

CENTRE FOR CYBERSECURITY INSTITUTE LEARNER CONTRACT: DIPLOMA

This Contract binds both the Company and the Learner once both parties sign this Contract. If the Learner is under eighteen (18) years of age, the Learner will be represented by the Parent/Legal Guardian.

This Contract is dated **11/09/2022** (DD/MM/YYYY) and made between:

(1) Registered Name of Company

: Centre for Cybersecurity
Institute PTE. LTD.(CFCI)

Registration Number (UEN)

: 202136794E

Registration Number (CPE)

:

Address

: 64D Kallang Pudding Road
#10-00 Wee Tannery Building
S(349323)

Contact Number

: 69509112

Email

: admin@cfcisea.com

(2) Full Name of Learner

NRIC/ Passport Number

: _____

: _____

Address

: _____

Date of Birth (DD/MM/YYYY)

: _____

Contact Number

: _____

Email

: _____

** Delete as appropriate by striking through.*

Where non-applicable, put "N.A.". Leave no fields blank.

State all dates in the format of DD/MM/YYYY.

1. COURSE INFORMATION AND FEES

- 1.1 All interested learners are required to comply with CFCI's entry requirements and application procedures, including the submission of supporting documents, and/or attending a pre-enrolment screening/interview.
- 1.2 All applications are subjected to review by CFCI and the decision is final.
- 1.3 CFCI will deliver the course as set out in Schedule A to the Learner, towards conferment of the stated qualification upon successful Course completion.
- 1.4 CFCI confirms that the course has been permitted by the Committee for Private Education (CPE) and no amendments have been made to the course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.5 The course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.6 CFCI considers payment made 5 days after the scheduled due date(s) in Schedule B as late. CFCI will explain to the Learner its policy for late payment of course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on course/module completion (if applicable).
- 1.7 The indicated fee payable (inclusive of GST if applicable*) will cover both the training sessions as well as the course project and will also take into account the funding / grants that the applicant is eligible for should there be one.
- 1.8 An applicant can only enjoy the subsidy / grant (If available) once for a course unless stated otherwise. In the event an applicant fails to achieve the competency and/or attendance required for the course, a full fee is payable upon re-enrolment.
- 1.9 For courses with a screening component, the applicable screening fee would be borne by unsuccessful applicants. In such cases, no funding / grant (if available) could be utilised.
- 1.10 A non-refundable administration fee of 10% of the course fee (inclusive of GST if applicable*) is applicable for every change request; e.g. withdrawal from a course, rescheduling of module and/or assessment, including reassessment etc. unless stated otherwise.
- 1.11 Enrolment may be cancelled if payment is not received within one calendar week of the course commencement date.

2. ATTENDANCE

- 2.1 Learners are expected to take responsibility for their learning journey in CFCI to benefit fully from the course. Full attendance for all classes is therefore strongly encouraged.
- 2.2 Prolonged absence, as a result of unforeseen circumstances, has to be substantiated by a medical certificate or valid documentary proof.

- 2.3 Learners unable to meet the minimum requirement of completion of the scenarios and project per module are required to reschedule the cohort to retake the module. Rescheduling requests are subjected to an administrative fee highlighted in Clause 1.8. A maximum of 1 reschedule request is allowed.
- 2.4 For corporate-sponsored learners, please note that the completion of the scenarios and project per module, and a minimum attendance rate of 75% is necessary to be eligible for absentee payroll claims. A report of the attendance, and completion of the scenarios and projects may be provided upon request.
- 2.5 Applicants enrolled into the course are obliged to successfully complete all the labs, scenarios and projects according to the course requirements. Otherwise, CFCI reserves the right to withhold the reimbursement of any funding or grant.

3. LABS, SCENARIO AND PROJECTS

- 3.1 All learners are required to complete the labs and meet the scenarios and project requirements for the course, where applicable. Learners may be requested to withdraw from the course if they fail to meet the requirement as determined by CFCI based on its judgment of the Learner's performance.
- 3.2 Details of the scenarios and project arrangement and requirements are contained in Schedule A.
- 3.3 Any form of plagiarism or cheating in scenario assessment(s), project(s) or any form of individual assessment will result in a fail grade for the module or expulsion from the course and administrative fees may apply.

