



**STANDARD STUDENT CONTRACT  
(ENGLISH)**

**BETWEEN**

**WEST BUSINESS SCHOOL  
HOLDINGS PTE LTD**

**AND**

**STUDENT**



## 1. COURSE INFORMATION, ENTRY REQUIREMENTS, FEES, AND DEPOSIT

### 1.1 Name of Course:

Course applied for (the “Course”) : \_\_\_\_\_

The Course and its contents have/have not\* been registered with the Ministry of Education and other relevant authorities.

### 1.2 Date of Commencement and Completion:

Date of commencement of the Course (“Commencement Date”) : \_\_\_\_\_

Date of completion of the Course (“Completion Date”) : \_\_\_\_\_

1.3 **Entry Requirements:** The entry requirement(s) for the Course is/are as set out in **Schedule 1** and WEST BUSINESS SCHOOL HOLDINGS PTE LTD hereby confirms that it has verified that the Student has met such entry requirements.

1.4 **Type of Qualification:** Name of certificate / diploma / degree\* to be conferred on the Student upon successful completion of the Course : \_\_\_\_\_

1.5 **Organisation Awarding/Conferring Qualification:** : \_\_\_\_\_

1.6 **Student Arrival:** Latest date on which Student has to commence residence in Singapore : \_\_\_\_\_

1.7 **Tuition Fees:** The tuition fees shall be apportioned as set out in **Schedule 2.1** (“Course Fees”) and shall, subject to Clauses 2 and 3, be payable on or before the dates set out therein.

1.8 **Payment of Tuition Fees and Non-Tuition Fees:** The Fees set out in **Schedule 2.1** shall be paid as specified herein:

(i) in the manner set out in Clause 3.2 below WEST BUSINESS SCHOOL HOLDINGS PTE LTD adopts a Student Tuition Fee Account (Escrow) pursuant to Clause 3.

All **Non-Tuition Fees** shall be paid to WEST BUSINESS SCHOOL HOLDINGS PTE LTD on or before the dates specified in **Schedules 2.1**.

1.9 **Issue of Receipts:** For every payment made by the Student to WEST BUSINESS SCHOOL HOLDINGS PTE LTD, WEST BUSINESS SCHOOL HOLDINGS PTE LTD shall issue a receipt to the Student stipulating (i) the amount paid, (ii) the date of payment, and (iii) the purpose of such payment (with a proper breakdown of the payment amount, where applicable).

## 2. REFUND POLICIES

2.1 **Withdrawal for Cause:** Subject to Clause 7, the Student shall be entitled to immediately withdraw from the Course by giving written notice to WEST BUSINESS SCHOOL HOLDINGS PTE LTD of his/her intention to do so under the following circumstances:

- (i) WEST BUSINESS SCHOOL HOLDINGS PTE LTD fails, for any reason, to commence the Course on the Commencement Date;
- (ii) WEST BUSINESS SCHOOL HOLDINGS PTE LTD fails, for any reason, to complete the Course by the Completion Date;
- (iii) WEST BUSINESS SCHOOL HOLDINGS PTE LTD terminates the Course for any reason prior to the completion of the Course; or
- (iv) WEST BUSINESS SCHOOL HOLDINGS PTE LTD is in material breach of its obligations under this Agreement.

**2.2 Refunds for Withdrawal for Cause:** WEST BUSINESS SCHOOL HOLDINGS PTE LTD shall, as soon as practicable after receiving the Student’s notice of withdrawal under Clause 2.1 (and in any event no more than fourteen (14) days after receiving such notice) refund to the Student:

- (i) the entire amount of the Tuition Fees; and
- (ii) the Non-Tuition Fees.

**2.3 Withdrawal Without Cause and Refunds:** Where the Student withdraws from the Course for any reason other than those set out in Clause 2.1 or Clause 7, WEST BUSINESS SCHOOL HOLDINGS PTE LTD shall, as soon as practicable after receiving the Student’s written notice of withdrawal (and in any event no more than fourteen (14) working days after receiving such notice) refund to the Student the following sums (less any applicable bank administrative charges properly paid):

<b>% of [the aggregate amount of the Course Fees and Additional Fees paid under Clause 1.7 and 1.10]</b>	<b>If Student’s written notice of withdrawal is received</b>
75%	More than [30] days before the Commencement Date
50%	Before, but not more than [7] days before the Commencement Date
10%	After, but not more than [7] days after the Commencement Date
5%	More than [7] days after the Commencement Date, but not more than [14] days after the Commencement Date
0%	More than [14] days after the Commencement Date

**2.4 Deemed Withdrawal:** A Student who transfers from the Course to another course with WEST BUSINESS SCHOOL HOLDINGS PTE LTD shall, for the purposes of this Clause 2, be deemed to have withdrawn from the Course and the provisions of Clause 2.3 shall apply save as otherwise agreed between WEST BUSINESS SCHOOL HOLDINGS PTE LTD and the Student.

### **3. STUDENT PROTECTION SCHEME**

#### **3.1 WEST BUSINESS SCHOOL HOLDINGS PTE LTD’s Undertaking to have SPS:**

WEST BUSINESS SCHOOL HOLDINGS PTE LTD hereby confirms and undertakes to the Student that it has in place a Student Protection Scheme as stipulated by the Consumers Association of Singapore (CASE) (the “SPS”) by way of a Student Tuition Fee Account (Escrow) pursuant to the terms and conditions of the CASE-WEST BUSINESS SCHOOL HOLDINGS PTE LTD Agreement dated 1 December 2004 made between CASE and WEST BUSINESS SCHOOL HOLDINGS PTE LTD.

**3.2\*** A copy of the master escrow agreement dated 9 September 2004 between CASE and The HongKong and Shanghai Banking Corporation Limited (the “**Master Escrow Agreement**”) and acceded to by WEST BUSINESS SCHOOL HOLDINGS PTE LTD on 1 December 2004 is available at WEST BUSINESS SCHOOL HOLDINGS PTE LTD’s website at [Http://www.west.edu.sg](http://www.west.edu.sg). The Master Escrow Agreement sets out, among other things, the details upon which WEST BUSINESS SCHOOL HOLDINGS PTE LTD shall establish an escrow account with HongKong and Shanghai Banking Corporation Limited (the “**Escrow Account**” with the “**Escrow Bank**”) for the purposes of receiving payment of the Student’s Tuition Fees and the circumstances in which the amounts in the Escrow Account shall be payable to WEST BUSINESS SCHOOL HOLDINGS PTE LTD and/or the Student.

[The Student acknowledges that he/she has read and has understood the terms of the Master Escrow Agreement.]

WEST BUSINESS SCHOOL HOLDINGS PTE LTD and the Student hereby agree that:

- (i) the Student shall execute a student escrow confirmation in a form acceptable to the Escrow Bank (the “**Student Escrow Confirmation**”) within [14] days of the date of this Agreement and deliver a copy of the same to the Escrow Bank within three (3) business days of it being so executed;
- (ii) WEST BUSINESS SCHOOL HOLDINGS PTE LTD shall issue payment vouchers, not less than thirty (30) days prior to the Commencement Date, to the Student in accordance with the terms of the Master Escrow Agreement and the Student shall submit such payment vouchers together with any payment made under Clause 3.2(iii) below; and
- (iii) the Student shall pay the Tuition Fees directly into the Escrow Account on or before the dates specified in Schedule 2.1.

**3.3 No Double Claim:** For the avoidance of doubt, if the Student and/or his/her parent/guardian receives any payment from WEST BUSINESS SCHOOL HOLDINGS PTE LTD or the Escrow Bank pursuant to a provision of this Agreement or the Master Escrow Agreement in respect of any matter or damage, then the Student and his/her parent/guardian shall not be entitled to claim against WEST BUSINESS SCHOOL HOLDINGS PTE LTD or the Escrow Bank for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Escrow Agreement.

