

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 : **The Guild International College**
 Registration Number : 202112268R
- (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* : _____

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 Council 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 **01** days/month* after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course

* 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.

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

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).

Standard PEI-Student Contract Version 3.1

- 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** Any agreement other than this Contract is invalid if it is administered without the written permission of CPE. 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

1) Course Title	Transition One Programme – Year One
2) Course Duration (in months)	12 months
3) Full-time or Part-time Course	Full time
4) Course Commencement Date	13/08/2021
5) Course Completion Date	03/06/2022
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	NA
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Transition One Programme – Year One
8) Organisation which develops the Course	The Guild International College Pte Ltd
9) Organisation which awards/ confers the qualification	The Guild International College Pte Ltd
10) Course entry requirement(s)	On approval of Head of College's Interview
11) Course schedule with modules and/or subjects	See Attached Annex A
12) Scheduled holidays (public and school) and/or semester/term break for course	To see approved college's calender
13) Examination and/or other assessment period	NA
14) Expected examination results release date	NA

SCHEDULE B
COURSE FEES

Fees Breakdown [shows the full breakdown of total payable course fees]	Total Payable(S\$) Inclusive of 7% GST	
1. Application Fees (One Time Payment)	.00	\$535.00
2. Registration Fees (One Time Payment)		\$2,675.00
Annually		
3. Facilities Fees		\$1,070.00
4. Programme Fees Transition Programme Year 1*		\$34,240.00
No of Instalments:*		6

INSTALMENT SCHEDULE

Instalment% Schedule	Amount (S\$)	Date Due^
1 st Instalment		
2 nd Instalment		
3 rd Instalment		
4 th Instalment		
5 th Instalment		
6 th Instalment		
7 th Instalment		
8 th Instalment		
Etc.		
Total Course Fees Payable:		

1. Each instalment amount shall not exceed the following:
 - ~~12 months' worth of fees for EduTrust certified PEIs*;~~ or
 - ~~6 months' worth of fees for non-EduTrust-certified PEIs with Industry Wide Coverage (IWC)*;~~ or
 - 2 months' worth of fees for non-EduTrust-certified PEIs without IWC*.
2. Each instalment after the first shall be collected within one week before the next payment scheduled.
3. There is a need to submit a GIRO application for the above instalment programme
4. Notice of termination of services must be given in writing to the college's Finance Department latest by the 15th day of the month to avoid any further deduction by GIRO on the next deduction date.

SCHEDULE C
MISCELLANEOUS FEES¹

Purpose of Fee	Amount (S\$)
English as an Additional Language (EAL) Fee Supplement (Per Term)	\$1,000.00
Support Fees for students who require additional specialist support	\$160.00 per hour

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 D

REFUND TABLE

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[100%]	more than [30] days before the Course Commencement Date
[50%]	before, but not more than [30] days before the Course Commencement Date
[25%]	after, but not more than [15] days after the Course Commencement Date
[NIL]	more than [15] days 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:
 Head of College
 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:

Course Schedule with Modules and/or Subjects

Introduction

This programme is for students transitioning to independent living. Students will learn the skills they need to live independently, and confidently face real-world challenges outside of the school environment. Students who are ready for employment will get the chance to explore pre-vocational skills that will enable them to work in a structured workplace.

Students will graduate with a certificate from The GUILD International College. An individual learning programme (ILP) will be designed collaboratively by teachers, parents, and specialists for each student. The ILP will list the short and long-term goals for each student. Students will be involved in the mandatory areas of learning in literacy, numeracy, fitness and wellbeing.

Our core curriculum areas of learning are:

- English (speaking, listening, writing and reading)
- Mathematics (basic numeracy, money skills for independent living)
- Social Skills
- Health, Physical Education and Well-being
- CAPA (*Creative Arts and Performing Arts*)
- Independent Living Skills

There will be an individual learning programme (ILP) for each student that is designed collaboratively by tutors, SEN teachers, parents, and specialists. The ILP will list the short- and long-term goals with a focus on individual needs and the teaching strategies required to support the student as well as bring the family into productive alignment at the college. The ILPS's will be reviewed at the end of each term to ensure the students are progressing well.

Learning Objectives

Independent Living Skills

The main aim of the Transition Programme is to prepare students for life outside of the school environment with confidence and independence. Students will have the opportunity to be involved in pre-vocational work experience programmes in areas such as domestic skills, living skills, office work and supported workplaces.

The House

The House which is set up as a studio apartment will provide an on-site 'real life' environment where students can learn, and practice skills needed to live independently. They will be taught important skills like self-care that will include grooming, healthy eating, and meal preparation. Students will also learn domestic skills to maintain a livable apartment that will include cleaning, making a bed, washing dishes, laundry, to name a few.

The Learning Garden

Our herb and vegetable learning garden will provide students with skills to grow, maintain and harvest vegetables that can be used in their cooking. The vegetables and herbs support the healthy living programmes in The House and school café as well as been sold to the community as part of their work skills.

Leisure and Recreation

Students will be exposed to a variety of sports, recreational activities and given the opportunity to make choices to participate and learn new skills. Students will be involved in outdoor activities that encourage coordination, teamwork, and independence, as well as participation in competitive sporting activities to gain confidence in themselves.

Community Awareness

Students will learn the necessary skills to be part of the larger community and to stay safe. Skills will include travel training (road safety, pedestrian skills and public transport) as well as skills to interact with others in the community. Students will learn how to buy groceries, place orders for food, make payments, requests and integrate as a member of the community. Students are encouraged to join specific community events and participate in various activities conducted locally to expand their social circles.

CAPA (Creative Arts and Performing Arts)

Under the guidance of our experienced teachers, students will be involved in an enriching arts-based programme that introduces them to music, dance, drama and more.

The programme will help students to gain more awareness about their bodies, learn new movements, balance, improve coordination, concentration, and memory, all whilst having fun.

Our aim is to bring students together to practise and perform while respecting each other, sharing skills, communicating with confidence, helping each other as well as discovering their love for the arts.

Overview of Learning Activities

- Face-to-face learning at the campus
- On-site learning at the college in retail, food and beverage, packing etc to gain experience to support a possible transition to a structured workplace.
- Individual and group work
- Assessments, portfolios and reviews

School Calendar

