

PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This contract ("**Contract**") is made BETWEEN:

- (1) Registered Name of Private Education Institution (PEI) : GLOBALIS Asia Campus
Registration Number : 201219057R
(the "**PEI**")
Registered Address : 12 Marina View #29-02,
Asia Square Tower 2
Singapore 018961

(To be used if the Student is 18 and above years of age).

- (2) Full Name of Contracting Party
(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.) : _____
NRIC/FIN/Passport Number
(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.) : _____
(the "**Contracting Party**")

OR

(To be used if the Student is under 18 years of age).

- (2) Full Name of Contracting Party (Parent/Legal Guardian)
(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.) : _____
NRIC/FIN/Passport Number
(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.) : _____
(the "**Contracting Party**") on behalf of
Full Name of Student
(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.) : _____
NRIC/FIN/Passport Number
(NRIC number is meant to be stated where the Student is an SC/PR. FIN/Passport Number is meant to be stated where the Student is not an SC/PR. Please delete as appropriate by striking through.) : _____
(the "**Student**")

1. DEFINITIONS

1.1 In the Contract, the following words and expressions shall have the following meanings:

“Cooling-Off Period”	Shall refer to the period of ten (10) calendar days commencing from and including the date of this Contract.
“Course”	Shall refer to the course described in Schedule A.
“Course Fee”	Shall refer to the compulsory fees to be charged by the PEI on account of the Student’s undertaking of the Course and as stated in Schedule B.
“Course Commencement Date”	Shall refer to the date of commencement of the Course as scheduled by the PEI and shall be as stated in Item 4 of Schedule A.
“Course Completion Date”	Shall refer to the date of completion of the Course as scheduled by the PEI, and shall be as stated in Item 5 of Schedule A.
“Developer/Proprietor”	Shall refer to the person who developed the Course, or who is the proprietor of the Course, as stated in Item 8 of Schedule A.
“ICA”	Shall have the meaning assigned to it in Clause 3.1(e).
“Miscellaneous Fees”	Shall refer to non-compulsory fees potentially chargeable by the PEI on account of, or arising from, the Student’s undertaking of the Course, and as described in Schedule C.
“Permitted Course Duration”	Shall refer to the permitted duration of the Course starting on and from the Course Commencement Date and ending on the Course Completion Date (both dates inclusive).
“Private Education Mediation-Arbitration Scheme”	Shall refer to the dispute resolution scheme under the <i>Private Education (Dispute Resolution Schemes) Regulations 2016</i> .
“Refund Event”	Shall have the meaning assigned to it in Clause 3.1.
“SSG”	Shall refer to the SkillsFuture Singapore Agency established pursuant to Section 3 of the <i>SkillsFuture Singapore Agency Act 2016</i> .
“Student Pass”	Shall be as described on www.ica.gov.sg or such other website which operates in lieu thereof.

2. COURSE INFORMATION AND FEES

2.1 The PEI shall provide the Course as set out in Schedule A to the Student. The PEI shall not make any change to any detail of the Course set out in Schedule A unless it has obtained the prior written consent of the Contracting Party and, where required under the *Private Education Act 2009* or the subsidiary legislation thereunder, the prior written consent of SSG.

For the avoidance of doubt, if it is stated in Schedule A that the Course includes industrial attachment, the PEI shall use reasonable endeavours to ensure that such industrial attachment is provided to the Student.

2.2 The PEI represents and warrants that:

- (a) The person stated in Item 8 of Schedule A is the Developer/Proprietor of the Course and that the PEI has obtained all necessary permissions, licenses and approvals for the provision of the Course to the Student.
- (b) It has obtained SSG's permission to conduct the Course and that it has not made any such changes to the Course which would require it to re-apply to SSG for permission to conduct the Course.
- (c) The PEI has verified that the Student meets the Course entry requirements set out in Item 10 of Schedule A.
- (d) The information set out in Items 1 to 5 and 7 to 17 of Schedule A is correct, complete and not inconsistent with the details submitted to the SSG to obtain its permission to provide the Course.

2.3 PEI undertakes that the Student will be awarded or conferred the qualification stated in Item 7 of Schedule A by the organisation named in Item 9 of Schedule A upon the Student's successful completion of the Course, and having met all the requirements of the award/qualification.

2.4 The parties agree that Schedule B and Schedule C set out all fees payable (potentially or otherwise) by the Contracting Party to the PEI for the Course or arising from the Student's undertaking of the Course.

2.5 The Contracting Party shall pay the Course Fees in the amount and by the timelines as stated in the instalment schedule in Schedule B and the Miscellaneous Fees as per the timelines stated in each invoice for the Miscellaneous Fees issued by the PEI to the Contracting Party.

The PEI considers a payment made [] days/month after the scheduled due date(s) in Schedule B for the Course Fees and [] days/month after the scheduled due date(s) in the invoices for the Miscellaneous Fees as late. The PEI will explain to the Student its policy for the late payment of Course Fees and Miscellaneous Fees, and any impact on the Course/module completion (if applicable).

3. TERMINATION AND REFUND POLICY (Please refer to the diagram in Schedule E)

3.1 The PEI will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a "Refund Event"):

- (a) It cannot commence the provision of the Course on the Course Commencement Date;

- (b) It cannot complete the provision of the Course by the Course Completion Date;
- (c) The Course will be terminated before the Course Completion Date;
- (d) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
- (e) The Immigration & Checkpoints Authority of Singapore (the "ICA") rejects the Student's application for the Student Pass.

3.2 Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:

- (a) The PEI shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.
- (b) If the Contracting Party accepts such alternative study arrangements, the PEI shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect.
- (c) If the PEI does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 3.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to the PEI.

3.3 Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.

3.4 If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

3.5 If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

3.6 If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

3.7 If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

3.8 **Refund for Withdrawal During the Cooling-Off Period:**

Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to the PEI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the PEI. The PEI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.

3.9 **Refund for Withdrawal Outside the Cooling-Off Period:**

Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to the PEI. Upon receipt of such notice, the PEI shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

4. ADDITIONAL INFORMATION

- 4.1** This Contract shall be interpreted in accordance with the laws of Singapore. Subject to the *Private Education (Dispute Resolution Schemes) Regulations 2016*, the courts of Singapore shall have exclusive jurisdiction to settle any claim, dispute or disagreement arising out of or relating to this Contract.
- 4.2** If any provision of this Contract is adjudged to be illegal, invalid or unenforceable, in whole or in part, such provision or part of it shall, to the extent that it is illegal, invalid or unenforceable, be deemed not to form part of this Contract and shall not affect the validity, legality and enforceability of the remainder of this Contract.
- 4.3** The PEI shall treat all personal information provided by the Student or Contracting Party as strictly confidential and shall not disclose any such personal information to any third-party, unless it has obtained the prior written consent of the Contracting Party or such disclosure is required under the law.
- 4.4** This Contract contains the whole agreement between the parties in respect of its subject matter and supersedes all previous discussions, correspondences and understanding between the parties in respect of such subject matter.
- 4.5** In no event shall any delay, failure or omission on the part of either party in exercising any right, power, privilege, claim or remedy arising under or pursuant to this Contract constitute a waiver of that right, power, privilege, claim or remedy, unless expressly given in writing. No waiver of a breach of this Contract shall be deemed to be a waiver of any other or subsequent breach of this Contract.
- 4.6** If this Contract is also signed in or translated into any language other than English, the English language version shall prevail in the event of any inconsistency.
- 4.7** A person who is not a party to this Contract shall have no right under the *Contracts (Right of Third Parties) Act 2001* to enforce any of its terms.

SCHEDULE A
COURSE DETAILS

1) Course title	Essentials of Marketing and Strategy Course in the PRE-MASTER OF BUSINESS ADMINISTRATION (GLOBIS UNIVERSITY) Program
2) Permitted Course Duration (in months) <i>Note: This does not include the period of the industrial attachment, if any.</i>	Actual Duration – 3 months
3) Whether the Course is a full-time or part-time Course	Part-time Course
4) Course Commencement Date (DD/MM/YYYY)	
5) Course Completion Date (DD/MM/YYYY)	
6) Date of Commencement of studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same Student is required to sign a separate letter of acknowledgement if he/she is enrolled late</i>	
7) Qualification <i>(Name of qualification to be conferred on the Student upon the successful completion of the Course)</i>	Certificate of Course Completion
8) Developer/Proprietor of 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 Versant 40 or equivalent score of other English tests</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><u>Work Experience:</u> One year of full-time work experience</p>

<p>11) Course schedule (with modules and/or subjects referred to)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	
<p>12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the Course</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>1. Public holidays</p> <p>2. 2.School holidays</p>
<p>13) Examination and/or other assessment and/or assignment period(s)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>Report submission date: n.a.</p>
<p>14) Expected final examination results release date (DD/MM/YYYY)</p> <p><i>Note: The date shall not be more than three (3) months after the completion of the final examination, unless otherwise permitted by SSG.</i></p>	<p>Report grading date: (5 days before day 6 class)</p> <p>n.a.</p>
<p>15) Expected date of conferment of the qualification (DD/MM/YYYY)</p>	
<p>16) Does the Course include any industrial attachment?</p>	<p>No</p>
<p>17) Duration of the industrial attachment</p>	

SAMPLE

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Enrolment fee (for first Course only)	S\$299.00
Tuition	S\$1,669.00
Total Course Fees Payable	S\$1,968.00

INSTALMENT SCHEDULE

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

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

SCHEDULE C
MISCELLANEOUS FEES

Type and Purpose of Fees	Amount (with GST, if any) (S\$)
<i>Late payment fees</i>	Overdue interest (at an annual rate of 12%)

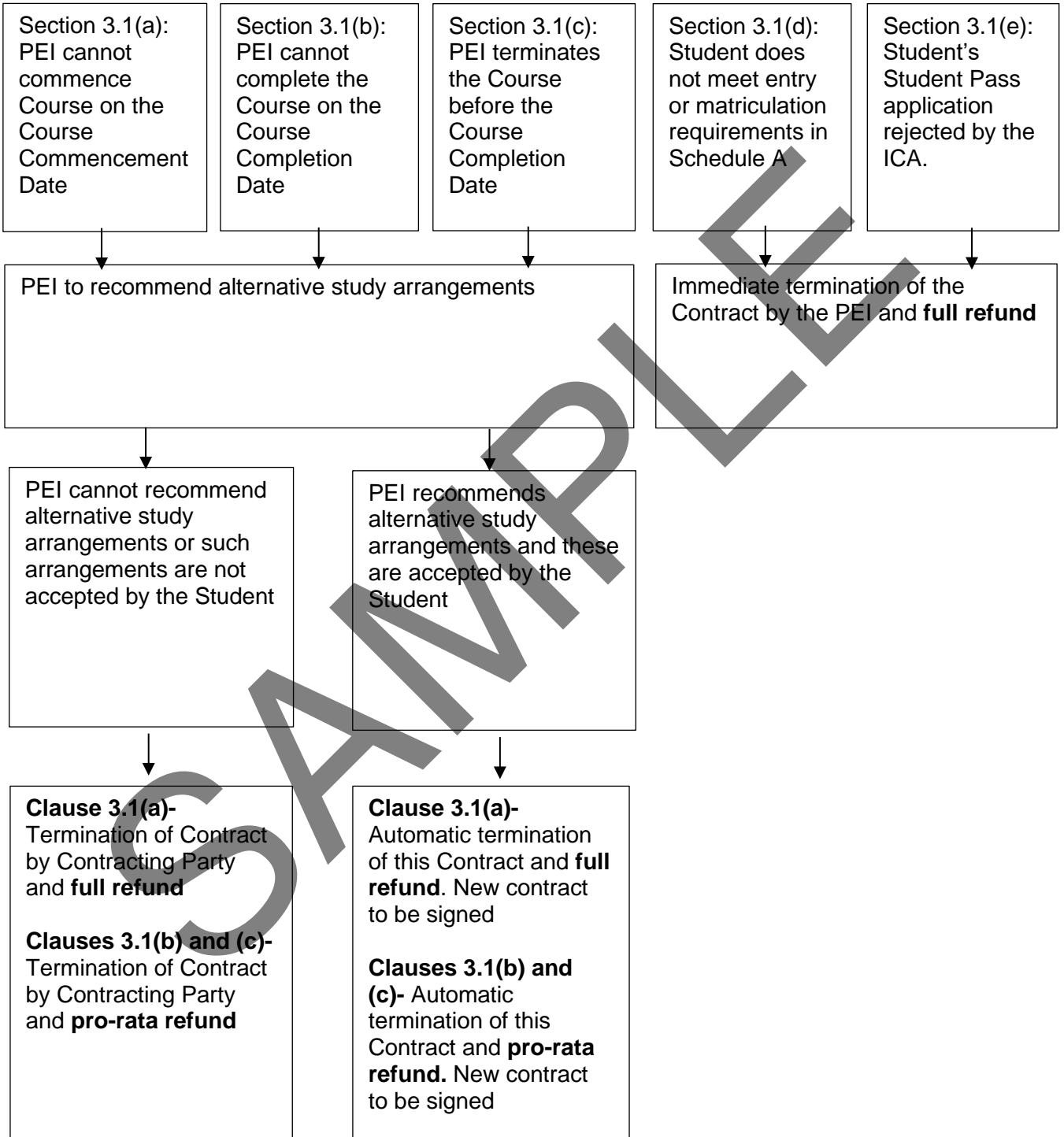
SCHEDULE D
REFUND POLICY

% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	If the Contracting Party'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. <ul style="list-style-type: none"> - 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

SAMPLE

**SCHEDULE E
SECTION 3**

REFUND EVENTS



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

SIGNED by the PEI

Authorised Signatory of the PEI

Name:

Date:

SIGNED by the Contracting Party

Name of Contracting Party:

Date:

SAMPLE

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
Founder and president of GLOBIS

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, nonpersonal 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.

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., GLOBIS Asia Pacific Pte. Ltd., the Educational Corporation of GLOBIS Asia Campus Pte. Ltd., GLOBIS Thailand Co., Ltd., GLOBIS USA Inc., GLOBIS Europe BV, 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

Takashi Tsutsumi, the Private Education Institution of GLOBIS Asia Campus Compliance Committee Administrator, #29-02, 12 Marina View, Asia Square Tower 2, Singapore 018961.

Inquiries

For inquiries on GLOBIS Asia Campus's Privacy Policy and its initiatives to protect personal information, please contact info@globis.edu.sg

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