

**STUDENT CONTRACT**  
**BETWEEN**  
***ITC SCHOOL OF LAWS PTE LTD***  
**AND**

**Name : <<NAME OF STUDENT>>**

**NRIC No :**

**INTAKE : 17-INTAKE CODE**

***\*\*Documents for Submission with Student Contract***

- 1) Copy of NRIC***
- 2) Copy of Academic Qualifications***
- 3) 1 Recent Passport-sized photographs***

\*Delete as appropriate



**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 : ITC SCHOOL OF LAWS PTE LTD  
 Registration Number : 199302723G
  
- (2) Full Name of Student : NAME OF STUDENTS  
*(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)/ FIN : \_\_\_\_\_  
 Passport Number (for international student)\* : N.A
  
- (3) Full Name of Parent/Legal Guardian\*  
 (if Student is under eighteen (18) years of age) : N.A  
 NRIC/Passport Number\* : N.A

**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/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 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;

\* 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.



- (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](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** 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	<<COURSE TITLE>>
2) Course Duration (in months)	<<COURSE DURATION>>
3) Full-time or Part-time Course	<<MODE OF STUDY>>
4) Course Commencement Date	<<DD/MM/YYYY>>
5) Course Completion Date	23/02/2018
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	N.A.
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	<<COURSE NAME>>
8) Organisation which develops the Course	University Of London
9) Organisation which awards/ confers the qualification	University Of London
10) Course entry requirement(s)	Proficiency test / GCE 'O' Levels / GCE 'A' Levels / Diploma (local / PEI / overseas) / Degree (Internal / External) / Master / Others: _____
11) Course schedule with modules and/or subjects	See Annex A
12) Scheduled holidays (public and school) and/or semester/term break for course	See Annex A
13) Examination and/or other assessment period	May 2018
14) Expected examination results release date	August 2018
15) Expected award conferment date	August 2020

\* Delete as appropriate by striking through.



**SCHEDULE B  
COURSE FEES**

<b>Fees Breakdown</b> <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (with GST, if any) (S\$)
Course Fee	X
FPS Insurance	150.00
Medical Insurance	50.00
<b>Total Fees Payable:</b>	X
<b>No of Instalments:</b>	X

**INSTALMENT SCHEDULE**

<b>Instalment<sup>%</sup> Schedule</b>	Amount (with GST, if any) (S\$)	Date Due <sup>^</sup>
INSTALLMENT PLAN	X	DD/MM/YYYY
<b>Total Fees Payable:</b>	X	

<sup>%</sup>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\*.

<sup>^</sup> Each instalment after the first shall be collected within one week before the next payment scheduled.

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

Purpose of Fee	Amount (with GST, if any)
Non-refundable Registration Fee (Applicable only if the student is applying for one of the preparatory courses at the PEI for the first time.)	SGD500
University of London Application Fee (Applicable only to Bachelor of Laws students. This fee is directly payable by the student to the University of London and not to the PEI)	£ 88 (deadline 01 October 2017)
University of London Registration Fee (Applicable to CertHE Common Law and Bachelor of Laws students. This fee is directly payable by the student to the University of London and not to the PEI)	£ 450 (Dead line : CertHE / LLB – (01 Nov 2017 )
University of London Module Fee (Applicable to CertHE Common Law and Bachelor of Laws students. This fee is directly payable by the student to the University of London and not to the PEI)	£140 per module (Dead line : CertHE / LLB – (01 Nov 2017 )
Late Payment Fee (in the event that instalment payments made to the PEI under Schedule B are delayed by more than 7 calendar days (the grace period) – inclusive of the date on which instalment was due)	SGD10 per week or part thereof (after the expiry of the grace period)
RELC Examination Registration Fee (Applicable to students that have opted to take the University of London Examinations in a given academic year. This fee is payable to RELC and not to the PEI) (The deadline will be based on information provided by RELC in December 2017)	SGD2000 (subject to confirmation by RELC in December 2017)
Examinations Registration Fee (Payable by Students who register for the examinations through the PEI. This fee is payable to the PEI.)	SGD10
Lost Books charge (Applicable in relation to loss of books borrowed from the library or used for reference purposes)	SGD100 per book
Damaged Books charge (Applicable in relation to damage to books borrowed from the library or used for reference purposes)	SGD50 per book

<sup>1</sup> Miscellaneous Fees refer to any fees which the student pays 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:
80%	("Maximum Refund") More than [14] days before the Course Commencement Date
70%	Before, but not more than [14] days before the Course Commencement Date
50%	After, but not more than [7] days after the Course Commencement Date
0%  (In addition, any part of the full course fees that has not been paid by the student at the time of the withdrawal shall become payable)	More than [7] days after the Course Commencement Date

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

SIGNED by the PEI

\_\_\_\_\_  
Authorised 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:

Fang Yashi

Date:

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

Date:

## Annex A

### Subject Combination

The Student hereby confirms that he/she is pursuing the following subject combination:  
(Please tick as appropriate)

- QLD
- Non-QLD

<b>Level 4</b>
<input type="checkbox"/> Criminal Law
<input type="checkbox"/> Public Law
<input type="checkbox"/> Legal System & Method
<input type="checkbox"/> Contract Law

<b>Level 5</b>
<input type="checkbox"/> Tort Law (comp)
<input type="checkbox"/> Equity & Trusts (comp - QLD)
<input type="checkbox"/> European Union Law (comp - QLD)
<input type="checkbox"/> Commercial Law (options)
<input type="checkbox"/> Family Law (options)

<b>Level 6</b>
<input type="checkbox"/> Jurisprudence (comp)
<input type="checkbox"/> Property Law (comp - QLD)
<input type="checkbox"/> Evidence (options)
<input type="checkbox"/> Company Law (options)
<input type="checkbox"/> Conflict of Laws (options)
<input type="checkbox"/> Criminology (options)
<input type="checkbox"/> Intellectual Property (options)
<input type="checkbox"/> Others:





## SCHOOL HOLIDAYS, BREAKS & MOCK EXAMS SCHEDULE

EVENT		DATES	REMARKS
<b>B R E A K S</b>	<b>SEMESTER BREAKS</b>	27 May 2017 - 11 June 2017	February intake
		12 June 2017 – 25 June 2017	April FT intake only
		02 September 2017 - 10 September 2017	Feb, April PT & FT, June PT & FT intake
	<b>HARI RAYA PUASA</b>	22 June 2017 – 27 June 2017	All intakes
	<b>DEEPAVALI</b>	16 October 2017 – 20 October 2017	All intakes
	<b>YEAR END</b>	17 December 2017 – 01 January 2018	All intakes
	<b>CHINESE NEW YEAR</b>	13 February 2018 – 18 February 2018	All intakes
<b>MOCK EXAMINATIONS</b>	11 July 2017 – 14 July 2017	February intake	
	19 September 2017 – 22 September 2017	Feb, April PT & FT, June PT & FT Intakes	
	11 December 2017 – 15 December 2017	All intakes	
	19 February 2018 – 23 February 2018	All intakes	
<b>INTENSIVE REVISION COURSE</b>	24 February 2018 – 29 April 2018	All intakes	
<b>UNIVERSITY OF LONDON EXAMINATIONS</b>	<b>May 2018 to June 2018</b> (actual date to be advised by University of London in January 2018)	All intakes	

*\* Please note that the above dates are tentative only and are subject to change.*



## Class & Revision Time-table

### Cert in H.E (Common Law) & Bachelor of Laws [Year 1]

#### Class Timetable for February, April, June, July (part-time) intakes

##### One

Day	Time	Subject - Week One	Subject - Week Two
Wednesday	6.30pm – 8.15pm	Criminal Law	Legal System & Method
	8.30pm – 9.45pm	Public Law	Contract Law
Friday	6.30pm – 8.15pm	Criminal Law	Legal System & Method
	8.30pm – 9.45pm	Public Law	Contract Law

\* time-table from start date to October 2017

##### Two

Day	Time	Subject - Week One	Subject - Week Two
Monday	6.30pm – 8.15pm	Criminal Law	Legal System & Method
	8.30pm – 9.45pm	Public Law	Contract Law
Wednesday	6.30pm – 9.30pm	Criminal Law	Legal System & Method
Friday	6.30pm – 9.30pm	Public Law	Contract Law

\* time-table from November 2017 to February 2018

#### Class Timetable for August (part-time) intake

Day	Time	Subject - Week One	Subject - Week Two
Thursday	6.30pm – 9.30pm	Criminal Law	Legal System & Method
Friday	6.30pm – 9.30pm	Public Law	Contract Law
Saturday	2.00pm – 4.00pm	Criminal Law	Legal System & Method
	4.30pm – 6.30pm	Public Law	Contract Law

\* time-table from start date to February 2018

#### Class Timetable for April, June, August (Full-time) intakes

Day	Time	Week 1 & Week 2	
Monday	1.00pm – 5.30pm	Criminal Law / Public Law	Lecture
Tuesday	1.00pm – 5.30pm	Contract Law / Legal System & Method	Lecture
Wednesday	1.00pm – 4.30pm	Project Work	
Thursday	1.00pm – 4.30pm	Criminal Law / Public Law	Tutorial
Friday	1.00pm – 4.30pm	Contract Law / Legal System & Method	Tutorial

\*Applicable to Full-Time intakes – time-table from start date to February 2018

#### Revision timetable (Full-time & part-time)

Day	Time	Week 1 & 2	Week 3 & 4	Week 5 & 6	Week 7 & 8
Saturday	2.00pm – 9.00pm	Criminal Law	Public Law	Legal System & Method	Contract Law
Sunday	10.00am – 5.00pm	Criminal Law	Public Law	Legal System & Method	Contract Law
Monday	6.30pm – 9.30pm	Criminal Law	Public Law	Legal System & Method	Contract Law
Tuesday	6.30pm – 9.30pm	Criminal Law	Public Law	Legal System & Method	Contract Law

\*Intensive Revision course applicable to all Part-Time and Full-Time intakes – timetable from February 2018 to April 2018

\*Free for students who register for Full Course with ITC School of Laws



## Class & Revision Time-table Bachelor of Laws (Finals) [Years 2/3/4]

### Class Timetable for Finals (part-time)

Day	Time	<i>Final Subjects – Week 1</i>	<i>Final Subjects – Week 2</i>
Monday	6.30 pm – 10.00pm	Intellectual Property	Conflict of Laws / Family Law
Tuesday	6.30pm – 10.00pm	Intellectual Property	Conflict of Laws / Family Law
Wednesday	6.30pm – 10.00pm	Evidence / EU Law	Commercial Law
Thursday	6.30pm – 9.30pm	Equity & Trusts	Tort Law / Jurisprudence
Friday	6.30pm – 9.30pm	Company Law	Property Law
Saturday	10.00am – 1.00pm	Criminology	-
	2.00pm – 4.00pm	Equity & Trusts	Tort Law / Jurisprudence
	4.30pm – 6.30pm	Company Law	Property Law

\*Applicable to Part-Time intake – timetable from start date to February 2018

### Class Timetable for Finals (Full-Time)

Day	Time	<i>Week 1 &amp; 2</i>
Monday	1.00pm – 4.30pm	Commercial Law
Tuesday	1.00pm – 4.30pm	Equity & Trusts
Thursday	1.00pm – 4.30pm	Tort Law
Friday	1.00pm – 4.30pm	European Union Law

\*Applicable to Full-Time intake – timetable from start date to February 2018

### Revision Timetable Finals (Full-Time & Part – Time )

Day	Time	<i>Week 1 &amp; 2</i>	<i>Week 3 &amp; 4</i>	<i>Week 5 &amp; 6</i>	<i>Week 7 &amp; 8</i>
Saturday	2.00pm – 9.00pm	Evidence / European Union Law	Equity & Trusts	Tort Law / Jurisprudence	Property Law
Sunday	10.00am–5.00pm	Evidence / European Union Law	Equity & Trusts	Tort Law / Jurisprudence	Property Law
Monday	6.30pm – 9.30pm	Evidence / European Union Law	Equity & Trusts	Tort Law / Jurisprudence	Property Law
Tuesday	6.30pm-10.30pm	Intellectual Property	Commercial Law	Company Law	Criminology
Wednesday	6.30pm-10.30pm	Intellectual Property	Commercial law	Company Law	Criminology
Thursday	6.30pm-10.30pm	Intellectual Property	Commercial Law	Company Law	Criminology
Friday	6.30pm-10.30pm	Conflict of Laws / Family Law	Conflict of Laws / Family Law	Conflict of Laws / Family Law	Criminology

\*Intensive Revision course applicable to all students – timetable from February 2018 to April 2018

