

**FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)**

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the “Contract”), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI’s offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI’s policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI’s policies on academic and disciplinary matters
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

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 | : | TMC Academy Pte Ltd |
| | Registration Number | : | 201003953Z |
| (2) | Full Name of Student | : | XXXXXXXXXXXXXXXXXXXX |
| | <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> | | |
| | NRIC Number (for SC/PR)* | : | N.A |
| | Student's Pass Number (if available)/ | | |
| | Passport Number (for international student)* | : | XXXXXXXXXXXX |
| (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 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.

	Exam Week	25-10-2021 to 29-10-2021
12) Scheduled holidays (public and school) and/or semester/term break for course	Public And School Holidays: Term break as listed in #11	
13) Examination and/or other assessment period	Exam period as listed in #11	
14) Expected examination results release date	within 2 months after the test/ exam week	
15) Expected award conferment date		

** Course Schedule may be subjected to changes.*

The updated course schedule is available at the online student time table portal.

**SCHEDULE B
COURSE FEES**

Fee Breakdown <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (with GST, if any) (S\$)
Course Fee	2,100.00
FPS	175.00
International Student Administrative Fee	225.50
Medical Insurance	110.00
Total Course Fee Payable:	2,610.50
No of Instalments:	1

INSTALMENT SCHEDULE

Instalment Schedule	Amount(with GST, if any)(S\$)	Date Due[^]
Full Payment	2,610.50	01/01/2024
Total Course Fee Payable:	2,610.50	

% 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 FEES

Purpose of Fee	Amount Payable (S\$)
IMPORTANT:	
1. This fee is correct as at 31 March 2021.	
2. The fee will be revised from time to time without prior notice.	
3. Prevailing GST applies, unless otherwise specified. No GST applies for fees payable directly to the partner University (those in foreign currency).	
4. Please obtain the latest fee from the TMC website or the University's respective handbook/website. You can also check with the staff at the Student Services & Support department.	
University of Northampton	
First referral assessment for each module	Free of charge
Subsequent Referral (Retake/ Repeat) of module ²	S\$1,350.00
Deferment of module	Within 12 months from date of original module – FREE More than 12 months from date of original module – S\$700.00
Financial Planning Preparatory Courses leading to the Certified Financial Planner (CFP®) Certification <i>(Fee is set by Financial Planning Association of Singapore and it may vary yearly)</i>	
FPAS membership fee (to be renewed annually)	\$30.00- \$230.00
Examinations Fee (per module)	\$120.00 (for Module 1-5), \$250.00 (for Module 6)
Preparatory Course for Singapore-Cambridge GCE 'O' LEVEL	
Examination Fee (Fee is set by SEAB and it may vary yearly) For more details, refer to http://www.seab.gov.sg/content/privateExamInstructions/2017InstructionsForPrivateCandidates.pdf	
Basic Examination Fee	S\$64.00 (Singapore Citizen) S\$70.00 (Singapore Permanent Resident) S\$90.00 (International Student)
Exam Registration Fee per Subject	S\$54.00-150.00
Repeat (International)	
Repeat 1-2 subjects ²	S\$1,680.00
Repeat 3-5 subjects ²	S\$2,730.00
Repeat 6 subjects ²	S\$3,150.00
Repeat (Local)	
Repeat 1-2 subjects ²	S\$900.00
Repeat 3-5 subjects ²	S\$1,400.00
Repeat 6 subjects ²	S\$1,600.00
IGCSE Examination Registration Fee per subject	S\$390.00-S\$580.00
Preparatory Course for Admission to Government School <i>(Fee is set by Ministry Of Education and it may vary yearly)</i>	
Admissions Exercise for International Students (AEIS) Fee	S\$672.00 [inclusive of GST]
Preparatory Course for International English Language Testing System (IELTS) <i>(Fee is set by IDP Singapore and it may vary yearly)</i>	
Registration Fee	S\$365.00 [inclusive of GST]
All Programmes	
Psychometric Test fee (for admission)	Free for the first attempt \$40.00 for second attempt onwards
English Proficiency Test fee (for admission)	Free for the first attempt \$40.00 for second attempt onwards
English modules - Repeat fees per level ²	\$1,150.00 (For Elementary- Advanced B– Full day) \$2,300.00 (For Beginner – Full day) \$880.00 (For Elementary- Advanced B– Half day) \$1,760.00 (For Beginner – Half day)
Module Repeat Fee (for Proprietary programmes) ²	S\$620.00
Resit Fee	S\$230.00
Hawthorn Certificate in English	S\$310.00
Foundation Diploma/ Professional Diploma/ Higher Diploma/ Graduate Diploma/ Postgraduate Diploma/UMKC American Degree Transfer Program	
Course Intermission Administrative Fee, before term starts	S\$160.00

Standard PEI-Student Contract Version 3.1

	(for International students, International Student Administrative fees will be charged separately when student resumes course)
Course Intermission Administrative Fee, after term starts	S\$160.00/ module (for International students, International Student Administrative fees will be charged separately when student resumes course)
Module Transfer Fee	S\$160.00/ module (for International students, International Student Administrative fees will be charged separately when student resumes course)
Examination-related fees:	
Exam Registration Fee (for short courses)- Local student	\$291.00 (for short course of fees \$495.00)
Exam Transfer Fee	S\$110.00/ module
Recourse Fee ²	Standard Course Fee applies
Late Resit Registration Fee	S\$15.00/ per module
Result Appeal Fee (100% of the appeal fee will be refunded for successful application and refund processing fee is not applicable. No refund for unsuccessful application.)	S\$210.00
Letter of Certification	S\$50.00
Letter of Certification (3 years after graduation)	\$100.00
Letter of Completion (3 years after graduation)	\$100.00
Reprint or Additional copies of transcript (only for courses awarded by TMC)	\$100.00 per copy
Certify true copy of TMC qualification	\$5.00 per copy
Replacement Certificate (only for courses awarded by TMC)	\$100.00
Administrative charge for TMC services to assist notarisation and legalisation of examination documents	\$350.00 (excludes additional charges incurred by external agencies, i.e. notary public and embassy)
<i>Not payable by student</i>	
Module Exemption Fee per module	prevailing course fee/total number of modules [^] * no. of modules exempted [^] 40-credit modules are considered as 2 modules
General	
Admin fee for Change of Course	S\$160.00 (for International students, International Student Administrative fees will be charged separately when student resumes course)
Administration Charge for Re-application of Student Pass for deferment of course	S\$40.00
Bank charges for transactions made via TT	S\$10.00-S\$30.00 (charged by the banks)
Collection of Student Pass from ICA	S\$60.00 or S\$90.00 (payable to Immigration & Checkpoints Authority of Singapore)
Courier Fees	Through DHL and 0% GST. Fees depends on which Zone the recipient is located (please refer to DHL website for Zone guide) \$24.58 (Zone 1) \$34.76 (Zone 2) \$44.73 (Zone 3) \$63.25 (Zone 4) \$65.79 (Zone 5) \$66.79 (Zone 6) \$111.74 (Zone 7) \$133.75 (Zone 8)
Course material (textbooks/ study guides)	\$10.00 - \$150.00 (depending on the book title)
Education Verification Proof	\$100.00 (Express, result in 1-30 working days) \$50.00 (Result after 30 working days)
Fee Protection Scheme Administrative Fee	0.75% of fees paid or S\$23.36, whichever is higher
Graduation Fee (inclusive of GST)	To be announced at least one month before the graduation event.
International Student Airport pick-up administrative fee (after cut-off date)	S\$80.00 [inclusive of GST]
Late Penalty Fee for Course Fee Payment (payment made after due date)	S\$10.00/per day (capped at S\$100.00)
Letter of verification for visa purpose	\$15.00/copy (3 working day processing time) \$50.00/copy (1 working day processing time)

Standard PEI-Student Contract Version 3.1

	<i>*Fees are inclusive of GST</i>
Library fine for late return of books	S\$0.50 per day/per book at a cap of \$40.00 [inclusive of GST]
Loss of Library Books	\$0.50 per day / per book at a cap of \$40.00 + Cost of Book (student to replace lost book)
Medical Insurance Fee	S\$80.00 per year per course
National Library Membership (payable to National Library) – For international students	\$42.80
Refund Processing Fee (waived for course withdrawals within the eligible period for refunds)	10% of the Refunded Amount (with a Minimum Charge of S\$10.00 and Maximum Cap of S\$200.00)
Renewal of Student Pass fee/ International Student Administrative Fee	S\$350.00
Replacement of Student ID card	S\$20.00

[1] Miscellaneous Fees refer to any optional fees which the students pay only when applicable. Such fees are normally collected by the when the need arises.

2 Fee Protection scheme (FPS) will be purchased for this fee paid. Students are required to pay the FPS administrative charges.

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 %]	("Maximum Refund") More than [60] days# before the Course Commencement Date
[75 %]	Before, but not more than [60] days# before the Course Commencement Date
[55 %]	Before, but not more than [30] days# before the Course Commencement Date
[25 %]	Before, but not more than [14] 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

Name:

Date: 01 March 2021

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)

N.A

Name of Student:

Name of Parent or Legal Guardian:

N.A

Date:

Date: