

SCI-STUDENT CONTRACT FOR [Module Title]

This Contract binds both SCI and the Student once both parties sign this Contract.

This Contract is signed between:

- (i) Registered Name of Private Education Institution and Registered Number : Singapore College of Insurance Limited
199408491M
- AND**
- (ii) Full Name of Candidate : _____
(as in NRIC for Singapore Citizen (SC) or Permanent Resident (PR) or Passport)
- NRIC (SC or PR) or Passport Number : _____
- (iii) New Student of the Qualification : Self-Study:
Yes [] No [] DGIRM [] DLI [] ADGIRM []

for the purpose of registering to sit for the examination module. This module is part of the qualification as follows:

Title of Qualification (name of award to be conferred upon successful completion of all the required modules) : Diploma in General Insurance and Risk Management

1. **Designatory Letters upon Achieving the Qualification** : Dip SCI (GI & RM)
2. **Full-time / Part-time Programme** : Part-time
3. **Name of Awarding Institution (also the Institution which developed the programme)** : Singapore College of Insurance Limited (SCI)
4. **Cooling-Off Policy** : The Student Contract provides a Cooling-Off Period of 7 working days counting from the date of signing the Student Contract. Should the Candidate decide to withdraw from the examination(s) within the Cooling-Off Period, the Candidate must complete and submit the "Withdrawal Form For CPE-Registered Programme" in person at SCI during office hours. The Candidate must return the original signed Student Contract(s) and the study text(s) issued, in its original condition. (A copy of the "Withdrawal Form For CPE-Registered Programme" is available for download at the SCI Website at: <https://www.scicollege.org.sg>.) Otherwise, a fee of \$107.00 (inclusive of 7% GST) will be charged per study text. The Student Contract(s) signed between the SCI and the Candidate will be rescinded, and the SCI will give a full refund of the examination fee and the one-time registration fee of S\$32.10 (inclusive of 7% GST), if any, to the Candidate within 14 working days.
5. **Entry Requirements (at the time of signing of this Contract)**
In order to be registered for the examination, the Candidate:
 - must be at least 18 years of age;
 - should be a Singapore Citizen / Singapore Permanent Resident or foreigner who is ordinarily reside in Singapore at the point of registering for the examination;
 - should have attained a minimum of 4 GCE "O" Level passes including a pass in English*, or any academic qualification deemed equivalent and acceptable by SCI, or should have successfully attained any one of the SCI Advanced Certificates; and
 - must have successfully completed the SCI Certification in General Insurance (CGI) examination, by having passes in the Basic Insurance Concepts and Principles (BCP), Personal General Insurance (PGI) and Commercial General Insurance (ComGI) examinations.

* Candidates without a pass in English can take "Test of English as a Foreign Language" (TOEFL) with passing mark of at least 70.
6. **Qualifying Requirements** : To qualify for Diploma in General Insurance and Risk Management (DGIRM), Candidates are given 5 consecutive years (or 60 months) from the date of first registered examination date to pass all the 4 modules.
 - DGI01 : Legal Aspects of Insurance;
 - DGI02 : Insurance Company Operations;
 - DGI03 : Commercial Property and Business Interruption Underwriting; and
 - DGI04 : Liability Insurance Underwriting.

For the learning outcomes and syllabus of each of the above modules, please refer to SCI Website at: <https://www.scicollege.org.sg>

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7. **Time Bar for Completion** : Candidates are given 5 consecutive years (or 60 months) from the date of first registered examination date to pass all the 4 modules. If the Candidate should be absent or decide to transfer his examination date first registered for, to another date, the time bar will still start from the examination date the Candidate first registered to sit for. Modules passed or exempted exceeding 5 years (or 60 months) are considered outdated passes and will not count towards meeting the DGIRM qualifying requirements. If the Candidate does not complete all the modules within this time limit, the modules previously passed or exempted will no longer be valid and the Candidate will be required to retake all the modules.

It is the Candidate's responsibility to monitor his own time bar for the examination completion of the DGIRM programme. The SCI will not send any notification to remind the Candidate in this respect.