4. WITHDRAWAL FROM COURSE

- 4.1 Request for withdrawal from a course is subjected to review by CFCI and the decision is final. CFCI reserves the right to request for supporting document(s).
- 4.2 Learners who withdraw on their own accord or fail to complete the course/module within the course period in Schedule A are deemed to have withdrawn and will not be eligible for funding subsidy for the same course for a second time, should the Learner register at a later date.

5. REFUND POLICY

- 5.1 CFCI reserves the right to cancel or postpone any courses or modules.

- 5.2 Refund for withdrawal due to non-delivery of course:

CFCI will notify the Learner within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the course on the course Commencement Date;
- (ii) It terminates the course before the course Commencement Date;
- (iii) It does not complete the course by the course Completion Date;
- (iv) It terminates the course before the course Completion Date; or

- (v) It has not ensured that the Learner meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline;
- (vi) The Student Pass application is rejected by Immigration and Checkpoints Authority (ICA) if applicable.

The Learner should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire course Fees and Miscellaneous Fees already paid should the Learner decide to withdraw, within seven (7) working days of the above notice.

5.3 Refund for Withdrawal Due to Other Reasons:

If the withdrawal notice is given less than 7 working days before the course start date, or when the course has commenced, the paid fees will not be refunded.

If the Learner withdraws from the course for any reason other than those stated in Clause 2.1, CFCI will, within seven (7) working days of receiving the Learner's written notice of withdrawal, refund to the Learner an amount based on the table in Schedule D.

5.4 Refund During Cooling-Off Period:

CFCI will provide the Learner with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Learner will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Learner submits a written notice of withdrawal to CFCI within the cooling-off period, regardless of whether the Learner has started the course or not.

6. MEDIA

6.1 Classroom (Including Online) training and assessment sessions may be recorded by CFCI for internal review or administrative purposes. Names and photographs, audio, or videos taken of the learners during the course at the school or during any learner activities may occasionally be used for training purposes or in marketing materials.

6.2 Learner agrees to provide their name, the organisation they are employed under, their roles or designation and their story for CFCI to use as testimonials or marketing purposes.

6.3 By participating in CFCI's classroom (Including Online) training and assessment sessions, the Learner agrees to grant CFCI the right to use the Learner's image, likeness, photos, video content, audio recordings captured of the Learner on the premises or that the Learner share with CFCI online (via the Learner's own or others posting of the Learner) as part of CFCI's online streaming, marketing and sales throughout the world for a period of up to 5 years. The Learner also release CFCI from all claims the Learner may have relating to such use. The Learner shall let CFCI know in writing if the Learner ever want CFCI to stop using an image, photos, video, audio recordings of the learner.

7. ADDITIONAL INFORMATION

- 7.1 The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 7.2 If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 7.3 If the Learner and CFCI cannot settle a dispute using the way arranged by CFCI, the Learner and CFCI may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
- 7.4 All information given by the Learner to the PEI will not be given by the PEI to anyone else, unless the Learner signs in writing that he agrees or unless the PEI is allowed to give the information by law or in accordance with Clause 7.9.
- 7.5 If there is any other agreement between CFCI and the Learner that is different from the terms in this Contract, then the terms in this Contract will apply.
- 7.6 If the Learner or the CFCI does not exercise or delay exercising any right granted by this Contract, the Learner and CFCI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 7.7 If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.
- 7.8 CFCI respects the protection of personal data. By providing personal information, the learner allow CFCI to contact you on all course-related matters, during and after the course of learning at CFCI; including end of course outcome evaluation, surveys and provision of information on continuing professional and/or capability development courses by CFCI or its appointed representatives.
- 7.9 Any information that you submit or disclose to CFCI (including the learner's personal data) maybe disclosed by CFCI to:-
- (i) the Government of the Republic of Singapore;
 - (ii) any other Singapore statutory board; and
 - (iii) any third party engaged by CFCI to maintain, repair or enhance CFCI's website(s), to perform research or survey(s), or to otherwise perform services for CFCI (Collectively the "Recipients") for such purpose deemed appropriate by CFCI. You agree not to hold CFCI responsible or accountable in any way for the manner in which any Recipient uses, handles or further discloses the information that you submit or disclose to CFCI.
- 7.10 This website may contain links to non-Government websites of third parties whose data protection and privacy practices may differ from ours. We are not responsible for the contents of, and data protection or privacy practices applicable to, these other websites.
- 7.11 If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 7.12 If the Learner or CFCI does not exercise or delay exercising any right granted by this Contract, the Learner and CFCI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 7.13 If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.