#### **4. GOVERNING LAW AND DISPUTE RESOLUTION**

- 4.1 Governing Law:** This Agreement shall be governed by, and construed in accordance with the laws of Singapore.
- 4.2 Grievance Procedure:** WEST BUSINESS SCHOOL HOLDINGS PTE LTD shall, within [14] working days of this Agreement and in any event no later than the Commencement Date, provide the Student with a copy of its student handbook or such other document which shall prescribe a formal grievance procedure for the purpose of providing a timely and fair method of resolving disputes arising from this Agreement or such other matter as may relate to the Student’s enrolment at WEST BUSINESS SCHOOL HOLDINGS PTE LTD.
- 4.3 Third Party Mediation:** In the event that the Student and WEST BUSINESS SCHOOL HOLDINGS PTE LTD are unable to resolve a dispute in accordance with the grievance procedure referred to in Clause 4.2, the Student and WEST BUSINESS SCHOOL HOLDINGS PTE LTD shall refer the dispute to the CASE Mediation Centre for mediation prior to instituting any legal action or proceedings. The Student and WEST BUSINESS SCHOOL HOLDINGS PTE LTD hereby agree to such procedures and to pay such fees as the CASE Mediation Centre may prescribe from time to time for the purpose of resolving their dispute.
- 4.4 Jurisdiction:** The parties hereby irrevocably agree that the courts of Singapore are to have jurisdiction to settle any disputes which may arise out of or in connection with this Agreement which cannot be settled successfully through the Case Mediation Centre and that, accordingly, any legal action or proceedings arising out of or in connection with this Agreement (“**Proceedings**”) may be brought in those courts and the parties irrevocably submit to the jurisdiction of those courts PROVIDED THAT nothing in this Clause shall limit the right of any party to take Proceedings in any other court of competent jurisdiction nor shall the taking of Proceedings in one or more jurisdictions preclude that party from taking Proceedings in any other jurisdiction, whether concurrently or not.

## **5. INTERNATIONAL STUDENTS**

**5.1 Student Pass Application:** WEST BUSINESS SCHOOL HOLDINGS PTE LTD undertakes to use her best efforts to assist the Student if he/she requires a Student's Pass from the ICA. This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student's enrolment and immigration status, and doing all such things as may be necessary to procure the Student Pass on behalf of the Student.

**5.2 Student's Pass Not Transferable:** The Student's Pass issued under Clause 5.1 is not transferable and will expire upon the Student ceasing to be a student of WEST BUSINESS SCHOOL HOLDINGS PTE LTD. WEST BUSINESS SCHOOL HOLDINGS PTE LTD is under an obligation to inform ICA of the Student's withdrawal from, or completion of his/her course of study at WEST BUSINESS SCHOOL HOLDINGS PTE LTD, and the Student shall deliver to WEST BUSINESS SCHOOL HOLDINGS PTE LTD, within [3] days of the Student ceasing to be a student of WEST BUSINESS SCHOOL HOLDINGS PTE LTD, the passport and Student's Pass of the Student for cancellation.

**5.3 Withdrawing from WEST BUSINESS SCHOOL HOLDINGS PTE LTD:** A Student who withdraws from WEST BUSINESS SCHOOL HOLDINGS PTE LTD to enrol with another school shall be deemed to have withdrawn from WEST BUSINESS SCHOOL HOLDINGS PTE LTD under Clause 5.2 and the provisions of Clause 5.2 shall apply.

## **6. CONFIDENTIALITY**

WEST BUSINESS SCHOOL HOLDINGS PTE LTD is committed to maintaining the confidentiality of the Student personal information and undertakes not to divulge any of the Student's personal information to any third party without the prior written consent of the Student.

## **7. FORCE MAJEURE**

In the event that any party shall be rendered unable to carry out the whole or any part of its obligations under this Agreement for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable despatch. For the avoidance of doubt, this clause shall not apply to cases where:

- (i) WEST BUSINESS SCHOOL HOLDINGS PTE LTD is declared to be insolvent and/or a winding-up order made or bankruptcy issued by the Singapore court against WEST BUSINESS SCHOOL HOLDINGS PTE LTD (or, any partner of WEST BUSINESS SCHOOL HOLDINGS PTE LTD if WEST BUSINESS SCHOOL HOLDINGS PTE LTD is a partnership); and
- (ii) the relevant authority(ies) issue(s) an order to cease and/or terminate the operations of WEST BUSINESS SCHOOL HOLDINGS PTE LTD, or the happening of anything of a similar nature under the laws of Singapore.

## **8. PRECEDENCE TO OTHER AGREEMENTS**

In the event of there being any inconsistency between the terms of this Agreement and the terms of any other agreement (oral or written) entered into between WEST BUSINESS SCHOOL HOLDINGS PTE LTD and the Student either before or after the making of this Agreement, the terms of this Agreement shall prevail and the terms of such other agreement shall be deemed to be amended to the extent necessary for it to be read as being consistent with this Agreement.

**9. MISCELLANEOUS**

- 9.1 Indulgence, Waiver, etc.:** No failure on the part of any party to this Agreement to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this Agreement preclude any other or further exercise of it.
- 9.2 Remedies:** No remedy conferred by any of the provisions of this Agreement is intended to be exclusive of any other remedy which is otherwise available at law, in equity, by statute or otherwise, and each and every other remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law, in equity, by statute or otherwise. The election of any one or more of such remedies by any of the parties to this agreement shall not constitute a waiver by such party of the right to pursue any other available remedies.
- 9.3 Severability of Provisions:** If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions of this Agreement.
- 9.4 Third Party Rights:** A person who is not a party to this Agreement has no right under the Contracts (Rights of Third Parties) Act, Chapter 53B of Singapore or any other laws in any jurisdiction to enforce any term of this Agreement.
- 9.5 Successors and Assigns:** This Agreement shall be binding upon, and ensure for the benefit of, the successors, personal representatives and permitted assigns of the parties PROVIDED THAT neither WEST BUSINESS SCHOOL HOLDINGS PTE LTD nor the Student shall be entitled to assign its rights and/or obligations under this Agreement without the prior written consent of the other party.
- 9.6 Translations:** In the event of any conflict or inconsistency between any term of this Agreement (including the Schedules) in the English language and any translation thereof in any other language, the English language version of this Agreement shall prevail.

## **SCHEDULE 1**

### **Entry Requirements for the Course**

## **SCHEDULE 1**

The entry requirements for the course are directly linked to the scores student attained from the placement test set by our qualified teachers.

The placement test is designed to help our consultants make decisions about which class to place students in or whether a student can join a particular course. WBS offers placement test from Beginners to Advanced levels, depending on the type of course the student choose.

Ways of assessing speaking skills are:

- Giving a personal interview with our qualified teachers. A rating scale will be required, to relate the language produced to the different class levels within WBS.

The placement test can be used in different ways:

- Before the course starts, so that we can tell students immediately whether we will have a suitable class for them.
- On the first day of the course, so that we can place students in class quickly and smoothly.
- To place late arrivals at any time into existing classes
- To decide whether students eligible for a particular courses.

### **ENGLISH AS A FOREIGN LANGUAGE**

- a) Attainment of a minimum of 50% for WBS Placement Tests.

### **GOVERNMENT SCHOOL PREPARATORY FOUNDATION**

- a) At least minimum of 7 years to maximum 17 years of age on the year of enrollment.
- b) Latest school result

### **CAMBRIDGE GCE 'O' LEVEL**

- a) At least 15 years of age on 1st January of the GCE 'O' Level examination year.
- b) Attainment of a minimum of 70% for WBS Intermediate Placement Test

### **CAMBRIDGE GCE 'A' LEVEL**

- a) At least 17 years of age on 1st January of the GCE 'A' Level examination year.
- b) Attainment of a minimum of 70% for WBS Intermediate Placement Test

### **CAMBRIDGE INTERNATIONAL ADVANCED DIPLOMA**

- a) 'N' level with a minimum of 1 year working experience
- b) Attainment of a minimum of 70% for WBS Advanced Placement Test

### **UNIVERSITY OF LONDON BACHELOR OF SCIENCE**

- a) At least 17 years of age on 1<sup>st</sup> September on the year of enrollment.
- b) 2 GCE 'A' level passes (minimum 'E' grades) and 3 GCE 'O' levels (including Maths and English) or equivalent
- c) Attainment of a minimum of 70% for WBS Advanced Placement Test

**SCHEDULE 2  
BREAKDOWN OF COURSE FEES AND ADDITIONAL FEES**

**Schedule 2.1  
ENGLISH AS A FOREIGN LANGUAGE (PER LEVEL) Course Fees**

Tuition Fees	Payment by Instalment		Payment in Advance	
	Amount (\$)	Date Due	Amount (\$)	Date Due
<b><u>For Course Pre-requisites:</u></b>	N.A.	N.A.	N.A.	N.A.
<b><u>For Course:</u></b>  Level: _____ 3 months (3 Hrs / Per day)	\$1500 per course	Prior to the course commencement date	N.A.	N.A.
<b>Total Tuition Fees Payable</b>	\$1500		N.A.	
Non-Tuition Fees	Amount (\$)	Date Due	Amount (\$)	Date Due
<b><u>Non-Refundable Fees</u></b>				
a) Registration Fees	\$50	At time of registration	N.A.	N.A.
b) Application Fees	\$150		N.A.	N.A.
c) ICA Sponsor Fees	\$150		N.A.	N.A.
d) SPS Bank Fees	\$200		N.A.	N.A.
Course materials	\$150	On Start of course	N.A.	N.A.
<b>Total Course Fees Payable</b>	\$2200		N.A.	

