

Tel : 6391 6100  
Fax : 6298 0843 / 6298 0837  
Internet : <http://www.ica.gov.sg>



ICA Building  
10, Kallang Road #08-00  
Singapore 208718  
(Next to Lavender MRT Station)  
[ICA\\_Feedback@ica.gov.sg](mailto:ICA_Feedback@ica.gov.sg)

## Immigration & Checkpoints Authority

Your ref:

Our ref:

10 October 2019

GUNAWARDHANA JANANI SATHYA JEEWAHANSI  
45 MIDDLE ROAD  
#01-00  
FOO ANN BUILDING  
SINGAPORE 188954

**FOR INFORMATION ONLY  
CANNOT BE USED FOR ENTRY INTO SINGAPORE**

(Application ID :   
(Please scan this barcode at the Self Service Ticketing Kiosk for your queue ticket.)

Dear Sir

### IN-PRINCIPLE APPROVAL: STUDENT'S PASS – COMPLETION OF FORMALITIES

NAME OF APPLICANT	:	GUNAWARDHANA JANANI SATHYA JEEWAHANSI
FIN	:	G3547216P
DATE OF BIRTH	:	22/09/1996
COURSE TITLE	:	DIPLOMA OF INFORMATION TECHNOLOGY
STP PRE-APPROVED TILL	:	10/11/2020
COMMENCEMENT DATE	:	04/11/2019

I am pleased to inform you that the above Student's Pass application has been approved, subject to the submission of the required documents, payment of **total fee of \$60** [see Annex(es)] and satisfactory result of your medical examination.

#### Collection of Student's Pass – Strictly by Appointment

2 You are required to complete formalities **in person** at ICA Office, 4<sup>th</sup> Storey, ICA Building. ICA will be enrolling applicants' iris images. To achieve quality and faster enrolment, you should not wear coloured, patterned or cosmetic contact lenses. Please note that the Student's Pass will be issued no earlier than one month from the course commencement date. **THE COMPLETION OF FORMALITIES IS STRICTLY BY APPOINTMENT ONLY.** Please use our **e-appointment facility** at <https://eservices.ica.gov.sg/ibook> to select your preferred date and time. Alternatively, you can also book your appointment via our mobile app, eAPPT@ICA, which can be downloaded free-of-charge from Apple App Store or Google Play Store. To make an appointment you will need your **FIN (G3547216P)** and **e-Appointment ID: 207**. On the date of appointment, proceed to the **Self Service Ticketing Kiosk** located at Visitor Services Centre 4<sup>th</sup> Storey, ICA Building to obtain a queue ticket. You are advised to be punctual for the appointment.

3 This letter is **valid for two months or till the commencement date as indicated above, whichever is later**. It becomes void and the application is deemed withdrawn if the Student's Pass is not collected within this period. **Please ensure you have a valid stay in Singapore.** This In-Principle Approval letter and/or the successful booking of an e-Appointment does not constitute a legal extension of your stay in Singapore.

4 ICA reserves the right to request for the submission of any documents, including original copies of documents that have already been submitted, after the collection of the Student's Pass.

Yours faithfully

NURZIE ELISA BINTE SELAMAT  
SENIOR PROCESSING EXECUTIVE  
VISITOR SERVICES CENTRE

*Inspiring Confidence in All*



**Part I – Documents Required for Collection of Student's Pass**

- (1) This letter;
- (2) A letter from the school (applicable to Private Education Organisation only), confirming that you are taking up the course, which is issued not more than 1 month ago;
- (3) Your passport/travel document with a valid Visit Pass;
- (4) Your medical report<sup>1</sup> and the original copy of the laboratory report (not applicable to an applicant below 15 years old);
- (5) The printout of Student's Pass application e-Forms<sup>2</sup> (e-Form 16, V36A and V36, where applicable). The printout must be duly signed by you; and
- (6) Prior to completion of formality, you are required to pay a \$ 60 Issuance Fee using one of the following mode of payment:
  - (i) online via SOLAR System (payment by credit/debit card or internet banking); or
  - (ii) at lobby located at ICA Building (payment by NETS, CashCard, Visa and MasterCard credit/debit cards).
- (7) Prior to collection of Student's Pass, you have to acknowledge a copy of the Terms & Conditions of Student's Pass (STP). You are advised to print and read the Terms and Conditions before calling at ICA office for completion of formality.

**Part II – Other Information**

- (1) For new applicants who are not in Singapore, the medical examination can either be done in their home country or in Singapore by a qualified doctor. **However, the medical examination required for subsequent renewal of the pass must be done in Singapore.** The doctor must record and certify the results of the medical examination in the specified medical report form. At the time of submission, the medical report should not be issued more than 3 months ago. If a medical report had been submitted to the Immigration & Checkpoints Authority or Ministry of Manpower not more than 2 years ago, there is no need to submit a new medical report.
- (2) You are required to note the following conditions:
  - (i) You are only permitted to attend the course at the school as stated in this In-Principle Approval letter;
  - (ii) You shall attend the class regularly; and
  - (iii) You shall surrender the Student's Pass for cancellation within 7 days of the date of cessation or termination of studies.
- (3) The school is required to inform this Office if:
  - (i) You have failed to attend classes for a continuous period of 7 days or more without any valid reason; or
  - (ii) You have not attended classes regularly i.e. where the percentage of attendance is 90% or lower in any month of the course without any valid reason; or
  - (iii) Your studies in the school have been terminated.
- (4) If you have ceased studying in the school, the school is required to inform you to surrender your Student's Pass card and Disembarkation/Embarkation card for cancellation at this office within 7 days of cessation or termination of your studies.
- (5) Failure to do any of the above (2)-(4) may affect the school's future applications for a Student's Pass and any other passes issued by this Office.

**Part III – Photo**

- (1) One recent passport-sized colour photograph of applicant which meets the following requirements:
  - (i) The photograph image must be taken within the last three months;
  - (ii) The photograph should be in colour and must be taken against a white background with a matt or semi-matt finish; and
  - (iii) The photograph image must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features);

**Important Note:**

This In-Principle Approval is given to you based on the information provided vide \_\_\_\_\_ or \_\_\_\_\_ which you have truthfully declared to be so or for which you had consented for a proxy to submit on your behalf and is fully aware of the information so provided by your authorized proxy.

<sup>1</sup>Downloadable from ICA's website at <http://www.ica.gov.sg>.

<sup>2</sup>This is applicable for applications that were submitted through the Student's Pass OnLine Application & Registration+ (SOLAR+) system.

*Inspiring Confidence in All*



## PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

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

This Contract is made between:

- |  |                               |
|--|-------------------------------|
| (1) Registered Name of PEI   | Academies Australasia College |
|  | : Pte Ltd                     |
| Registration Number  | : 200312175W                  |
| (2) Full Name of Student   | GUNAWARDHANA JANANI           |
|  | : SATHYA JEEWAHANSI           |
| <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> |                               |
| NRIC Number (for SC/PR)*   | : N.A                         |
| Student's Pass Number (if available)/  |                               |
| Passport Number (for international student)*   | : G3547216P / N8196141        |
| (3) Full Name of Parent/Legal Guardian*  |                               |
| (if Student is under eighteen (18) years of age)   | : N.A                         |
| NRIC/Passport Number*  | : N.A                         |

\* 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 The PEI 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 The PEI 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 and the optional Miscellaneous Fees in Schedule C.
- 1.4 The PEI considers payment made **ONE** day after the scheduled due date(s) in Schedule B as late. The PEI 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).

### 2. REFUND POLICY

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

The PEI 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;
- (iii) It does not complete the Course by the Course Completion Date;



## Standard PEI-Student Contract Version 3.1

- (iv) It terminates the Course before the Course Completion Date;
- (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; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

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 PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

### **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 the highest percentage (stated in Schedule D) of the fees already paid 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 the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.cpe.gov.sg](http://www.cpe.gov.sg)).
- 3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5** If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** 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.



**SCHEDULE A**  
**COURSE DETAILS**

*Note: The information provided below should be the same as that submitted to the CPE.*

1) Course Title	Diploma in Information Technology
2) Course Duration (in months)	12
3) Full-time or Part-time Course	Full Time
4) Course Commencement Date	04/11/2019
5) Course Completion Date	03/11/2020
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	N.A  <i>By mutual consent, a student may enrol after a course has commenced, and the school may allow enrol a student to enrol. If the date of commencement of studies is after the course commencement date shown in this schedule, then the course will already have commenced, and the parties to this contract acknowledge this and give mutual consent to the late enrolment of the student in the commenced course by signing this document.</i>
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Diploma in Information Technology
8) Organisation which develops the Course	Academies Australasia College
9) Organisation which awards/ confers the qualification	Academies Australasia College
10) Course entry requirement(s)	Age: Applicants must be of age 16 and above.  Academic Requirements: Obtained at least D for any 1 A-Level subject or 12 years of formal education or equivalent.  English Requirements: IELTS 5.0 or AAC EFL Level 5 or AAC Certificate in Business English or any other equivalent qualification.
11) Course schedule with modules and/or subjects <b>(*Modules are Subject to changes from university)</b>	Please refer to Appendix B.  Make-up classes may be arranged on Saturdays or weekday evenings. Advance notice will be given to students in such cases.
12) Scheduled holidays (public and school) and/or semester/term break for course	Please refer to Appendix A.
13) Examination and/or other assessment period <b>(*Subject to changes from university)</b>	Continual assessments, dates are informed at the start of every module
14) Expected examination results release date	Week 3 of the following term
15) Expected award conferment date	Within one month after the final assessment/examination





**SCHEDULE B  
COURSE FEES**

<b>Fees Breakdown</b> <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (with GST, if any) (S\$)
Course Material fee	321.00
FPS Admin	267.50
Medical Insurance	214.00
Student Admin & Management	267.50
Student Pass Processing	214.00
Discount off in Tuition fees-1st Install	-1,070.00
Tuition Fee for 12 months	7,490.00
<b>Total Course Fees Payable:</b>	<b>7,704.00</b>
<b>No of Instalments:</b>	<b>1</b>

**INSTALMENT SCHEDULE**

Instalment <sup>1</sup> Schedule	Amount (with GST, if any) (S\$)	Date Due <sup>2</sup>
1st Installment	7,704.00	04/11/2019
<b>Total Course Fees Payable:</b>	<b>7,704.00</b>	

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 FEES<sup>3</sup>**

Purpose of Fee	Amount (with GST, if any) (S\$)	
	Amount (S\$)	When Payable
<b>Student Pass Processing Fee</b>	<b>214.00</b>	<b>Applies only for the first time application of the Programme</b>
Appeal Fee	53.50	Before appeal
Additional course materials/books	As advised by lecturer	Upon occurrence
Course Transfer Fee	267.50	For Tertiary students who switch stream in the midst of a course
Exemption Fee (Dip / Adv Dip) per module	107.00	Before exemption request
ICA student pass card fee (to ICA – No GST)	60.00-90.00	Upon collecting student pass
ICA student pass processing fee (to ICA – No GST)	30.00	Before application
Late payment fee	2% of the total amount payable	Upon occurrence
Remodule fee (Dip / Adv Dip) per module	535.00	Before Test
Replacement of lost books fee (per book)	21.40	Upon occurrence
Letter of request (for visa) fee	53.50	Upon request
Reprint certificate fee	267.50	Upon request
Reprint transcript fee	53.50	Upon request
Resubmission / Reassessment fee (per module, per attempt)	267.50	Before Test
Resit examination fee (per module, per attempt)	267.50	Before resit payment due date
Student pass card replacement administrative fee	53.50	Before request
Student pass fee (Course Continuation/Transfer)	21.40	Before renewal/course transfer
School T-shirt	10.70	Upon request
School Jacket	26.75	Upon request

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*

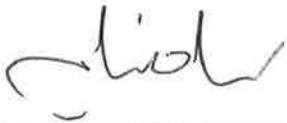


**SCHEDULE D**  
**REFUND TABLE**

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
90	more than 28 days before the Course Commencement Date
50	before, but not more than 28 days before the Course Commencement Date
10	after, but not more than 3 days after the Course Commencement Date
0	more than 3 days after the Course Commencement Date

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

SIGNED by the PEI



\_\_\_\_\_  
 Authorised Signatory of the PEI  
 Name: Wijayanti Sri Kumaladewi  
 Latumahina  
 Date: 11 October 2019



\_\_\_\_\_  
 Seal of PEI

SIGNED by the Student

\_\_\_\_\_  
 Name of Student:  
 GUNAWARDHANA JANANI SATHYA  
 JEEWAHANSI  
 Date:

~~SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)~~

\_\_\_\_\_  
 Name of Parent or Legal Guardian:  
 N.A  
 Date:



# Appendix A (DIT)

## **CLOSURE DUE TO PUBLIC HOLIDAYS FOR 2019 & 2020**

*Note: The College followed the Public Holiday dates closely as published on the Ministry of Manpower (MOM) website. The following is an excerpt for Year 2019 and Year 2020.*

**The College will be closed on the dates stated below.**

### **2019**

1 January 2019	New Year's Day
5 - 6 February 2019	Chinese New Year
19 April 2019	Good Friday
1 May 2019	Labour Day
19 May 2019	Vesak Day#
5 June 2019	Hari Raya Puasa
9 August 2019	National Day
11 August 2019	Hari Raya Haji#
27 October 2019	Deepavali#
25 December 2019	Christmas

# The following Monday will be a public holiday.

### **SCHOOL HOLIDAYS FOR 2019**

<b>DIPLOMA OF INFORMATION TECHNOLOGY *School Holidays are subject to change</b>	
Jan - Feb	-
March	-
March	-
Apr - May	-
May - Jun	-
June	-
Jul - Aug	29 Jul to 04 Aug
Aug - Sep	26 Aug to 01 Sep
Sep - Oct	23 Sep to 06 Oct (6 Sep :Teachers' Day-No classes)*
Oct - Nov	28 Oct to 03 Nov
Nov - Dec	25 Nov to 01 Dec
Dec - Jan	23 Dec to 05 Jan 2020

### **2020**

1 January 2020	New Year's Day
25 - 26 January 2020	Chinese New Year #
10 April 2020	Good Friday
1 May 2020	Labour Day
7 May 2020	Vesak Day
24 May 2020	Hari Raya Puasa #
31 July 2020	Hari Raya Haji
9 August 2020	National Day #
14 November 2020	Deepavali
25 December 2020	Christmas

# The following Monday will be a public holiday.

### **SCHOOL HOLIDAYS FOR 2020**

<b>DIPLOMA OF INFORMATION TECHNOLOGY *School Holidays are subject to change</b>	
Jan - Feb	27 Jan to 02 Feb
Feb - Mar	24 Feb to 01 Mar
Mar - Apr	30 Mar to 05 Apr
Apr - May	27 Apr to 03 May
May	25 May to 31 May
Jun - July	29 Jun to 05 July
Jul - Aug	27 Jul to 02 Aug
Aug - Sep	31 Aug to 06 Sep (4 Sep : Teachers' Day-No classes)*
Sep - Oct	28 Sep to 04 Oct
Oct - Nov	26 Oct to 01 Nov
Nov - Dec	30 Nov to 06 Dec
Dec - Jan	28 Dec to 03 Jan 2021

## Appendix B (DIT)

### DIT COURSE SCHEDULE for Year 2019

<b>Start Date</b>	<b>Module</b>
02 January 2019	-
11 February 2019	-
04 March 2019	-
01 April 2019	-
06 May 2019	-
03 June 2019	-
01 July 2019	Network Topologies
05 August 2019	System Analysis
02 September 2019	Workplace Safety & Sustainability
07 October 2019	ICT Business Analysis
04 November 2019	Web Programming
02 December 2019	Operating System Configuration and Tools

\*Please also note that the above modules are subjected to changes. Students will be notified of the changes, if any, before they start the new module in the new month.

### DIT COURSE SCHEDULE for Year 2020

<b>Start Date</b>	<b>Module</b>
02 January 2020	Network Server Design
03 February 2020	ICT System Security
02 March 2020	Object Oriented Programming
06 April 2020	Project Design and Planning
04 May 2020	Project Development
01 June 2020	Project Implementation
06 July 2020	Network Topologies
03 August 2020	System Analysis
07 September 2020	Workplace Safety & Sustainability
05 October 2020	ICT Business Analysis
02 November 2020	Web Programming
07 December 2020	Operating System Configuration and Tools

\*Please also note that the above modules are subjected to changes. Students will be notified of the changes, if any, before they start the new module in the new month.

## PAYMENT ADVICE

**To:**  
Miss GUNAWARDHANA JANANI SATHYA  
JEEWAHANSI

Payment Advice No. : PA005305  
Date : 11/10/2019  
Due Date : 04/11/2019  
GST Reg. No. : 200312175W  
AAC FPS Policy No. : Z/14/BM00/000471

Description	Total S\$
GUNAWARDHANA JANANI SATHYA JEEWAHANSI NRIC/FIN/Passport No: G3547216P Enrolment No: APP004782 Course Code: DIT Diploma in Information Technology Certificate Issued By: Academies Australasia College Certification/ Qualification: Diploma of Information Technology Intake: DIT-FT-6-2019-11 From: 04-Nov-2019 to 03-Nov-2020	
FPS Admin	250.00
Medical Insurance	200.00
Student Admin & Management	250.00
Student Pass Processing	200.00
Course Material fee	300.00
Tuition Fee for 12 months	7,000.00
Discount off in Tuition fees-1st Install	-1,000.00
Total Fees before GST	7,200.00
Add 7% GST	504.00
<b>Total Fees Payable</b>	<b>7,704.00</b>

Please make payable by cash/  
cheque/telegraphic transfer to:  
Name of Bank:

ACADEMIES AUSTRALASIA COLLEGE PTE. LTD  
DBS Bank Ltd  
80 Marine Parade Road #01-12 Parkway Parade Shopping Centre  
Singapore 449269  
027-901152-1  
DBSSSGSG

Account Number :  
Swift Address :

**LATE CHARGES WILL BE IMPOSED FOR ALL LATE PAYMENTS**

**This is a computer generated document which requires no signature.**

For Official Use

E & O E

Marketing Personnel

Nizar Ahamed Abubacker

Referral

STUDY ADVISOR

Academies Australasia College Pte. Limited

45 Middle Road  
Singapore 188954  
T +65 6337 9949  
F +65 6336 5955  
E info@aca.edu.sg

Incorporated in the Republic of Singapore  
Co. Reg. No. 200312175W



ACADEMIESAUSTRALASIA



2008  
CENTENARY  
YEAR

AUSTRALIA  
SINGAPORE

www.academies.edu.au