SCHEDULE A

COURSE DETAILS

1) Course Title	Diploma in Cybersecurity
2) Course Duration	8 months
3) Full-time or Part-time Course	Part-Time
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i> Note: "N.A." if both dates are the same	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Diploma in Cybersecurity
8) Organisation which develops the Course	Centre For Cybersecurity Institute
9) Organisation which awards/ confers the qualification	Centre For Cybersecurity Institute
10) Course entry requirement(s)	Obtained at least a C6 for GCE O'level English Obtained at least a C6 for GCE O'level Mathematics Obtained at least a C6 for 2 OTHER GCE O'level Subjects

**Learner
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11) Course schedule with modules and/or subjects	1. Week xx-yy: Intro to Cyber 2. Week xx-yy: Linux Fundamentals 3. Week xx-yy: Network Research 4. Week xx-yy: Python Fundamentals 5. Week xx-yy: Penetration Testing 6. Week xx-yy: SOC Analyst 7. Week xx-yy: Windows Forensics (Elective 1a) 8. Week xx-yy: Malware Analysis (Elective 1b) - Or 9. Week xx-yy: Network Security (Elective 2a) 10. Week xx-yy: Web Application Security (Elective 2b)
12) Scheduled holidays (public and school) and/or semester/term break for course	1st to 15th June 15th to 31st December
13) Examination and/or other assessment period	1 week after the last day of each module
14) Expected examination results release date	1 month after the course completion date
15) Expected award conferment date	3 months after the learner has passed all the required modules
16) Others	☐ Remarks: _____

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Application fee	97
Course Fee	17,903
GST	1620
Total Course Fees Payable:	19,620.00
No of Instalments:	2

INSTALMENT SCHEDULE

	Amount (with GST, if any) (S\$)	Date Due
1 st Instalment	14,715.00	14 days from Invoice Date
2 nd Instalment	4,905.00	
Total Course Fees Payable:	19,620.00	

1. Each instalment amount shall not exceed the following:
- ~~12 months' worth of fees for EduTrust-certified PEIs*;~~ or
 - 6 months' worth of fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or
 - ~~2 months' worth of fees for non-EduTrust-certified PEIs without IWC*.~~
- * Delete as appropriate by striking through.

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE C

MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
Career Coaching (Optional)	
Per Session (1 hour)	S\$150.00
Administration	
Application Fee (CEW Cost)	S\$97.00
Registration Amendments	S\$300.00
Late Registration Charge	S\$300.00
Replacement Diploma Certificate (per certificate)	S\$180.00
Re-take of Assessment (per subject fee)	S\$300.00
Registered Mail Service (For Transcripts, etc.)	S\$50.00
Change / Withdrawal Request	10% of Course Fee
Late Payment Charge/per invoice	S\$50.00

3. Miscellaneous Fees refer to any non-compulsory fees which the learners pay only when learners request for them.

SCHEDULE D

REFUND TABLE

% of [the amount of fees paid under Schedules B and C]	If Learner's written notice of withdrawal is received:
[100%] less Administration Fee	before, but not less than [7] working days before the Course Commencement Date
[0]	after, but not more than [0] days after the Course Commencement Date
[0]	more than [0] days after the Course Commencement Date

The parties hereby acknowledge and agree to the terms stated in this Contract.

SIGNED by Centre for Cybersecurity Institute

SIGNED by the Learner / Parent or Legal guardian (if Learner is under eighteen (18) years of age)

**Learner
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 Authorised Signatory of Centre for Cybersecurity Institute Name: Date:	 Name: Date:
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This is the end of the Contract