

Declaration and Agreement for Enrolment

To American Center for Education,

1. Pre-course Counselling Session

During the pre-course counselling session, I have been provided with the details and explanations based on the checklist and I understand these topics and have ticked and signed the checklist.

2. Course Fee Payment

I understand the following requirements and will take full responsibility for any possible negative consequences if I did not follow them.

A. I shall not pay my course fees through any third parties (including agents or guardians) or personnel including any non-finance staff or managers/directors/shareholders of ACE.

B. I shall remind myself/my parents to pay the course fees directly to ACE's bank account or the authorized finance staff.

3. Reporting to School

I understand that once my admission process started (official confirmation for Singapore/PR or other valid pass holders; or if applicable, receiving an In-Principle Approval (IPA) of my student's pass application), I shall start planning my arrival in Singapore or/and reporting to the ACE campus.

When I report to ACE's campus, I will register my particulars in ACE's Institute Management System (IMS)'s Student Portal including a snapshot of my face image and conduct a student satisfaction Survey on Experience with Agents/Consultants. If I am late and report to ACE on the 6th or beyond the 6th lesson of my first module, I shall apply for a deferred intake.

4. Orientation Session

I understand that I must join the scheduled orientation session on time. If I missed the orientation, I would study the orientation materials by myself.

5. School Policies and Regulations

I understand the policies for Environment / Attendance / Assessment / Discipline / Dispute Resolution / Student portal and IT facilities, the Appeal practice, the Policies, and Procedures for Transfer / Deferment / Withdrawal / Refund, and the relevant enhanced policies and procedures as well as the student support services provided by ACE to students.

6. School Website

I understand and would follow the suggestion from ACE to regularly check ACE's official website (www.ace.edu.sg) for relevant updates including ACE's yearly organization performance and student/graduate performance outcomes.

7. My Email Address

I understand that the official communication channels being provided by ACE are the original hardcopy letters and official emails from ACE. I shall ensure that I will check my email (or ACE email being assigned to me if applicable) regularly.

8. Daily Communication and ACE Online Portals

I understand that I could send my inquiries including feedback and complaint, and my service requests to ACE through any of these channels: a. Online forms (preferable, most efficient, and effective); b. Emails/WhatsApp; c. Student support terminal station at ACE reception area; d. Face to face communication at the ACE reception area. I understand that I will be required to sign on the relevant hardcopy request forms for certain important requests (leave/transfer/deferment/withdraw/refund and others, if any).

9. Holistic Activities and School Space/Facilities

I understand that I have been addressed and will be addressed again about the importance of safety when participating in all activities.

I am fully aware of the possible risks that activities entail. I understand that the activities are intended only for those without medical problems and who are fit enough to indulge in physical activities. I confirm that I am enrolling on my own volition and I do hereby absolve, acquit and discharge American Center for Education (school and company) and their directors/managers, officers, employees from all or any responsibility, actions, causes of action, claims, demands, and obligations whatsoever arising from any loss or damage (including, without limitation and to the extent permissible by law, physical injury, loss of life or property damage) caused by or sustained as a result of third parties during the usage of school facilities, campus's common area, any rooms and space, and during attending the relevant activities being arranged inside/outside the school campus.

I hereby indemnify and shall stay indemnified, save and hold harmless to ACE and their officers, employees, agents against all losses, claims, demands, actions, proceedings, damages, costs, or expenses, including legal fees, and any other liability arising in any way caused by my actions.

10. Attendance, Personal Conduct and Academic Performance

I understand ACE's requirements for Attendance (at least 90% monthly for student's pass holders and 75% monthly for non-student pass holders) and Personal Conduct. I understand

that I am required to contribute my time and effort to my study. I accept ACE's practice of the relevant Intervention Actions including warnings, counselling sessions, and dismissal.

11. My Module Results and Progress Reports

I understand that ACE will deliver the module results and progress reports to my email address. If such email notifications are not available, the hardcopy notices of module results would be posted outside the ACE reception room or on the notice board and the hardcopy progress reports would be available for me to get from the reception counter.

12. Industrial Attachment (IA) / On-the-job Training (OJT), or Final Project (FP)

I understand that the IA/OJT is not a form of employment. It is part of my study. The IA/OJT is not guaranteed, and it is subject to the available quota of the providing companies. The approval of the training pass is solely subject to the decision of the Ministry of Manpower, Singapore. I will join the training session for IA/OJT/FP before I start the relevant activities. I will use the IA Logbook to guide my IA session.

13. My Details

I have read and clearly understand the ACE's Data Protection policy. I hereby authorize ACE to use all my related personal information including my photo (for school's marketing purpose and registration of face recognition for auto-detection inside ACE premise). I agree that ACE may take a photo or a video when I am having a class for whatever relevant and valid/legal purpose it may serve.

14. Being a Student Pass Holder (if applicable)

I understand that all full-time international students must hold a valid Student's Pass issued by the Immigration and Checkpoints Authority (ICA) of Singapore. Approval of the Student's Pass application is strictly by the ICA.

I must ensure that my attendance is 90% and above monthly. If I do not meet the attendance requirements, ACE will need to report it to ICA. If I am absent for 7 consecutive days without notifying ACE with a valid reason, ACE will proceed to expel me and cancel my student's pass after providing the reasonable grace period.

I understand that I am not allowed to engage in any form of employment or attend an industrial attachment program, whether paid or unpaid, without a valid training pass issued by the Ministry of Manpower. **I indemnify ACE for any damage/loss caused (loss for the banker's guarantee if applicable) if I violate the above.**

I agree Female Student's Pass holders are not allowed to be pregnant during the study period.

Overstaying in Singapore is considered a serious offense.



Consuming of drugs or participating in political activities is prohibited. I shall not engage in any non-study activities. Should I breach the regulations, my student's pass will be canceled, and I must leave Singapore within 24 hours.

If the security bond (banker's guarantee) is required for me to collect my student's pass and if ACE has sponsored me with the security bond, under such circumstances, if I transfer to other schools in Singapore, I shall ensure cancelling my security bond or replacing it with a new bond or otherwise ACE could claim from legal procedure to ask me to stop the bond being sponsored by ACE or stop my study in Singapore and I shall bear all the legal costs for ACE.

15. Singapore's Laws and Regulations

As a student in ACE, I commit to not breach any of Singapore's Laws or Regulations. I can visit the Singapore Police Force (SPF) website for more information.

Name of Student /*Student Name*/ Signature _____

Date (YYYY-MM-DD) _____

FOR STUDENT BELOW 18 YEARS OF AGE

(Parent's/Guardian's Consent for participant below 18 years of age)

I hereby give my consent to the above student, who is my child/ward* to enroll in ACE with the above declaration.

I hereby indemnify and agree to keep American Center for Education (school/company), its management, staff, and organizers of the event fully indemnified against all claims, loss or damage whatsoever in respect of my child's/ward's death, injury, disability or any loss or damage whatsoever arising from any cause in connection with the trip/activity/camp or his/her participation therein.

Name of Parents/Guardian _____ Signature _____

父母/监护人姓名

Date (YYYY-MM-DD) _____