If there are any changes to the modules, SCI will make every effort to ensure that the Candidate is not disadvantaged by such changes. There will be a proper transitional arrangement for the Candidate.

8. **Sequence of Examination Attempts** : Modules can be taken in any order except SCI recommends that they be taken in sequential order. There is no limit on the numbers of attempts that the Candidate can take to complete each module, subject to the examination schedule and the time bar period for completion.
9. **Start and End Date of Qualification** : Qualification start date shall be the date of the first registered examination date and ends on the date that the Candidate passes his last module in the qualification, which may be 60 months or earlier.
 Date of first module registered for : 5 March 2018
 and the module title : _____ (Title)

DETAILS OF EXAMINATION REGISTERED FOR

(Subject To Change Should Student Fail the Module & Retakes it)

10. Edition of Book (at the time of signing this Contract) : 4th Edition, 2015 (the next edition will be released on 3 December 2018)
 (Candidates are reminded to download the latest version of the corresponding supplementary notes from SCI Website at: <https://www.scicollege.org.sg>)
 Should the Candidate fail the examination based on the 4th Edition study text, he will be required to register again as a first-timer and pay the prevailing first-timer examination fee upon the release of the new edition study text.
11. Format of Examination : Part I: 14 Short Answer Questions (10 marks each); and
 Part II: Two Case Study / Essay Questions (30 marks each)
12. Examination Duration : 3 hours
13. Total Mark : 200 marks
14. Pass Mark : Minimum of 110 marks out of a total of 200 marks (or 55%)
15. Distinction Mark : Minimum of 170 marks out of a total of 200 marks (or 85%)
16. Examination Schedule : Please refer to SCI Website at: <https://www.scicollege.org.sg>

IMPORTANT DATES

17. **Release of Result Slips** : The result slip will be mailed to the registered address by ordinary post on 11 May 2018. No other mode of collection is allowed. Results cannot be released via emails or by verbal means.
18. **Release of Transcript & Certificate Parchment** : The transcript and certificate parchment will be mailed out to the registered address by ordinary post on 1 June 2018. (Only applicable to those who have passed all four required modules, viz DGI01 to DGI04). No other mode of collection is allowed. Results cannot be released via emails or by verbal means.

FEES

19. One-time non-refundable registration fee is payable at the time of registering for the first examination : S\$32.10 (inclusive of 7% GST)
20. Examination Fee for first timer (valid for 2018) : Member company: S\$331.70 (inclusive of 7% GST)
 Non-member company: S\$428.00 (inclusive of 7% GST)
 (This includes one examination sitting and the study text based on 4th edition, 2015.)

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21. Examination Fee for retaker : Member company: S\$224.70 (inclusive of 7% GST)
(valid for 2018) Non-member company: S\$288.90 (inclusive of 7% GST)

22. Payment of Examination Fees :

Payment must be made at the time of registering for the examination(s) at SCI Website at: <https://www.scicollege.org.sg>
Payment should be made at the time of registering for the module via credit card or NETS (available at SCI office). The study text will be released only upon payment is made.

23. **Refund Policy**

Should the Candidate decide to withdraw their examination registration(s), he may do so by completing the "Withdrawal Form For CPE-Registered Programme" in person at SCI during office hours. The Candidate must return the "Withdrawal Form For CPE-Registered Programme" together with the original signed Student Contract(s). A copy of the "Withdrawal Form For CPE-Registered Programme" is available for download at the SCI Website at: <https://www.scicollege.org.sg>. The Student Contract(s) for the DGIRM programme signed between the SCI and the Candidate will be rescinded.

Candidates to note the following refund policy :

- Withdrawal notice of more than 14 working days before the examination registered for, 75% refund of the examination fee.
- Withdrawal notice of between 14 to 7 working days before the examination registered for, 50% refund of the examination fee.
- Withdrawal notice of less than 7 working days before the examination registered for, there will be no refund.

There will be no refund of the one-time registration fee of S\$32.10 (inclusive of 7% GST).

