

## PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract.

This Contract is made between:

- (1) Registered Name of PEI : GLOBIS Asia Campus  
 Registration Number : 201219057R
- (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)\* : \_\_\_\_\_

*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 14 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 and any impact on Course 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](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; provided, however, any information given by the Student to the PEI is deemed to be given to the GLOBIS group and such information shall be collected, used and disclosed strictly in accordance with the its Privacy Policy [[URL](#) / attached hereto as Appendix-1] and applicable laws. GLOBIS group refers to the following company, subsidiaries, affiliates and related entities: GLOBIS Corporation, GLOBIS Capital Partners & Co., the Educational Corporation of GLOBIS University and GLOBIS China Co., Ltd. and GLOBIS ASIA CAMPUS and GLOBIS THAILAND CO., LTD., G1 INSTITUTE, and General Incorporated Foundation KIBOW.
- 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	Organizational Behavior and Leadership Course in the PRE-MASTER OF BUSINESS ADMINISTRATION (GLOBIS UNIVERSITY) Program
2) Course Duration (in months)	Actual Duration – 3 months CPE Registered Duration – 6 months
3) Full-time or Part-time Course	Part-time Course
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	Student is required to sign a separate letter of acknowledgement if he/she is enrolled late.
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Certificate of Course Completion
8) Organisation which develops the Course	GLOBIS Asia Campus
9) Organisation which awards/ confers the qualification	GLOBIS Asia Campus
10) Course entry requirement(s)	<p><u>Language Requirement:</u> Minimum score of TOEFL IBT 100, IELTS 6.5, or Versant 45</p> <p>*Native speakers and those who completed a Bachelor/Diploma conducted entirely in English are not required to submit an English test score.</p> <p><u>Academic Requirement:</u> A bachelor's degree or a certificate of equivalent value</p> <p>*Matured candidate who is above 22 years of age who have more than 4 years of work experience may be exempted from the academic requirement.</p> <p><u>Work Experience:</u> One year of full-time work experience</p>

11) Course schedule with modules and/or subjects	
12) Scheduled holidays (public and school) and/or semester/term break for course	<ol style="list-style-type: none"> <li>1. Public holidays</li> <li>2. School holidays</li> </ol>
13) Examination and/or other assessment period	Report submission date:
14) Expected examination results release date	Report grading date: (5 days before day 6 class)
15) Expected award conferment date	

SAMPLE

**SCHEDULE B**  
**COURSE FEES**

Fees Breakdown	Total Payable (with GST, if any) (S\$)
<i>Note: show full breakdown of total payable course fees</i>	
Enrolment fee* (for first Course only)	S\$299.00
Tuition	S\$1,669.00
<b>Total Course Fees Payable:</b>	S\$1,968.00
<b>No of Instalments:</b>	1

\*For those who have taken the course conducted by GLOBIS Asia Pacific Pte. Ltd. between October 2017 to September 2018 and paid the enrolment fee or those who have paid enrolment fee to GLOBIS group courses before are exempted from the enrolment fee to GLOBIS Asia Campus.

**INSTALMENT SCHEDULE**

Instalment <sup>1</sup> Schedule	Amount (with GST, if any) (S\$)	Date Due <sup>2</sup>
1st instalment	S\$1,968.00	14 days before the commencement of day 1 class
<b>Total Course Fees Payable:</b>	S\$1,968.00	

1. Each instalment amount shall not exceed the following:
  - 6 months' worth of fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)
2. Each instalment after the first shall be collected within one week before the next payment scheduled.

**SCHEDULE C**  
**MISCELLANEOUS FEES**<sup>3</sup>

Purpose of Fee	Amount (with GST, if any) (\$)
Late payment fees	Overdue interest (at an annual rate of 12%)

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

SAMPLE

**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%]	-at least[14] days before the Course Commencement Date
[78%]	less than [14] days before the Course Commencement Date
[100%]	less than [14] days before the Course Commencement Date, and if a student requests a withdrawal from a course for the following reasons with documents of evidence. - Natural disasters - Hospitalization, long-term outpatient treatment involving the student - Death or hospitalization involving any relative within the second degree of kinship of the student's family - Transfers within the same company, long-term business trips required by the student's employer - Other special circumstances granted by the Student Services Office.
0%	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

\_\_\_\_\_  
 Name of Student:  
 Date:

Appendix 1:

**GLOBIS Asia Campus Privacy Policy**

"The Private Education Institution of GLOBIS Asia Campus (hereinafter "GLOBIS Asia Campus"), recognizes the importance of complying with laws and regulations governing the protection of personal information and safeguarding privacy to ensure the safe and secure use of our services. Therefore, we have established a system for promoting compliance and developed internal regulations in our commitment to handle personal information with the utmost care."

Yoshito Hori

President of the Private Education Institution of GLOBIS Asia Campus

Usage of Personal Information

GLOBIS uses personal information within the following parameters in the course of providing services and conducting the business operations of GLOBIS Asia Campus.

Providing services associated and performing tasks in our business, such as confirming applications and handling the payment of fees:

- To confirm applications to our services such as GLOBIS Asia Campus
- To confirm applicants satisfy qualifications for services that require such qualifications
- To provide the services for which customers have applied
- To deliver books, instructional materials and other products to customers
- To send invoices to customers for purchased services and products
- To send brochures and other documents requested by customers
- To confirm registrations for events and seminars to ascertain the status of attendance

Improving services and developing new business services:

- To determine the level of quality and customer satisfaction for services through questionnaires and interviews
- To research the needs and requirements for new services related to customer characteristics through questionnaires and interviews
- To statistically analyze service records and questionnaires to collect aggregated, non-personal information for the purpose of assessing marketing strategies

Providing information and related services that may be useful to customers:

- To provide information on related services, events and seminars targeting previous users of our services (e.g., providing email magazines and pamphlets)
- To provide information on services, events and seminars that may be useful to customers and business partners who have provided their business cards when participating in our events, seminars or business meetings. (e.g., providing email magazines and pamphlets)
- To share aggregated, non-personal data on demographics and characteristics of previous service users to explain our services to third parties

Website Policies

GLOBIS Asia Campus websites contain links to other sites. Clicking on one of these links will transfer the visitor to the websites of our partners, advertisers and others. Be aware that the privacy policies of these other parties may differ from ours, and GLOBIS Asia Campus

bears no responsibility for them. Please read the privacy policies of each website which is linked to ours.

The GLOBIS Asia Campus website uses cookies for the following purposes. A "cookie" is a piece of data that Web servers install on a user's system.

- To confirm membership for exclusive services that require log-in
- To analyze website access, including the numbers of visitors
- To display customized website content

You can stop cookies being downloaded on to your computer by selecting the appropriate settings on your browser. However please note that if you do this you may not be able to use the full functionality of the Site. There is more information about cookies, including how to delete them on the website [www.aboutcookies.org](http://www.aboutcookies.org).

Types of data to be collected:

GLOBIS Asia Campus collects information of the following categories.

Various kinds of information that you provide at the time of making an application, such as name, country of residence, sex, date of birth and e-mail address.

Provided, however, that you will remain anonymous until personal information is entered in a form or the like.

In addition, advertisements such as banner ads may also use cookies according to their own privacy policies. You should review the policies for the use of cookies of these advertisements.

GLOBIS Asia Campus may retain information pertaining to you for as long as necessary for the purposes described in this Privacy Policy, or until a specific request is made to erase such data.

GLOBIS Asia Campus websites use SSL encrypted communication to ensure secure data transmission for pages in which personal information has been provided for inquiries, applications or member log-in pages. SSL is a transmission protocol for data transmission between a Web server and client browsers.

In regard to member log-in pages, users are strongly urged to carefully manage their IDs and passwords. Careless misuse or disclosure of IDs and/or passwords can lead to the leaking of your information.

