
Student Contract

POLICY MANUAL

1. The School undertakes the responsibility to ensure that the following processes are adhered to as part of the admissions process: -
 - All students have a duly executed Student Contract.
2. The Student Contract is a legally binding document and the following policy guidelines should be adhered to: -
 - Entering into separate individual Student Contract with each student admitted into courses that you offer.
 - Explaining the terms and conditions of the Student Contract to each student and ensuring that each student fully understands them.
 - Ensuring each Student Contract is meant for admission to one course.
 - Ensuring that both the School and the student acknowledge any amendment made to the Student Contract or via Student Contract Addendums.
 - Stipulating a cooling off period of at least 7 working days in the Student Contract.
 - Signing a new Student Contract or issuing a Student Contract Addendum to the existing Student Contract for a student who wishes to repeat a module or if there are any changes to key details in the Student Contract and when a course deferment or transfer request has been approved.
 - Ensuring that the breakdown of all fees (including non-refundable fees, any discounts / rebates and grants / fundings given) are detailed in the Student Contract. These breakdowns should also be reflected in the marketing collaterals that has information on any fees.
3. A copy of the Student Contract is to be made available on the School's Official Website. This is to allow any prospective students access to key information that is found in the Contract.

OPERATION MANUAL

1. Upon receipt of the Letter of Offer and if the applicant would want to confirm to enrol in the course that has been offered to them, the Programme Management Executive would need to prepare the Form 12 – Advisory Note and Student Contract with the following operational guidelines that must be adhered to strictly: -
 - Form 12 – Advisory Note must be explained to students and signed prior to the execution of the Student Contract. (Note: Both can be dated on the same day, but students will need to sign the Form 12 – Advisory Note first).

- All applicants would need to have a duly executed Student Contract for each individual course. If the applicant is signing up for 2 or more separate courses, there would need to be individual Student Contract for each course.
 - Explain all the terms and conditions of the Student Contract to each student, including the cooling off period of 7 days, the breakdown of all fees, non-refundable fees, discounts / rebates, grants and funding, fee payment modes and ensuring that each student fully understands all the information provided prior to signing.
 - Signing of a Late Enrolment Declaration Letter by student to ensure that they are aware of the implications and agree to the late enrolment (i.e., joining after course commencement).
 - Ensure fees reflected in the Student Contract do not exceed the fee collection cap as stated in the FPS Instruction Manual.
 - To ensure that both parties acknowledge any amendments made to the Student Contract or via signing Student Contract Addendums.
 - Signing a new to the Student Contract or issuing a Student Contract Addendum to the existing Student Contract for a student who wishes to repeat a module or if there are any changes to key details in the Student Contract and when a course deferment or transfer request has been approved.
2. The Programme Management Executive will provide a copy of the Student Contract Template to the Finance/ Administration Manager. The Finance/ Administration Manager will upload a copy of the Student Contract Template on the School's Official Website to make it available for prospective students.