



fortune

**SCHOOL OF TECHNOLOGY
AND MANAGEMENT**

Advisory note for All students to read before entering Contract

KEY POINTS OF PRIVATE EDUCATION INSTITUTION (FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT) – STUDENT ADVISORY NOTE

Dear Student,

The FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT-Student contract is an important legal agreement between the FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT and you.

The FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT is required to explain to you the contents of the contract in English and if necessary, in your native language too. If available, you can also request for the translated contract in your native language.

IMPORTANT – TAKE NOTE

- a) Do not make payment before signing the contract
- b) Sign two original copies of the contract. You retain one original copy after signing.
- c) No amendments are allowed on the contract after signing unless both the FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT and you sign beside the amendments made

The contract is divided into different sections. Below is a list showing you where all the key information can be found in the different sections.

Ensure that all the key information listed below is provided for in the contract which you intend to sign with the FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT. You should only sign if you are clear and satisfied with the contract.

Section 1 – Course Information and Fees.

- a) The course details you intend to study in. It must show when the course begins, and when it ends, and the course full schedule.
- b) Name of the organisation which develops and awards the qualification, and the expected date of receiving your qualification
- c) The course fees and payment schedule (with exact payment dates) stated in Schedule 2.1, and payable miscellaneous fees in Schedule 2.2

Section 2 – Refund Policy

- a) The FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT's refund policy is clearly stated in Clause 2.4. You must be comfortable with this refund policy before signing the contract.
- b) You can receive full refund of course fees and any payable miscellaneous fees if any of the events under Clause 2.1 occurs
- c) There is a cooling-off period of at least 7 working days for maximum refund in Clause 2.5. You can receive maximum refund stated in Clause 2.4 if you withdraw from the course within 7 working days after signing the contract.

Section 3 – Fee Protection Scheme (FPS)

- a) Find out how your fees are protected under FPS and how you can pay your fees.
- b) Escrow - pay fees only to your FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT's escrow bank and no one else, including your FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT and agent, if applicable.

Annex 1A Advisory Note to All Students

- c) Insurance - check that the insurance period begins from the date that you pay your course fees to the FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT (and not the date that your course begins).
- d) Clause 3.2 shows the maximum instalment amount that you need to pay

Section 4 – Medical Insurance Scheme

You would be covered by medical insurance arranged for by your FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT.

Section 5 – 11

These sections contain additional information to guide you on what to do and where to go if you have a problem with your FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT, how to apply for a Student's Pass, what to expect when your FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT changes ownership/management, and other relevant matters.

I, _____ [name], hereby acknowledge that on this _____ [date in DD/MM/YYYY format], the FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT has brought to my attention the details of the FORTUNE SCHOOL OF TECHNOLOGY AND MANAGEMENT-Student contract and I fully understand the content and my rights.

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:

Name of Parent or Legal Guardian:

NRIC / Passport No: _____