</li><li>7. Business Statistics</li><li>8. Introduction to International Business</li></ol>

**(b) Origin of the Course/Examination**

The origin of the subjects is from the **Diploma of Business Administration dated 28<sup>th</sup> April 2000 (EDUN N24-05-150) and amended in 05<sup>th</sup> June 2009 (EDUN N24-03-989 V1)** by AM School of Business Studies.

The approved teachers by the Council of Private Education (CPE) that allowed to provide both lectures and tutorials for the appointed subjects will set both the assignment and examination questions. However, it must be approved by both the Academic Board and Examination Board of AM School of Business Studies Pte Ltd.

Each subject will be examined by one three-hour unseen written paper. Examinations by written paper will take place at the end of each term.

Assessment for each subject in a student's program is based on the student's performance in written examinations, assignments, classwork, practical or other work as prescribed for the subject. The method of assessment for each subject offered by AM School of Business Studies Pte Ltd is detailed in the subject outlines given to students at the commencement of each term.

The invigilators appointed by the Examination Board of AM School of Business Studies Pte Ltd will be allowed to invigilate the examination.

**(c) Aims & Objectives/Expected Outcomes**

The Diploma of Business Administration program is designed for students who intend to work in a commercial environment, either in the private or public sectors. It is a study program in commerce and business. Students obtain a general understanding of the

business disciplines thus will develop a range of analytical skills necessary to function effectively in a business environment.

The objective of the Diploma of Business Administration program is to develop well-rounded business executives who are equipped to solve problems within a multi-disciplinary business environment. It also allows students to pursue their own interests in which are essentially business programs. They will graduate with the skills and knowledge, which we expect to be in competitive environment. Graduates find careers in general management, and in the fields of accounting, finance, human resource management, marketing and/or an extension in their existing professions.

Students who have successfully completed all the course requirements will be awarded Diploma of Business Administration program by AM School of Business Studies Pte Ltd and they can gain advanced standing into the University of Canberra's Bachelor of Business Administration program.

#### **(d) Target Students / Admission Requirements**

Applicants may be considered admissible to the Advanced Diploma of Business Administration program if they can satisfy the AM School of Business Studies Pte Ltd's Academic Board that they have a reasonable likelihood of success.

Interested applicants must possess ONE of the following entry requirements:

- GCE "A" level - 2 x D's or better
- GCE "O" level - 3 x C's or better
- An aggregate score of 15 for the International Baccalaureate
- A score of 53 in the European Baccalaureate

#### **(e) Age Limit**

There is no age limit for applicant to the Advanced Diploma of Business Administration program.

#### **(f) Course Syllabus / Content**

##### **Accounting for Managers**

Accounting for Managers provides non-accounting students with insights into the relevance of financial information for business planning and investment decisions. It consists of three interrelated parts: (i) examinations of the nature, meaning and purpose of financial information; (ii) discussion of management's corporate governance responsibilities with respect to the reliability of financial information; and (iii) case studies in business problem-solving, involving the use, where appropriate, of accounting and spreadsheet software.

Learning outcomes: Students will be able to: describe and critically evaluate the respective roles of the accountant, financial controller, treasurer and auditor in public and private enterprise; outline the concept of corporate governance as it relates to the reliability of financial information; interpret, analyse and use information contained in

published financial reports for making informed investment decisions; interpret, analyse and use management accounting information for business planning and control; evaluate capital investments using the principles of discounted cash flow; and use accounting and spreadsheet software to support decision-making. In addition to having acquired subject specific knowledge, students should also have improved their generic skills, such as report writing; problem solving; the ability to act and think independently; the ability to collaborate with colleagues; and in the use of information technology.

### **Introduction to Economics**

This unit is designed to equip students who have little or no knowledge of economics with a clear and up-to-date commentary of the economy. The topics covered will provide all the information necessary to enable discussion of government policy, international trade, the financial sector, and the economy's main industries (agriculture, manufacturing, mining and services).

Learning outcomes: At the end of this unit students should understand the basic principles of economics and the forces that have shaped the Australian economy; appreciate how social, economic and political forces have interacted to develop key economic institutions; and understand how economic policy is formulated. The unit will provide students with an appreciation of the relevance of economics to policy debate and issues.