No substitution is allowed.

24. **Absent on Day of Examination**

Candidates will be graded ABSENT if they do not attend the examination on the examination date. No refunds will be given.

If the Candidate is absent from the examination owing to the following valid reasons:

- Medical grounds (self);
- Bereavement cases (immediate family member);
- Disabling accident or injury (self);
- Court appearance (self); or
- National Service (self) in accordance with the Enlistment Act (Chapter 93);

The Candidate may apply for his examination entry to be rescheduled to the next examination series by completing an online "Absent On The Day Of Examination For CPE-Registered Programme" Form(s) at SCI Website at: <https://www.scicollege.org.sg>. within three working days of the examination that the Candidate was absent from due to valid reasons as above. Supporting documents will have to be uploaded upon submission of the "Absent On The Day OF Examination For CPE-Registered Programme" Form(s). No other reasons will be entertained.

25. **Appeal For Examination Results**

Please visit the SCI Website at <http://www.scicollege.org.sg> for details.

26. **Miscellaneous Fees (valid for 2018)**

Purpose of Fee		Amount Payable (valid for 2018)
(A)	To apply for a Letter of Certification	S\$23.50 for each application (inclusive of 7% GST)
(B)	To apply for a Transcript	S\$12.80 for each application (inclusive of 7% GST)
(C)	To apply for an Exemption	S\$214.00 for each module applied for exemption (inclusive of 7% GST)
		A non-refundable administration fee of S\$53.50 (inclusive of 7% GST) is also payable for each exemption application submitted.

To apply for any of the above items, please visit the SCI Website at <http://www.scicollege.org.sg> to submit an online application with payment.

27. **Rescheduling Policy**

The Candidate may apply for his examination entry to be rescheduled to the next examination series, by paying a fee of S\$53.50 (inclusive of 7% GST) (valid for 2018) per module for rescheduling notice given at least 7 working days before the examination date.

Should there be a change in the study text edition, the Candidate is required to pay the difference between the first-timer and re-taker examination fee.

Rescheduling applications must be submitted online with payment via the SCI website, using the "Rescheduling Of Examination

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For CPE-Registered Programme" Form. No rescheduling will be allowed for notice of less than 7 working days from the examination date.

Should the Candidate decide to reschedule to a later examination date, please note that the time bar will remain as of the first registered examination date.

28. **Grievance Procedure / Dispute Resolution** : Please refer to SCI Website at <https://www.scicollege.org.sg>

ADDITIONAL INFORMATION

29. The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
30. 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.
31. If the Candidate and the SCI cannot settle a dispute using the way arranged by the SCI, the Candidate and the SCI may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
32. All information given by the Candidate to the SCI will not be given by the SCI to anyone else, unless the Candidate signs in writing that he or she agrees, or unless the SCI is allowed to give the information by law.
33. Any agreement other than this Contract will be invalid if it is administered without the written permission of CPE. If there is any other agreement between the SCI and the Candidate that is different from the terms in this Contract, then the terms in this Contract will apply.
34. If the Candidate or the SCI does not exercise or delay exercising any right granted by this Contract, the Candidate and the SCI will still be able to exercise the same type of right under this Contract during the rest of the time that this Contract continues.
35. 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.
36. SCI reserves the right to make changes to the DGIRM qualification, but every effort will be made to ensure that the Candidate is not disadvantaged by such changes.

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

SIGNED by the Singapore College of Insurance

SIGNED by the Candidate

 Authorised Signatory of SCI & Company Stamp
 Name: _____

 Candidate's Name: _____
 Contact Number: _____

Date of signing this contract: _____

Date of signing this contract: _____

Singapore College of Insurance
 CPE Registration No.: 199408491M

Period of CPE Registration:
 From 26 September 2015 to 25 September 2019

Office Address: 9 Temasek Boulevard #14-01/02/03
 Suntec Tower Two, Singapore 038989
 Office Hours: 8.30 am to 5.30 pm, Mondays to Fridays
 Closed on Saturdays, Sundays and Public
 Holidays

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