Please exercise appropriate judgment whenever disclosing your personal information or any other important information when using services that are open to many users, such as message boards and mailing lists offered by GLOBIS Asia Campus.

Generally, no one is under a statutory or contractual obligation to provide any personal information. However, if some personal information, such as application details, is not provided, we may be unable to provide the requested services.

Governing law and court with jurisdiction:

Each party agrees to submit to the exclusive jurisdiction of the Singapore courts all disputes relating to this privacy policy and/or the use of this website.

#### Sharing of Personal Information

The Private Education Institution of GLOBIS Asia Campus may share personal information it has acquired with GLOBIS group\*.

\* GLOBIS refers to the following company, subsidiaries, affiliates and related entities: GLOBIS Corporation, GLOBIS Capital Partners & Co., the Educational Corporation of GLOBIS University and GLOBIS China Co., Ltd. and GLOBIS ASIA CAMPUS and GLOBIS THAILAND CO., LTD., G1 INSTITUTE, and General Incorporated Foundation KIBOW.

#### Personal information that may be shared

Names, contact information (addresses, email addresses, telephone and fax numbers), records of inquiries, interviews, applications, entrance exams, admissions and graduation, course transcripts, leaves of absence, suspensions and expulsions.

#### The extent of entities with whom information may be shared

GLOBIS Corporation, the Educational Corporation of GLOBIS University and the Educational Corporation of GLOBIS Asia Campus

#### Purpose of shared use

Offering information on / providing / improving and enhancing services for the business school, corporate training, graduate school of management and other related services

#### Administrator for shared use

GLOBIS Corporation

#### Provision of Information to Third Parties

GLOBIS Asia Campus does not provide personal information to any third party apart from business partners that have agreed to properly handle said information strictly for the purposes mentioned above and the aforementioned shared users, except under the following situations:

When the customer has explicitly granted their consent in advance to disclose this information

When we need to confirm the authenticity and validity of accounts with financial institutions, etc., for settling payment for service

When we are required to do so under the law

#### Security Measures

GLOBIS Asia Campus takes every reasonable action to protect personal information from unauthorized access, loss, destruction, change and leakage.

GLOBIS Asia Campus may provide personal information to business partners that have agreed to properly handle said information strictly for the purposes mentioned above.

GLOBIS Asia Campus exercises necessary and appropriate supervision over its employees and business partners. Furthermore, we regularly conduct reviews to improve our compliance

promotion system, preventive measures and the supervision of employees, and business partners to which GLOBIS Asia Campus may outsource operations.

Disclosure, Correction, and Discontinuation of Use, etc.

GLOBIS Asia Campus makes every effort to maintain the accuracy and currency of personal information we have obtained, and we promptly respond to customer requests to disclose, correct or terminate the use of information once the identity of the customer has been verified.

Some of the services provided by GLOBIS Asia Campus permit users to access and update their personal information on a website specifically set up for this purpose.

GLOBIS Asia Campus relies on its legitimate interests, described above, to process your data. GLOBIS Asia Campus may also process Other Information that constitutes your Personal Data for direct marketing purposes and you have a right to object to GLOBIS Asia Campus's use of your Personal Data for this purpose at any time, as well as a right to have such information erased.

For more information please contact the person in charge of each service or submit your inquiry via the email address below.

Consent

By using the site, you consent to the collection, use and processing of your personal information by us in the manner and for the uses described in this Privacy Policy and our Terms of Use. We reserve the right to make changes to these policies as appropriate.

Privacy Administrator

Kenya Yoshino, the Private Education Institution of GLOBIS Asia Campus Compliance Committee Administrator, #29-02, 12 Marina View, Asia Square Tower 2, Singapore.

Inquiries

For inquiries on GLOBIS Asia Campus's Privacy Policy and its initiatives to protect personal information, please contact [gac-info@globis.sg](mailto:gac-info@globis.sg)

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