### **Introduction to Business Law**

This course aims to provide students with a basic founding in law and legal processes in Australia, leading to an examination of the law of contract, agency, negligence, and consumer protection. The examination of basic law and legal processes concentrates on the structure of law, legal reasoning and the use of precedent. It also examines techniques for statutory interpretation, focusing on commercial law and legal issues. Critical aspects of the law of contract, the law of agency, the civil wrong of negligence, consumer protection and the sale of goods including application of the Trade practices Act will form the focus of the course.

### **Introduction to Management**

The subject aims to introduce to students a broad range of management issues and experiences faced by managers in modern organisations. It relies strongly on a case study approach to learning to equip students with knowledge and skills which they can apply to fluid and often, ambiguous, work environments.

Learning outcomes: By the end of the subject students should be able to understand the principal historical and current approaches to the study of management; apply the various theories of management to particular management situations; understand the tasks and competencies required in the practice of management; comprehend the range of complicating factors which prevent the study of management from ever becoming an exact science; and demonstrate basic competencies in the written and oral presentation of academic work.

### **Business Statistics**

This is an introductory unit in statistics designed for students in commerce and management discipline areas. Emphasis is placed on the application of statistical

techniques to those disciplines. Topics include populations and samples; the presentation and interpretation of data; measures of central tendency and variability; index numbers; simple linear regression and correlation; an introduction to time series; basic probability; the binomial, Poisson and normal distributions; and estimation and hypothesis testing. Analyses will be carried out using Microsoft Excel.

Learning outcomes: Upon completion of this unit, students will be expected to understand the nature and consequences of natural variability in data; express a problem in statistical terms; summarise data graphically and statistically, either manually or via a computer package; understand and interpret economic index numbers; understand the nature of a time series and how it is analysed; estimate and test parameters in simple situations; and understand basic statistical terminology in published material.

### **Information Systems in Organisations**

Students will be introduced to the Informatics discipline as the study of the use of information technology, particularly as applied through information systems, in conducting the work of government, business and other organisations. Students will gain a conceptual framework for understanding the nature and purpose of Informatics by examining typical kinds of information systems, the data, information and knowledge they embody, the technologies they deploy and the management and social issues they raise.

Learning outcomes: On successful completion of this unit, students will be able to discuss the nature, kinds, components and impacts of information systems and their use as a fundamental part of organisational processes. They will be able to interpret the concepts of systems, information and technology, give examples of the methodologies used in building information systems and recognise the roles of the various stakeholders in the development and operation of systems. They will have developed written, oral and visual communication skills and be able to apply them.

### **Introduction to International Business**

This unit will cover a range of topics relevant to both the environment and competitive strategy of international business. Topics will include globalisation, International Trade and Payments, geographical, cultural and institutional factors, regional blocs and markets, international dimensions of marketing, strategic management, human resource management, and e-business.

Learning outcomes: On completion of this unit students will be able to appreciate the major factors and issues affecting the development of international business; appreciate the international context in which businesses operate; recognize the impact of social, economic and cultural factors on the business environment; and understand how geographical and institutional forces shape international trade.

### **Organisational Behaviour**

*Prerequisite: Introduction to Management*

This subject is designed to assist students in developing their people skills so that they can become a state-of-the-art manager. This will be achieved by providing students with the concepts, theories, issues and insights into the behavioural aspects of individuals and work groups. The purpose of this subject is to study human behaviour in organisations at

the individual and group level and to identify the effect of organisation structure and processes on behaviour.

Learning outcomes: Upon completion of this subject students will have developed or improved their skills in analysis and problem solving; academic competencies as they relate to written and oral presentations; application of basic and enduring principles developed from the study of organisational behaviour as they apply to the workplace; comprehension of the interactions between the various theoretical approaches in organisational behaviour.

**(g) Total Course Duration /Weekly Instruction Hours**

For full-time students, each subject has minimum of 36 contact hours for lectures excluding tutorials. In addition, student is expected to spend a minimum of 20 hours on assignment/s and 50 hours of private study.

For Part-time students, each subject has minimum of 36 contact hours for lectures cum tutorials. In addition, student is expected to spend a minimum of 20 hours on assignment/s and 50 hours of private study.

<b>Part-time (4 terms of Study Period)</b>
<p><b>Term 1 (2 subjects)</b> Jan to Mar (10 weeks of Lectures cum Tutorials)</p> <p><b>Week 1 to 8:</b> Classes about 2 times per week (7pm to 10pm)  <b>Week 9 to10:</b> Intensive classes per subject - 12 hrs per subject.  (Friday: 7pm to 10pm, Saturday: 2pm to 5pm and Sunday: 9am to 4pm)  <b>Week 11:</b> Examination preparation week  <b>Week 12:</b> Examination week</p>
<p><b>Term 2 (2 subjects)</b> Apr to Jun (10 weeks of Lectures cum Tutorials)</p> <p><b>Week 1 to 8:</b> Classes about 2 times per week (7pm to 10pm)  <b>Week 9 to10:</b> Intensive classes per subject - 12 hrs per subject.  (Friday: 7pm to 10pm, Saturday: 2pm to 5pm and Sunday: 9am to 4pm)  <b>Week 11:</b> Examination preparation week  <b>Week 12:</b> Examination week</p>
<p><b>Term 3 (2 subjects)</b> Jul to Sep (10 weeks of Lectures cum Tutorials)</p> <p><b>Week 1 to 8:</b> Classes about 2 times per week (7pm to 10pm)  <b>Week 9 to10:</b> Intensive classes per subject - 12 hrs per subject.  (Friday: 7pm to 10pm, Saturday: 2pm to 5pm and Sunday: 9am to 4pm)  <b>Week 11:</b> Examination preparation week  <b>Week 12:</b> Examination week</p>
<p><b>Term 4 (2 subjects)</b> Oct to Dec (10 weeks of Lectures cum Tutorials)</p> <p><b>Week 1 to 8:</b> Classes about 2 times per week (7pm to 10pm)</p>

**Week 9 to10:** Intensive classes per subject - 12 hrs per subject.  
(Friday: 7pm to 10pm, Saturday: 2pm to 5pm and Sunday: 9am to 4pm)  
**Week 11:** Examination preparation week  
**Week 12:** Examination week

*Note: For example, if student commencing his/her study from April to June of the year, Term 1 will be from April to June of the year. Subsequently, Term 2 for this student will be from July to September of the year.*

### **(h) Notification of Results of Assessment**

The grading system used for both undergraduate and graduate units at the University is as follows:

<b>HD</b>	High Distinction
<b>D</b>	Distinction
<b>CR</b>	Credit
<b>P</b>	Pass
<b>UP</b>	Ungraded Pass (pass grade for subjects assessed on a Pass/Fail basis only)
<b>NW</b>	Fail result based on written notification of withdrawal from subject after due date
<b>NX</b>	Fail result based on failure to reach pass grade in a subject having completed all the subject assessment requirements
<b>NC</b>	Fail result based on failure to complete one or more of the assessment requirements for the subject
<b>NS</b>	Fail result based on failure to sit for a final examination (NS is an optional subcategory of NC)
<b>NN</b>	Fail result based on non-participation in a subject
<b>WD</b>	Withdrawal approved by Division for good cause
<b>WH</b>	Withheld result – interim result pending finalization
<b>CNT</b>	Subject continuing over more than one academic year
<b>***</b>	Inapplicable or unavailable

### **Appeals**

Students who are dissatisfied with a Fail grade may seek a review of their result. The **"Review of Subject Results"** form can be obtained from the Admin Office. Any appeal is to be submitted to the Admin Office **within one week** after the release of the results via website ([www.am.edu.sg](http://www.am.edu.sg)). Result of the appeal will then be notified by post.

### **Academic Staff**

AM School of Business Studies Pte Ltd uses Academic staff that are approved by the Council of Private Education (CPE) and also approved teaching staff for the Bachelor of Business Administration Program by the Dean of the Faculty of Business and Government, University of Canberra. This approach of academic staffing for the Advanced Diploma of Business Administration program and regular performance appraisal ensures the quality of staff contribution.

## **Illness**

If a student is hampered by illness or serious cause during any term, and formal assessment of their work is adversely affected, they must notify the Admin Office as soon as possible. Written notification with supporting evidence, such as a medical certificate that advises that the illness would have affected their performance, must be received before the scheduled time of the final assessment of the subject.

In the event of an **illness during an examination**, the student must notify, obtain and submit the **"Request for Deferred Examination"** form to the Admin Office at the earliest opportunity. The form is to be submitted together with a supporting medical certificate includes, but is not limited to the following:

- A medical certificate stating that you were ill and unable to sit the examination on the date stipulated
- A police report outlining circumstances as to why you could not sit the examination
- A report from a psychologist or counselor
- A death certificate or coroners report

Generally, if a student sits for the examination, no consideration will be given for illness when the examination is marked.

## **Student Progress and Exclusion from Studies**

If a student fails to make the required academic progress in their course, they may be subject to academic probation. An appropriate authority may direct that a student who has failed to make sufficient academic progress be placed on academic probation, which includes the imposition of conditions of continued enrolment. Failure to meet the conditions will result in the student being excluded from their course of study.

A student who is excluded from a **course** is excluded for a period which is indicated on the notice of exclusion. To resume studies the student must submit an **"Application for Admission"** form and should include information that they have an improved likelihood of success should they be admitted. Any application for readmission after the period of exclusion has expired will be considered on its merits along with other applications for admission to that course.

A student who is excluded from a subject will be advised of the period of exclusion in the notice of exclusion.

## **Maximum Period to Complete a Course**

Students must complete the academic requirements for their course within a specified maximum period in order to be awarded the Advanced Diploma of Business Administration. The maximum period for the completion of a course leading to an award is normally 5 years. The period is calculated retrospectively in time from the date the student successfully completed every matter specified in his/her study program.

### **(i) Transcript of Academic Record**

Students who have completed the academic requirements of their course will automatically receive one free transcript when the course completion is certified, subject to any restrictions under the policy of the AM School of Business Studies Pte Ltd.

### **(j) Classroom/Class Size**

Classroom: 02

Suggested Class Size: 20 to 30 students

### **(k) Admission Procedures**

The admission procedures are established by the AM School of Business Studies Pte Ltd's Academic Board and will consider applications for admission using the Admission Requirements as its terms of reference.

### **Application**

There are two intakes each year for full-time students (January and July) and four intakes each year for part-time students (January, April, July and October). The application periods are usually 1 month before the commencement of the intake.

Applicants should submit the completed application form, certified true copies of academic qualifications (certificates and transcripts) together with an application fee of S\$200.00 (for successful applicants, this will be part of the total course fee and for those applications that are rejected by the University, the application fee will be refunded).

### **Offer of Place**

Applicants who have been selected to undertake the Advanced Diploma of Business Administration program will receive an Offer of Place. The Offer of Place will indicate the expiry date by which the offer must be accepted. Any person accepting an Offer of Place is required to accept by the expiry date.

### **Deferment of Acceptance of Offer**

AM School of Business Studies Pte Ltd may grant deferment of the acceptance of an Offer of Place to intending students. Applicants seeking to defer their acceptance must notify the institution by the date for accepting their Offer of Place.

### **Withdrawal of Studies**

Students withdrawing from the Advanced Diploma of Business Administration program will be regarded as withdrawn from all subjects in current or future terms. Notification of course withdrawal must be made in writing to the Admin Office.

Students who withdraw from their course will have to apply for readmission in order to continue studies at the school.

Under such circumstances, students will be required to clear all outstanding payments. Legal action will be taken against students who fail to clear their outstanding payments before the stipulated deadline.

### **Deferment of Studies**

Students, who require a deferment of their studies, are required to fill up and submit the "Request for Deferment of Studies" form to the Admin Office.

In addition, students are required to clear any outstanding tuition fee for the term before they will be allowed to defer their studies. Kindly note that the maximum deferment period allowed is one year. A deferment of more than one year will be considered a withdrawal.

**SCHEDULE 2**  
**BREAKDOWN OF COURSE FEES AND MISCELLANEOUS FEES**

**SCHEDULE 2.1 COURSE FEES**

Fees Breakdown	Total Payable (S\$)
Application Fee	200
Tuition fee per subject is SGD 750	6000
Total tuition fee = SGD 750 x 8 subjects	
<b>Students are given interest free monthly installment during the terms of studies</b>	
<b>(A) Total Tuition Fees Payable</b>	6000
<b>(B) No of Installments for Tuition Fee</b>	12
<b>(C) Installment Amount (C = <math>A/B</math>)</b>	500

Installment Schedule	Payment by <b>monthly interest-free</b> Installment	
	Amount (S\$)	Date Due
1 <sup>st</sup> installment	500	On 1 <sup>st</sup> week of Term 1
2 <sup>nd</sup> installment	500	On 5 <sup>th</sup> week of Term 1
3 <sup>rd</sup> installment	500	On 9 <sup>th</sup> week of Term 1
4 <sup>th</sup> installment	500	On 1 <sup>st</sup> week of Term 2
5 <sup>th</sup> installment	500	On 5 <sup>th</sup> week of Term 2
6 <sup>th</sup> installment	500	On 9 <sup>th</sup> week of Term 2
7 <sup>th</sup> installment	500	On 1 <sup>st</sup> week of Term 3
8 <sup>th</sup> installment	500	On 5 <sup>th</sup> week of Term 3
9 <sup>th</sup> installment	500	On 9 <sup>th</sup> week of Term 3
10 <sup>th</sup> installment	500	On 1 <sup>st</sup> week of Term 4
11 <sup>th</sup> installment	500	On 5 <sup>th</sup> week of Term 4
12 <sup>th</sup> installment	500	On 9 <sup>th</sup> week of Term 4
<b>(A) Total Course Fees Payable:</b>	6000	

**SCHEDULE 2.2  
MISCELLANEOUS FEES<sup>1</sup>**

Purpose of Fee	Amount (S\$) and When Payable
Re-module fee	750
Late payment fee	An administrative charge of 1% per working day will be levied on each late payment of the course fee.

---

<sup>1</sup> Miscellaneous Fees refer to any non-compulsory and non-standard fees which the student will pay only when necessary or applicable. Such fees are normally collected on an ad-hoc basis by the PEI when the need arises.

**SCHEDULE 3**  
**STUDENT'S RIGHTS TO CANCEL AGREEMENT**

**SCHEDULE 3.1**

1. You, the Student, shall have the right to cancel this Agreement **within 7 working days** from signing the Agreement, or within 7 working days from the date this notice has been brought to your attention, whichever is the later (the "Cooling-Off Period").
2. You are entitled to cancel this Agreement during the Cooling-Off Period for any reason, and are not obliged to give any reasons to the PEI for doing so.
3. You have to write to the PEI to cancel the Agreement within the Cooling-off Period. You may use the form provided in Schedule 3.2. You may send such Notice of Cancellation by email or fax to the following contacts, or leave a copy with the PEI administrative office.

PEI email address: **amedu@singnet.com.sg**

PEI fax number: **68380154**

PEI administrative office address: **20 Bideford Road, Wellington Building, #01-03, S'229921.**

4. You are advised to keep a copy of the email or fax confirmation slip. If the Notice of Cancellation is left with the PEI office, the PEI office is to acknowledge receipt of the Notice by signing on it and returning one copy of the Notice to you. If the PEI office does not do so, you are advised to inform the PEI immediately by writing to this email address [amedu@singnet.com.sg](mailto:amedu@singnet.com.sg)
5. Upon cancelling the Agreement, the PEI must refund you the monies paid in accordance to Clause 2.5 of the PEI-Student Contract.

---

I, \_\_\_\_\_ [name], hereby acknowledge that on this \_\_\_\_\_ [date in DD/MM/YYYY format], the PEI has brought to my attention my rights under the Cooling-Off Period and that I fully understand these rights.

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:

NRIC / Passport No:

**SCHEDULE 3.2  
SAMPLE NOTICE OF CANCELLATION**

**STUDENT'S RIGHTS TO CANCEL AGREEMENT**

I, \_\_\_\_\_ [*name*], on this \_\_\_\_  
\_\_\_\_\_ [*date in DD/MM/YYYY format*] hereby cancel the Student-PEI contract  
with \_\_\_\_\_ [*name of PEI*],  
\_\_\_\_\_  
[*reference number or Course name, if any*].

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:

NRIC / Passport No:

Date:

SIGNED by the PEI

\_\_\_\_\_  
Authorized 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:  
  
NRIC / Passport No:  
  
Date:

SIGNED by Witness

\_\_\_\_\_  
Name of Witness:  
  
NRIC / Passport No:  
  
Date: