

STANDARD PEI-STUDENT CONTRACT

BETWEEN

*THE PINK ROOM INTERNATIONAL
NAIL ACADEMY*

AND

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 examinations 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 your agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, _____, NRIC/ Passport number _____
*(*name of student /parent/guardian) (*NRIC/ passport no.)*

have read and understood this advisory note before signing the Student Contract for myself/ _____
*my ward ***

(_____ (NRIC/Passport) _____)
(name of ward)

with The Pink Room International Nail Academy.
(name of PEI)



 (Signature of student or parent/ guardian)

Date: _____

"Please delete whichever is inapplicable.

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 Pink Room International Nail Academy
- Registration Number : 200408678G
- (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 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 7 days after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).



2 REFUND POLICY

2.1 Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or

- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

2.2 Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

2.3 Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

3. ADDITIONAL INFORMATION

- 3.1** The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2** If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 3.3** If the Student and the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
- 3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5** If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.



SCHEDULE A
COURSE DETAILS

Note: The information provided below should be the same as that submitted to the CPE.

1) Course Title	DIPLOMA IN PROFESSIONAL NAIL TECHNOLOGY
2) Course Duration (in months)	6 months
3) Full-time or Part-time Course	
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies if later than Course Commencement Date	N.A.
Note: "N.A." if both dates are the same	
7) Qualification (Name of award to be conferred on the Student upon successful Course completion)	DIPLOMA IN PROFESSIONAL NAIL TECHNOLOGY
8) Organisation which develops the Course	The Pink Room International Nail Academy
9) Organisation which awards/ confers the qualification	The Pink Room International Nail Academy
10) Course entry requirement(s)	Age 16 years and above; PSLE or equivalent in English or Mandarin; Minimum GCE N Level or Equivalent or upon completion of Professional Manicurist Certificate. Students without formal education should have at least 2 years of work experience.
11) Course schedule with modules and/or subjects	Please refer to the attached Academic Calendar.
12) Scheduled holidays (public and school) and/or semester/term break for course	Please refer to the attached Academic Calendar.
13) Examination and/or other assessment period	<ul style="list-style-type: none"> • Diploma examination period are set on every quarter. • Cert Exam will be conducted at least once every quarter. • Estimated Exam date refer to Academic Calendar.
14) Expected examination results release date	2 months from Exam date
15) Expected award conferment date	<ul style="list-style-type: none"> • 6 months from Exam date • Professional Certificates will be given out during Graduation Ceremony ONLY.



SCHEDULE B
COURSE FEES

Fees Breakdown <i>Note: show full breakdown of total payable course fees</i>	Total Payable (with GST, if any) (S\$)
<p><u>Refundable</u> Course Fee Exam Fee</p>	<p>3,800.00 250.00</p>
<p><u>Non- refundable</u> Course Material Course Notes</p>	<p>720.00 60.00</p>
Total Course Fees Payable:	4,830.00
No of Instalments:	1

INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (S\$)	Date Due ²
Single Instalment	4,830.00	Upon Signing Contract
Total Course Fees Payable:	4,830.00	

1. Each instalment amount shall not exceed the following:
 - 12 months' worth of fees for EduTrust certified PEIs*; or
 - ~~6 months' worth of fees for non-EduTrust certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or~~
 - ~~2 months' worth of fees for non-EduTrust certified PEIs without IWC*.~~

* Delete as appropriate by striking through.

2. Each instalment after the first shall be collected within one week before the next payment scheduled.



SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
COURSES	
Refresher Course for Professional Manicurist Certificate (within 2 years from course / module completion date)	S\$90.00
Refresher Course for Professional Certificate In Acrylic Extension Techniques (within 2 years from course / module completion date)	S\$280.00
Refresher Course for Professional Certificate In Gel Extension Techniques (within 2 years from course / module completion date)	S\$280.00
Refresher Course for Diploma In Professional Nail Technology (within 3 years from course / module completion date)	S\$650.00
Late Payment	S\$50.00 late payment penalty for each instalment that is outstanding for more than 7 days. (Lesson will be suspended if Instalment not made by the due date)
Banker's Guarantee	S\$250.00 - \$400.00
Student Pass Application Fee	S\$250.00
Application Fee	S\$250.00
Administrative Fee	S\$150.00
Deferment Fee	S\$150.00
Re Exam for Course	S\$100
Re Exam for Module	S\$50.00 – S\$100
Examination Result Appeal	S\$100.00
REPLACEMENT	
Replacement of Transcript	S\$100.00
Replacement of Certificate	S\$100.00
Replacement of Student ID Card	S\$20.00
Replacement of Manicure Course Note	S\$30.00
Replacement of Extension Course Note	S\$30.00
Replacement of Course Material for Diploma	S\$720.00
Replacement of Course Material for Manicure	S\$100.00
Replacement of Course Material for Acrylic	S\$370.00
Replacement of Course Material for Gel	S\$370.00
Replacement of Course Material for Nail Art	S\$5.00
GENERAL	
Locker Rental	S\$10.00/mth
Air Brush Gun rental	S\$10.00/Lesson
Air Brush Gun rental refundable Deposit	S\$100.00

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:
85%	more than 28 days before the Course Commencement Date
50%	before, but not more than 28 days before the Course Commencement Date
0%	Upon Course Commencement

All days are inclusive of Saturdays, Sundays and Public Holidays.
All request for refunds must be submitted to PRINA in writing.

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

SIGNED by the PEI

 Authorised Signatory of the PEI
 Name: Joe Chua
 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: