

## 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                                                                                                 | : | Omega International College |
|     | Registration Number                                                                                                    | : | 201001528E                  |
|     |                                                                                                                        |   |                             |
| (2) | Full Name of Student                                                                                                   | : | _____                       |
|     | <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> |   |                             |
|     | NRIC Number (for SC/PR)*                                                                                               | : | _____                       |
|     | Student's Pass Number (if available)/                                                                                  |   |                             |
|     | Passport Number (for international student)*                                                                           | : | Not Applicable              |
|     |                                                                                                                        |   |                             |
| (3) | Full Name of Parent/Legal Guardian*                                                                                    |   |                             |
|     | (if Student is under eighteen (18) years of age)                                                                       | : | Not Applicable              |
|     | NRIC/Passport Number*                                                                                                  | : | Not Applicable              |
|     |                                                                                                                        |   |                             |

\* 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 One (1) day 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.

## **3. ADDITIONAL INFORMATION**

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

**SCHEDULE A**  
**COURSE DETAILS**

1) Course Title	<b>Certificate in Computerised Accounting</b>	
		CCA2001 UBS Computerised Accounting
		CCA2002 Accounting Foundation
		CCA2003 Costing Foundation
	<b>Prep. Course for Pearson LCCI Level 3 Diploma in Accounting and Finance</b>	
		Pearson LCCI level 3 Certificate in Accounting (VRQ)
		Pearson LCCI level 3 Certificate in Cost and Management Accounting (VRQ)
		Pearson LCCI level 3 Award in Computerised Accounting Skills (QCF)
		Pearson LCCI level 3 Certificate in Business Statistic (VRQ)
		Pearson LCCI level 3 Certificate in Advanced Business Calculations
	<b>Prep. Course for Pearson LCCI Level 4 Diploma in Accounting and Finance</b>	
		Pearson LCCI level 4 Certificate in Financial Accounting (VRQ)
		Pearson LCCI level 4 Certificate in Management Accounting (VRQ)
		Pearson LCCI level 4 Certificate in Organisational Behaviour and Performance (VRQ)
	<b>Preparatory for Certified Accounting Technician (CAT) Exam</b>	
		FA1 Recording Financial Transactions
		MA1 Management Information
		FA2 Maintaining Financial Records
		MA2 Managing Costs and Finance
		FAB Accountant in Business
		FFA Financial Accounting
		FMA Management Accounting
		FTX Foundations in Taxation
		FFM Foundations in Financial Management

	<table border="1"> <tr> <th colspan="2" data-bbox="606 230 1374 315"><b>Preparatory for Association of Chartered Certified Accountants (ACCA) Exam</b></th> </tr> <tr><td data-bbox="675 322 727 353"></td><td data-bbox="738 322 1374 353">F1 Accountant in Business</td></tr> <tr><td data-bbox="675 360 727 392"></td><td data-bbox="738 360 1374 392">F2 Management Accounting</td></tr> <tr><td data-bbox="675 398 727 430"></td><td data-bbox="738 398 1374 430">F3 Financial Accounting</td></tr> <tr><td data-bbox="675 436 727 468"></td><td data-bbox="738 436 1374 468">F4 Corporate and Business Law</td></tr> <tr><td data-bbox="675 474 727 506"></td><td data-bbox="738 474 1374 506">F5 Performance Management</td></tr> <tr><td data-bbox="675 512 727 544"></td><td data-bbox="738 512 1374 544">F6 Taxation</td></tr> <tr><td data-bbox="675 551 727 582"></td><td data-bbox="738 551 1374 582">F7 Financial Reporting</td></tr> <tr><td data-bbox="675 589 727 620"></td><td data-bbox="738 589 1374 620">F8 Audit and Assurance</td></tr> <tr><td data-bbox="675 627 727 658"></td><td data-bbox="738 627 1374 658">F9 Financial Management</td></tr> <tr><td data-bbox="675 665 727 696"></td><td data-bbox="738 665 1374 696">P1 Professional Accountant</td></tr> <tr><td data-bbox="675 703 727 734"></td><td data-bbox="738 703 1374 734">P2 Corporate Reporting</td></tr> <tr><td data-bbox="675 741 727 772"></td><td data-bbox="738 741 1374 772">P3 Business Analysis</td></tr> <tr><td data-bbox="675 779 727 810"></td><td data-bbox="738 779 1374 810">P4 Advanced Financial Management (Option Module)</td></tr> <tr><td data-bbox="675 817 727 848"></td><td data-bbox="738 817 1374 848">P5 Advanced Performance Management (Option Module)</td></tr> <tr><td data-bbox="675 855 727 887"></td><td data-bbox="738 855 1374 887">P6 Advanced Taxation (Option Module)</td></tr> <tr><td data-bbox="675 893 727 925"></td><td data-bbox="738 893 1374 925">P7 Advanced Audit and Assurance (Option Module)</td></tr> </table> <table border="1"> <tr> <th colspan="2" data-bbox="606 943 1374 1028"><b>Executive Diploma in Finance and Accounting (EDFA)</b></th> </tr> <tr><td data-bbox="675 1034 727 1066"></td><td data-bbox="738 1034 1374 1066">EDFA5001 Quantitative Techniques (QT)</td></tr> <tr><td data-bbox="675 1072 727 1104"></td><td data-bbox="738 1072 1374 1104">EDFA5002 Commercial Calculations (CC)</td></tr> <tr><td data-bbox="675 1111 727 1142"></td><td data-bbox="738 1111 1374 1142">EDFA5003 Computerised Accounting Skills (CS)</td></tr> <tr><td data-bbox="675 1149 727 1180"></td><td data-bbox="738 1149 1374 1180">EDFA5004 Principle of Accounting (PA)</td></tr> <tr><td data-bbox="675 1187 727 1218"></td><td data-bbox="738 1187 1374 1218">EDFA5005 Principle of Costing (PC)</td></tr> <tr><td data-bbox="675 1225 727 1256"></td><td data-bbox="738 1225 1374 1256">EDFA5006 Accounting Systems &amp; Control (AS)</td></tr> <tr><td data-bbox="675 1263 727 1294"></td><td data-bbox="738 1263 1374 1294">EDFA5007 Financial Accounting (FA)</td></tr> <tr><td data-bbox="675 1301 727 1332"></td><td data-bbox="738 1301 1374 1332">EDFA5008 Managerial Accounting (MA)</td></tr> <tr><td data-bbox="675 1339 727 1370"></td><td data-bbox="738 1339 1374 1370">EDFA5009 Corporate Reporting (CR)</td></tr> <tr><td data-bbox="675 1377 727 1408"></td><td data-bbox="738 1377 1374 1408">EDFA5010 Financial Management (FM)</td></tr> <tr><td data-bbox="675 1415 727 1447"></td><td data-bbox="738 1415 1374 1447">EDFA5011 Business Taxation (BT)</td></tr> <tr><td data-bbox="675 1453 727 1485"></td><td data-bbox="738 1453 1374 1485">EDFA5012 Organisation Behavior (OB)</td></tr> <tr><td data-bbox="675 1491 727 1523"></td><td data-bbox="738 1491 1374 1523">EDFA5013 Business Finance (BF)</td></tr> <tr><td data-bbox="675 1529 727 1561"></td><td data-bbox="738 1529 1374 1561">EDFA5014 Business Ethics (BE)</td></tr> <tr><td data-bbox="675 1568 727 1599"></td><td data-bbox="738 1568 1374 1599">EDFA5015 Employability Skills (ES)</td></tr> <tr><td data-bbox="675 1606 727 1637"></td><td data-bbox="738 1606 1374 1637">EDFA5016 Auditing (AD)</td></tr> <tr><td data-bbox="675 1644 727 1675"></td><td data-bbox="738 1644 1374 1675">EDFA5017 Business Law (BL)</td></tr> <tr><td data-bbox="675 1682 727 1713"></td><td data-bbox="738 1682 1374 1713">EDFA5018 Company Law (CL)</td></tr> </table>	<b>Preparatory for Association of Chartered Certified Accountants (ACCA) Exam</b>			F1 Accountant in Business		F2 Management Accounting		F3 Financial Accounting		F4 Corporate and Business Law		F5 Performance Management		F6 Taxation		F7 Financial Reporting		F8 Audit and Assurance		F9 Financial Management		P1 Professional Accountant		P2 Corporate Reporting		P3 Business Analysis		P4 Advanced Financial Management (Option Module)		P5 Advanced Performance Management (Option Module)		P6 Advanced Taxation (Option Module)		P7 Advanced Audit and Assurance (Option Module)	<b>Executive Diploma in Finance and Accounting (EDFA)</b>			EDFA5001 Quantitative Techniques (QT)		EDFA5002 Commercial Calculations (CC)		EDFA5003 Computerised Accounting Skills (CS)		EDFA5004 Principle of Accounting (PA)		EDFA5005 Principle of Costing (PC)		EDFA5006 Accounting Systems & Control (AS)		EDFA5007 Financial Accounting (FA)		EDFA5008 Managerial Accounting (MA)		EDFA5009 Corporate Reporting (CR)		EDFA5010 Financial Management (FM)		EDFA5011 Business Taxation (BT)		EDFA5012 Organisation Behavior (OB)		EDFA5013 Business Finance (BF)		EDFA5014 Business Ethics (BE)		EDFA5015 Employability Skills (ES)		EDFA5016 Auditing (AD)		EDFA5017 Business Law (BL)		EDFA5018 Company Law (CL)
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3) Full-time or Part-time Course	Part-Time												
4) Course Commencement Date (dd-mm-yyyy)													
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6) Date of Commencement of Studies	Same as Course Commencement Date												
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	<table border="1"> <tr><td></td><td>Certificate in Computerised Accounting</td></tr> <tr><td></td><td>Executive Diploma in Finance and Accounting (EDFA)</td></tr> <tr><td></td><td>Pearson LCCI Level 3 Diploma in Accounting and Finance</td></tr> <tr><td></td><td>Pearson LCCI Level 4 Diploma in Accounting and Finance</td></tr> <tr><td></td><td>Certified Accounting Technician (CAT)</td></tr> <tr><td></td><td>Association of Chartered Certified Accountants (ACCA)</td></tr> </table>		Certificate in Computerised Accounting		Executive Diploma in Finance and Accounting (EDFA)		Pearson LCCI Level 3 Diploma in Accounting and Finance		Pearson LCCI Level 4 Diploma in Accounting and Finance		Certified Accounting Technician (CAT)		Association of Chartered Certified Accountants (ACCA)
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8) Organisation which develops the Course	<table border="1"> <tr><td></td><td>Omega International College</td></tr> <tr><td></td><td>Pearson Education Ltd</td></tr> <tr><td></td><td>The Association of Chartered Certified Accountants (ACCA), UK</td></tr> </table>		Omega International College		Pearson Education Ltd		The Association of Chartered Certified Accountants (ACCA), UK						
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10) Course entry requirement(s)	<p><b>Certificate in Computerised Accounting (CCA)</b> ----- Min. Age : 16 years old</p> <p><u>Pre-Requisite</u></p> <ul style="list-style-type: none"> <li>➤ Secondary 1 with Pass in English</li> </ul> <p><i>Candidates who do not meet the admission requirement would be considered on case-by-case basis.</i></p>												

	<p><b>Executive Diploma in Finance and Accounting (EDFA)</b> -----</p> <p>Min. Age : 18 years old</p> <p><u>Academic Level</u></p> <ul style="list-style-type: none"><li>➤ Pass in 3 “O” Levels or equivalent <b>OR</b></li><li>➤ Certificate in Computerised Accounting awarded by Omega International College <b>OR</b></li><li>➤ Other equivalent qualification deemed acceptable by Omega International College</li></ul> <p><u>Language Proficiency</u></p> <ul style="list-style-type: none"><li>➤ O Level with Pass In English (Grade C6) or equivalent English)</li></ul> <p>Candidates do not meet the above requirement but with 21 years of age and secondary school education and working experience may be considered on a case-by-case basis</p> <p><b>Prep. Course for Pearson LCCI Level 3 Diploma in Accounting and Finance</b> -----</p> <p>Min. Age : 18 years old</p> <p><u>Academic Level</u></p> <ul style="list-style-type: none"><li>➤ Pass in 3 “O” Levels or equivalent <b>OR</b></li><li>➤ Certificate in Computerised Accounting awarded by Omega International College <b>OR</b></li><li>➤ Other equivalent qualification deemed acceptable by Omega International College</li></ul> <p><u>Language Proficiency</u></p> <ul style="list-style-type: none"><li>➤ O Level with Pass In English (Grade C6) or equivalent English)</li></ul> <p>Candidates do not meet the above requirement but with 21 years of age and secondary school education and working experience may be considered on a case-by-case basis</p> <p><b>Prep. Course for Pearson LCCI Level 4 Diploma in Accounting and Finance</b> -----</p> <p>Min. Age : 18 years old</p> <p><u>Academic Level</u></p> <ul style="list-style-type: none"><li>➤ Pass in 3 “O” Levels or equivalent <b>OR</b></li><li>➤ Certificate in Computerised Accounting awarded by Omega International College <b>OR</b></li><li>➤ Other equivalent qualification deemed acceptable by Omega International College</li></ul>
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<p>11) Course schedule with modules and subjects</p>	<p>Please refer to Course Schedule</p>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p>Please refer to course schedule</p>
<p>13) Examination and other assessment period</p>	
<p>14) Expected examination results release date</p>	
<p>15) Expected award conferment date</p>	

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

Purpose of Fee	Amount (S\$) and When Payable
[Withdrawal application fees, course transfer fees, late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]	
Bank Charges	\$10 (If payment rejected from the bank due to insufficient funds)
Admin Fees	\$20 per month (Except Payment via Interbank GIRO, admin fees will be impose for payment via CASH and NETS.)
Late Payment Fees	\$20 per month (If payment do not receive by 5 <sup>th</sup> of each month)
Exam / Exemption Fees <small>*applicable to Executive Diploma in Finance and Accounting (EDFA) students only</small>	EDFA5001 – EDFA5008 (\$100 per subject) EDFA5009 – EDFA5013 (\$150 per subject) EDFA5014 – EDFA5018 (\$180 per subject)
Admin Fees for Free Retake Scheme	\$100 per Subject
Retake of Same Course (Those not eligible for free retake scheme)	1/2 of Full Course Fees
Replace of Student ID	\$20

***The prevailing Good and Services Tax (GST) is excluded from the Miscellaneous Fees***

<sup>1</sup> Miscellaneous Fees refer to any optional 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
[75%]	before, but not more than [30] days before the Course Commencement Date
[25%]	after, but not more than [5] days after the Course Commencement Date
[0%]	more than [5] days after the Course Commencement Date

---

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

SIGNED by the PEI



\_\_\_\_\_  
Authorized Signatory of the PEI

\_\_\_\_\_  
Seal of PEI

Name:

Date:

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:

\_\_\_\_\_  
Not Applicable  
Name of Parent or Legal Guardian:

Date:

Date: