

## AALTO EXECUTIVE EDUCATION ACADEMY - STUDENT CONTRACT

This Contract binds both Aalto Executive Education Academy Pte Ltd ("Aalto EE") and the Student once both parties sign this Contract.

This Contract is made between:

- (1) Registered Name of PEI : Aalto Executive Education Academy  
Pte Ltd  
Registration Number : 200000295R
- (2) Full Name of Student : \_\_\_\_\_  
*(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)\**  
NRIC Number (for SC/PR)\* : \_\_\_\_\_  
Student's Pass Number (if available)/ FIN  
Number / Passport Number (for international  
student)\* : \_\_\_\_\_

### 1. COURSE INFORMATION AND FEES

- 1.1 Aalto EE will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2 Aalto EE confirms that the Course has been permitted by the Council for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3 The Course Fees payable are set out in Schedule B.
- 1.4 Aalto EE considers payment made 14 days after the scheduled due date(s) in Schedule B as late. Aalto EE will explain to the Student 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).
- 1.5 The Student has received the student handbook for the course and acknowledges other course-specific rules and guidelines defined therewithin.

### 2. REFUND POLICY

#### 2.1 Refund for Withdrawal Due to Non-Delivery of Course:

Aalto EE will notify the Student 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;

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\* 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.

- (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 Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE.

The Student 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 Student decide to withdraw, within seven (7) working days of the above notice.

**2.2 Refund for Withdrawal Due to Other Reasons:**

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the Course Fees already paid to Aalto EE are non-refundable.

**2.3 Refund During Cooling-Off Period:**

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

The Student will be refunded 100% of the fees already paid to Aalto EE if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

**3. ADDITIONAL INFORMATION**

**3.1** The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.

**3.2** 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.

**3.3** If the Student and Aalto EE cannot settle a dispute using the way arranged by Aalto EE, the Student and Aalto EE may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.cpe.gov.sg](http://www.cpe.gov.sg)).

**3.4** Aalto EE may collect, use, or disclose the Student's personal data collected in this form and at the point of application for the following purposes:

- (i) for providing services to you and to fulfilling your requests and to communicating with you with regards to MBA for Executives program, for example in order to provide information about our services related to this program;
- (ii) in order to improve and develop our business and services;
- (iii) to customize our services to you;
- (iv) for marketing research purposes or to inform you about our new services or products or promotions we may offer;
- (v) for collecting data for statistical purposes;
- (vi) for statistical purposes relating to international ranking surveys and international accreditations (without connecting the individual person to the provided information)
- (vii) for compliance with mandatory legal requirement(s) or in connection with law enforcement or other legal proceedings or when needed in order to defend our legitimate interests.

**3.6** Any agreement other than this Contract is invalid if it is administered without the written permission of Aalto EE. If there is any other agreement between Aalto EE and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.

- 3.7** If the Student or Aalto EE does not exercise or delay exercising any right granted by this Contract, the Student and Aalto EE will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.8** 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	MBA for Executives
2) Course Duration (in months)	19
3) Full-time or Part-time Course	Part-time
4) Course Commencement Date	TBC
5) Course Completion Date	TBC
6) Date of Commencement of Studies if later than Course Commencement Date	TBC
7) Course Schedule	<p>Week 1: In Singapore – Dates TBC (delivered by Aalto EE)</p> <p>Week 2: In Singapore – Dates TBC (delivered by Aalto EE)</p> <p>Week 3: In Madrid (Spain) – Dates TBC (delivered by ESADE)</p> <p>Week 4: In Singapore – Dates TBC (delivered by Aalto EE)</p> <p>Week 5: In Helsinki (Finland) – Dates TBC (delivered by Aalto EE)</p> <p>Week 6: In Ho Chi Minh City (Vietnam) – Dates TBC (delivered by Aalto EE)</p> <p>Week 7: In Barcelona (Spain) – Dates TBC (delivered by ESADE)</p>

Standard PEI - Student Contract, MBA for Executives

	<p>Week 8: In Barcelona (Spain)          – Dates TBC          (delivered by ESADE)</p>
<p>8) Qualification  <i>(Name of award to be conferred on the Student upon successful Course completion)</i></p>	<p>Executive Master of Business Administration</p>
<p>9) Organisation which develops the Course</p>	<p>Aalto Executive Education Academy, wholly owned subsidiary of Aalto University Executive Education Ltd, Finland</p> <p>ESADE Executive Education Centre, Spain</p>
<p>10) Organisation which awards/ confers the qualification</p>	<p>Aalto University, School of Business, Finland</p>
<p>11) Course entry requirement(s)</p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or equivalent</li> <li>• Minimum ten years of relevant post-graduate experience in a managerial or senior specialist position</li> <li>• Good command of written and spoken English</li> <li>• Professional letter of recommendation from current or previous employer</li> <li>• Company support letter by current employer</li> <li>• Completed application documents</li> </ul>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p>Not applicable for the program</p>
<p>13) Examination and/or other assessment period</p>	<p>After each face-to-face module</p>
<p>14) Expected examination results release date</p>	<p>Typically 3 – 6 weeks after face-to-face module</p>
<p>15) Expected award conferment date</p>	<p>When all the modules and assignments are completed, students will receive the certificate and eligible to attend the upcoming graduation ceremony.</p>

**SCHEDULE B**

**COURSE FEES\***

<b>Fees Breakdown</b> <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (inclusive of GST, if any) (€)
Program Cost: Aalto Executive Education Academy Pte Ltd	57,570.10
GST**	1,929.90
**GST, if applicable, is calculated at the rate valid on the invoice date	
<b>Total Course Fees Payable to Aalto EE:</b>	29,500.00
<b>No of Instalments:</b>	4

**INSTALMENT SCHEDULE**

<b>Instalment<sup>%</sup> Schedule</b>	Amount (inclusive of GST, if any) (€)	Date Due <sup>^</sup>
Instalment #1 due to Aalto EE	7,375.00	(2 weeks before start of class)
Instalment #2 due to Aalto EE	7,375.00	(5 <sup>th</sup> months after start of class)
Instalment #3 due to Aalto EE	7,375.00	(10 <sup>th</sup> months after start of class)
Instalment #4 due to Aalto EE	7,375.00	(15 <sup>th</sup> months after start of class)
<b>Total Course Fees Payable:</b>	29,500.00	

<sup>%</sup>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 Coverage (IWC)\*; or
- 2 months' worth of fees for non-EduTrust-certified PEIs without IWC\*.

<sup>^</sup> Each instalment after the first shall be collected within one week before the next payment scheduled.

\* Please note that ESADE course fees will be separately imposed.

**SCHEDULE C**  
**MISCELLANEOUS FEES**<sup>3</sup>

Purpose of Fee	Amount (with GST, if any) (€)
Late payment fee	0
Note: All outstanding course fees must be settled before commencement of the next upcoming module.	

3. Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises

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

SIGNED by Aalto EE

\_\_\_\_\_  
Authorised Signatory of Aalto EE

\_\_\_\_\_  
Seal of Aalto EE

Name: Anu Vänskä

Date:

SIGNED by the Student

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Name of Student:

Date: