



American Center for Education

American Center for Education – ACE 美国学院
6 Tampines Street 92 #01-03A Singapore 528893
Tel: +65-6222 7577 HP: +65-9777 8192
E-mail: info@ace.edu.sg Website: <http://www.ace.edu.sg>

Issue Date: /*Issue Date*/
Dear /*Student Name*/,

RE: Conditional Offer Letter

In reference to your application for admission to the American Center for Education (ACE) as a student, I am delighted to inform you that you are provisionally approved to be admitted to ACE to undertake the following program, in accordance with the regulations of the American Center for Education.

Program to Enroll	/*Course Name*/
Passport	/*Student Passport No*/
Mode of Study	/*Full time / Part time*/
Report to School	Two weeks before the Start Date
Course Start Date	/*Course Start Date*/
Orientation Date	Within 7 working days after the Start Date
ACE Student ID	/*ACE Student ID*/
Total Course Fees	Refer to your student contract

This offer is conditional upon your fulfilling the ENTRY requirements in your academic record and English language proficiency, as well as final approval by the ACE Academic Department. In addition, if applicable for international students, it is conditional upon necessary documents such as Entry Visa, Student Pass, etc.

Please **DO NOT** pay the course fees until the advisory note and the student contract are signed. You are also reminded to pay the course fees directly to the American Center for Education, not through your agents and/or other unauthorized third parties.

If you intend to reject this conditional offer, please update us (admission@ace.edu.sg) to state it clearly. If you accept this conditional offer, please provide any outstanding required documents, if applicable.

An ACE consultant or your valid agent will guide you through the process of signing the advisory note and student contract. If you are an international student, you will be guided for the student pass application process.

If you have any concerns regarding the programs, fees, enrolment processes, student contract or any other queries, please feel free to contact us directly by email (admission@ace.edu.sg), phone (+65 6222 7577 / 9777 8192) or instant messengers on our website <http://www.ace.edu.sg>, which also provides more information about studying in ACE and, for international students, living in Singapore.

Please kindly read and follow all the terms & regulations defined in the 'Fee Payment Methods and Schedule' on the **second page of this letter**.

We look forward to seeing you in ACE!

Yours Sincerely



Management Team
American Center for Education
(UEN: 200703019D)

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Fee Payment Methods and Schedule

1. Please pay course fees **ONLY after signing the advisory note & student contract**.
2. ACE protects student course fees (excluding the application fee and miscellaneous fees as indicated in the student contract) by using the **Insurance Protection** under the Fee Protection Scheme (FPS). **All the course fees should be paid to ACE’s operating bank account or Finance Department directly by the student, the student’s parents or the student’s authorized party.** Any third parties or persons including local guardians, ACE’s valid student agents or education consultants or ACE’s non-authorized staff/managers/directors are strictly **NOT ALLOWED** to collect any course fee payments from the students. ACE will only be responsible for the fees being paid directly to ACE’s operating bank account or the Finance Department.
3. Upon receiving the course fee payments, the ACE Finance Department will purchase the Fee Protection for you within **seven (7) working days**. Please collect the original official payment receipts and the FPS insurance certificate from ACE Finance Department on time. The international students paying course fees from overseas shall collect the receipts and insurance certificates on the day they report to ACE premise.
4. For course fee payment (as indicated in your student contract) by **Cashier Order** or **Cheque**, please make it payable to ‘**AMERICAN CENTER FOR EDUCATION PTE LTD**’. The **Credit Card** payment involves a 3% service charge. For payment by **Telegraphic/Electronic/Internet Transfer**, please refer to the following account details. Any bank service fee (S\$20 or S\$30) will be added to your total payable fees.

Account Name:	American Center for Education Pte Ltd
Bank Name:	Oversea-Chinese Banking Corporation Limited, Singapore
Account Number:	662-835610-001
Bank SWIFT Code:	OCBCSGSG
Bank Code:	7339
Branch Code:	662
Branch Location:	Bedok North

*Note: The application fees, fees for security bond and short-term course fees are not refundable. Please refer to the withdrawal and refund policies found in the student contract and on the ACE website).

American Center for Education Plan Your Future Education

USA

Singapore

Australia/UK

Submit your Education Background
(Transcripts and Certificates)
for Admission Evaluation

Further
Study
in

- ✓ Post-graduate Diploma Courses
- ✓ Advanced/Higher Diploma Courses
- ✓ Diploma Courses
 - American General Education
 - Business Administration
 - Hospitality Management
 - IT Management



ACE University Partners
(Effective on 2019-03-04)