**Schedule 2.2  
Additional Fees and Deposit**

Purpose of Fee	Amount (\$\$) and When Payable
[late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]	N.A.
Deposit	Amount (\$\$) and Date Due
N.A.	N.A.

**SCHEDULE 2**  
**BREAKDOWN OF COURSE FEES AND ADDITIONAL FEES**

**Schedule 2.1**  
**GOVERNMENT SCHOOL PREPARATORY FOUNDATION Course Fees**

Tuition Fees	Payment by Instalment		Payment in Advance		
	Amount (\$)	Date Due	Amount (\$)	Date Due	
<b><u>For Course Pre-requisites:</u></b>	N.A.	N.A.	N.A.	N.A.	
<b><u>For Course:</u></b>  Level: _____ 3 months (6 Hrs / Per day)	\$3000 per course	Prior to the course commencement date	N.A.	N.A.	
<b>Total Tuition Fees Payable</b>	\$3000		N.A		
Non-Tuition Fees	Amount (\$)	Date Due	Amount (\$)	Date Due	
<b><u>Non-Refundable Fees</u></b>					
a) Registration Fees	\$50	}	N.A.	N.A.	
b) Application Fees	\$150		At time of registration	N.A.	N.A.
c) ICA Sponsor Fees	\$150			N.A.	N.A.
d) SPS Bank Fees	\$200			N.A.	N.A.
Course materials	\$150	}		N.A.	N.A.
		} On Start of course			
<b>Total Course Fees Payable</b>	\$3700		N.A		

**Schedule 2.2**  
**Additional Fees and Deposit**

Purpose of Fee	Amount (\$\$) and When Payable
[late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]	N.A.
Deposit	Amount (\$\$) and Date Due
N.A.	N.A.

**SCHEDULE 2**  
**BREAKDOWN OF COURSE FEES AND ADDITIONAL FEES**

**Schedule 2.1**  
**SECONDARY 3 & GCE 'O' LEVEL (FOR FOREIGN STUDENT) Course Fees**

Tuition Fees	Payment by Instalment		Payment in Advance	
	Amount (\$)	Date Due	Amount (\$)	Date Due
<b><u>For Course Pre-requisites:</u></b>	N.A.	N.A.	N.A.	N.A.
<b><u>For Course:</u></b>  23 months (6 Hrs / Per day)	\$16000 per course	Prior to the course commencement date	N.A.	N.A.
<b>Total Tuition Fees Payable</b>	\$16000		N.A	
Non-Tuition Fees	Amount (\$)	Date Due	Amount (\$)	Date Due
<b><u>Non-Refundable Fees</u></b>				
a) Registration Fees	\$50	} At time of registration	N.A.	N.A.
b) Application Fees	\$150		N.A.	N.A.
c) ICA Sponsor Fees	\$150		N.A.	N.A.
d) SPS Bank Fees	\$200		N.A.	N.A.
Examination Fees (Estimated)	\$840	} Pay directly to Exam Centre	N.A.	N.A.
Course materials	\$150	} On Start of course	N.A.	N.A.
<b>Total Course Fees Payable</b>	\$17540		N.A	

**Schedule 2.2**  
**Additional Fees and Deposit**

Purpose of Fee	Amount (\$\$) and When Payable
[late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]	N.A.
Deposit	Amount (\$\$) and Date Due
N.A.	N.A.

**SCHEDULE 2**  
**BREAKDOWN OF COURSE FEES AND ADDITIONAL FEES**

**Schedule 2.1**  
**GCE 'O' LEVEL/GCE 'A' LEVEL (FOR REPEAT STUDENT) Course Fees**

Tuition Fees	Payment by Instalment		Payment in Advance	
	Amount (\$)	Date Due	Amount (\$)	Date Due
<b><u>For Course Pre-requisites:</u></b>	N.A.	N.A.	N.A.	N.A.
<b><u>For Course:</u></b>  Level: _____ 8 months (6 Hrs / Per day)	\$7000 per course	Prior to the course commencement date	N.A.	N.A.
<b>Total Tuition Fees Payable</b>	\$7000		N.A	
Non-Tuition Fees	Amount (\$)	Date Due	Amount (\$)	Date Due
<b><u>Non-Refundable Fees</u></b>				
a) Registration Fees	\$50	} At time of registration	N.A.	N.A.
b) Application Fees	\$150		N.A.	N.A.
c) ICA Sponsor Fees	\$150		N.A.	N.A.
d) SPS Bank Fees	\$200		N.A.	N.A.
Examination Fees (Estimated)	\$450	} Pay directly to Exam Centre	N.A.	N.A.
Course materials	\$150	} On Start of course	N.A.	N.A.
<b>Total Course Fees Payable</b>	\$8150		N.A	

**Schedule 2.2**  
**Additional Fees and Deposit**

Purpose of Fee	Amount (\$\$) and When Payable
[late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]	N.A.
Deposit	Amount (\$\$) and Date Due
N.A.	N.A.

**SCHEDULE 2**  
**BREAKDOWN OF COURSE FEES AND ADDITIONAL FEES**

**Schedule 2.1**  
**UNIVERSITY OF CAMBRIDGE ADVANCED DIPLOMA Course Fees**

Tuition Fees	Payment by Instalment		Payment in Advance	
	Amount (\$)	Date Due	Amount (\$)	Date Due
<b><u>For Course Pre-requisites:</u></b>	N.A.	N.A.	N.A.	N.A.
<b><u>For Course:</u></b>  Major: _____ 14 months (3 Hrs / Per day)	\$7000 per course	Prior to the course commencement date	N.A.	N.A.
<b>Total Tuition Fees Payable</b>	\$7000		N.A	
Non-Tuition Fees	Amount (\$)	Date Due	Amount (\$)	Date Due
<b><u>Non-Refundable Fees</u></b>				
a) Registration Fees	\$50	} At time of registration	N.A.	N.A.
b) Application Fees	\$150		N.A.	N.A.
c) ICA Sponsor Fees	\$150		N.A.	N.A.
d) SPS Bank Fees	\$200		N.A.	N.A.
Examination Fees (Estimated)	\$500	} Pay directly to Exam Centre	N.A.	N.A.
Course materials	\$150	} On Start of course	N.A.	N.A.
<b>Total Course Fees Payable</b>	\$8200		N.A	

**Schedule 2.2**  
**Additional Fees and Deposit**

Purpose of Fee	Amount (\$\$) and When Payable
[late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]	N.A.
Deposit	Amount (\$\$) and Date Due
N.A.	N.A.

**SCHEDULE 2**  
**BREAKDOWN OF COURSE FEES AND ADDITIONAL FEES**

**Schedule 2.1**  
**UNIVERSITY OF LONDON BACHELOR OF SCIENCE Course Fees**

	Payment by Instalment		Payment in Advance	
	Amount (\$)	Date Due	Amount (\$)	Date Due
<b>Tuition Fees</b>				
<b><u>For Course Pre-requisites:</u></b>	N.A.	N.A.	N.A.	N.A.
<b><u>For Course:</u></b> Major: _____ 6 months (3 Hrs / Per day) per module	\$3000 X 6 modules	Prior to the course commencement date	N.A.	N.A.
<b>Total Tuition Fees Payable</b>	\$18000		N.A	
Non-Tuition Fees	Amount (\$)	Date Due	Amount (\$)	Date Due
<b><u>Non-Refundable Fees</u></b>				
a) Registration Fees	\$50	At time of registration	N.A.	N.A.
b) Application Fees	\$150		N.A.	N.A.
c) ICA Sponsor Fees	\$150		N.A.	N.A.
d) SPS Bank Fees	\$200		N.A.	N.A.
Examination Fees (Estimated)	\$8100 3 years	Pay directly to Exam Centre	N.A.	N.A.
Course materials	\$150	On Start of course	N.A.	N.A.
<b>Total Course Fees Payable</b>	\$26800		N.A	

**Schedule 2.2**  
**Additional Fees and Deposit**

Purpose of Fee	Amount (\$\$) and When Payable
[late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]	N.A.
Deposit	Amount (\$\$) and Date Due
N.A.	N.A.

SIGNED by WEST BUSINESS SCHOOL HOLDINGS PTE LTD

\_\_\_\_\_  
Authorised Signatory of the WBS

Name:

Date:

SIGNED by the Student

SIGNED by the Student's parent or guardian  
(if the student is under twenty one (21) years of  
age)

\_\_\_\_\_  
Name of Student

Date:

\_\_\_\_\_  
Name of Parent or Guardian

Date:

.....  
Occupation

.....  
Address

Witnessed by:

\_\_\_\_\_  
Name:

Date:

.....  
Occupation

.....  
Address