



# Institute of Data

## **Student Enrolment Pack**

*This student enrolment pack contains separate agreements to be reviewed and signed individually.*

Advisory Note  
TIPP Acknowledgement  
Enrolment Agreement  
Student Contract  
Singapore Data Industry Subsidy Agreement  
Payment Authorisation

**FORM 12**  
**PRIVATE EDUCATION ACT**  
**(No. 21 of 2009)**

## ADVISORY NOTE TO STUDENTS

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Info-Communications Media Development Authority (IMDA)  
 10 Pasir Panjang Road  
 Mapletree Business City, #03-01  
 Singapore 117 438

Attention to: Sharmila Sanofar, Assistant Manager, TeSA Programme Office

## ACKNOWLEDGEMENT FOR PARTICIPATION IN THE TECH IMMERSION AND PLACEMENT PROGRAMME (TIPP)

### Introduction

1. The TIPP is an IMDA joint initiative with **Institute of Data Pte. Ltd.** to convert non-ICT professionals, through immersive training programmes into industry ready ICT professionals and place them into tech roles.
2. During the programme period, the **Institute of Data Pte. Ltd.** will deliver a structured training programme, supplemented with projects, coaching and job facilitation.

### Trainee's Obligations

3. The TIPP is an opportunity for each Trainee to acquire immersive tech training for a specific infocomm job role with the Institute of Data Pte. Ltd..
4. **The Institute of Data Pte. Ltd.** and IMDA have invested significant amount of resources to enable each Trainee to undergo immersive tech training under the TIPP programme. It is therefore important for each Trainee to attend the TIPP training programme and complete all the projects or assignments diligently.
5. Each Trainee is expected to find a placement in an infocomm job role that he/she pursued under the TIPP training upon completion of the programme and contribute to the infocomm industry for a minimum of 6 months.

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I understand and agree to the terms set out above.

Name of Trainee : Yap Yeong Cherng

NRIC Number : S9215964G

Signature and Date : 

25 / 09 / 2021

6. If there is any issue arising in relation with the training programme under TIPP, the Trainee is encouraged to work with the Institute of Data Pte. Ltd. to resolve it so that he/she can continue with the programme.
7. Each Trainee agrees to share his/her relevant personal particulars and relevant documentation (including but not limited to employment/appointment contracts and ACRA Profiles of Companies (live) set up) with IMDA during and beyond the completion of the training for the purpose of IMDA's internal documentation i.e. for grant administration purposes under TIPP and communications on other IMDA programmes. IMDA may contact you for more information where necessary.
8. After the completion of training programme, IMDA will require each Trainee to provide information on his/her employment status, including name of employer, job descriptions as well as remuneration for up to 3 years after the end of the training programme to IMDA. This is to facilitate IMDA's evaluation of the TIPP training programmes.

## Recovery of Grants Disbursed


9. Trainee will not be eligible for the TIPP programme fee subsidy in the event where the Trainee:
  - a. Withdraw or discontinue from the TIPP course prior to its completion, without valid reasons; or
  - b. Unable to complete the Training Programme satisfactorily as assessed by the Institute of Data Pte. Ltd..
  - c. Unable to achieve the minimum attendance as set by the Institute of Data Pte. Ltd. for this TIPP training programme.
  - d. Unable to fulfil the job placement criteria within 6 months from the date of completion of the TIPP training programme.
10. In the event where Trainee is unable to fulfil the TIPP Programme obligations, the **Institute of Data Pte. Ltd.** may in turn recover a prorated course fee from the trainee.

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I understand and agree to the terms set out above.

Name of Trainee : Yap Yeong Cherng

NRIC Number : S9215964G

Signature and Date :  25 / 09 / 2021

# ENROLMENT AGREEMENT

## Welcome to the Institute of Data (IOD)!

Congratulations on your acceptance into your program. This enrolment agreement is intended to provide you with important information about enrolling with Institute of Data Pte Ltd Registration No. 201908157C trading as brand name Institute of Data ("we", "us", "our", "Institute of Data" or "IOD") in an IOD program, which is an investment that we take very seriously.

Please take the time to fill out your details below, and read this enrolment agreement carefully, as signing at section 10 below means you agree that, upon completing the steps to enrolment referred to in section 2, you are immediately bound by this enrolment agreement and acknowledge that your enrolment will be subject to the terms set out below.

### 1. IOD PROGRAMS

At the Institute of Data, we run different formats of programs.

Data Science and Artificial Intelligence Part Time Program

#### 1.1 Your Details

Yap Yeong Cherng

Legal name

103 Bishan Street 12 #14-274

Address Line 1

Singapore

State

570103

Postcode

ycyap2012@hotmail.com

Email address

+6587844660

Phone number

#### 1.2 Your Program

Certificate in Data Science and Artificial Intelligence

Program title

Part Time Remote

Format

10

Total Modules

24 weeks

Duration

28 September 2021

Course start date

24 March 2022

Course end date

### 2. ENROLMENT PROCESS

- At the Institute of Data (IOD), our enrolment process is 3 stage. You must complete each of the below steps in order to successfully complete enrolment:
- Pay a non-refundable pre-payment of \$500 or such other pre-payment amount as is stated in the accompanying Student Contract agreement ("Student Contract") for the program ("deposit");
- Complete, sign and return this enrolment agreement together with the accompanying Advisory Note, Student Contract, Singapore Data Industry Subsidy Agreement, Advisory Note and Payment Authorisation; and
- Complete any assigned pre-work before the start date.

In addition to the deposit, you must pay any payments due prior to your course start date as specified in your Student Contract.

#### 2.1 Enrolment deadline

IOD's enrolment deadline is 10 days before the course start date; however, IOD reserves the right to make exceptions and admit students after the enrolment deadline has passed in special circumstances.

### 3. STUDENT CONDUCT

#### 3.1 Campus location and class dates and times

A welcome email sent by the student services team to your nominated email address (welcome email) will detail the location of your course, the opening hours of the campus on which your course will be held or details of the remote virtual classroom. The welcome email will also contain the exact details of your course, including the start and end date of your course, and the days and times of your course and an introduction to your IOD trainer. If you do not receive the welcome email within 2 days of the course start date, you must contact the IOD for this information.

#### 3.2. Changes to class dates and times

Acting reasonably, and with reasonable notice IOD reserves the right to change class dates, times, location and the delivery format including remote virtual classroom. IOD will inform you by email to your nominated email address of any changes as

soon as practicable. IOD and its employees, officers, directors or agents are neither liable nor responsible for any loss arising out of or connected with, or in any matter pertaining to, any change of course dates.

### **3.3. Teaching facilities**

Classes are held in rooms equipped with projectors, whiteboards, desks, and chairs, or via remote virtual classrooms with webcams and remote software. You will need to bring your own laptop and/or mobile device and webcam for virtual classrooms. It is your responsibility to have sufficient internet and physical area to attend virtual classrooms and attend homework. IOD is committed to providing reasonable adjustments to ensure equal opportunity and participation for students with a disability, mental health condition or other disorder that may affect a student's learning experience. If you require reasonable adjustments, please notify IOD. Where possible, there is break out space to work in before and around classes at the campus, except where there are other scheduled IOD events being held or the class is delivered via remote virtual classrooms.

### **3.4. Campus rules**

You are welcome to use the kitchen and any other common facilities when available, but you are expected to clean up after yourself.

### **3.5. Alcohol**

IOD supports the responsible consumption of alcohol and does not support the consumption of alcohol by minors, on or off-campus. You agree to not consume alcohol on the premises or at any official IOD events while underage, and acknowledge that IOD neither permits nor condones such conduct. IOD will dismiss from the program any underage student who is believed to be drinking.

### **3.6. Classroom conduct**

Class will start at the time specified by the instructional team each day. Persistent tardiness outside of a 15-minute grace window is grounds for the production or instructional team to recommend your dismissal. Plan to arrive or log in to class on time and stay for the whole duration to limit disruption which will impede the learning of your peers.

IOD is an inclusive and professional space. As a IOD student, you are expected to display professional and respectful behaviour throughout the course through your verbal and physical interactions as well as through any electronic and written communication. Your instructional team members are here not only to teach you but are members of the community. Your classmates will be important members of your professional network when you complete the program. To this end, IOD encourages you to act professionally and respectfully at all times. Professional and Respectful conduct includes being polite, considerate and agreeable.

Furthermore, the in person or remote classroom will often function as a large team and as such teamwork is a key part of classroom culture. You'll need to treat your fellow classmates with professionalism and respect as you would on the job. IOD takes any reports of intimidation, harassment and discrimination extremely seriously. Complaints regarding students, trainers or the program must be made via [student.services@institutedata.com](mailto:student.services@institutedata.com) and must not be made in an open or public forum such as the classroom or via any online forum such as Slack.

### **3.7. Off-campus or other activities**

Participation in any field trips, excursions or other off-campus activities in relation to your course at IOD is at your own risk. You accept and assume all risks and hazards that may arise on any off-campus activity. IOD and its employees, officers, directors or agents are neither liable nor responsible for any loss, illness, personal injury, death or property damage arising out of or connected with, or in any matter pertaining to, any field trip or off-campus activity.

You also agree to indemnify and hold harmless IOD (and its employees, officers, directors and agents) from any judgment, settlement, loss, liability, damage, or costs, including court costs and legal fees, that it may incur as a direct or indirect result of any negligent or deliberate act or omission on your part.

### **3.8. IOD roles**

The IOD staff you will be working with throughout your course will be your:

- Course Coordinator - They will facilitate the logistics of the program, receive feedback and act upon feedback from students. As an enrolled student, you should direct any questions and administrative queries to your student services team
- Trainers - They will guide you through the course content and provide you with feedback along the way. They help the entire class progress together
- Career Coach Outcomes Manager - They will deliver the outcomes program for your course.

### **3.9. Plagiarism**

IOD has a zero-tolerance policy towards plagiarism. It is destructive to classroom culture, and exhibits a clear lack of respect for classmates, instructors, the company and greater community. Any work considered to have been plagiarised will not be accepted and will not count towards graduation requirements. If your project exhibits evidence of plagiarism, you will not be able to display the project at any IOD events. Any student found plagiarising or attempting to plagiarise will be removed from class or pulled aside and disciplined accordingly.

As broken down by Plagiarism.org, to plagiarise is to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source; commit literary theft; and present as new and original an idea or product derived from an existing source.

### 3.10. Dismissal

IOD is an industry body and education provider for data and cyber security. Should you be disruptive to the students or professionals, you may be asked to leave. Examples of disruption include, but are not limited to,

- aggression or threats towards other students, instructors, or staff;
- criminal behavior or illegal activities conducted or discussed on or around campus;
- danger to health or safety of staff;
- material violation of IOD student policies;
- underage drinking of a student under 3.5;
- the failure to observe classroom or campus conduct standards set forth by instructors or staff; or
- other behaviour identified as disruptive to the learning environment of other students by instructors or staff.

Due to the rigorous nature of its courses, IOD may agree to excuse a student who appears to be experiencing negative emotional or physical consequences as a result of participation.

## 4. COMPLETION REQUIREMENTS

### 4.1. Completion

In order to complete your course, you must:

- Miss no more than 10% days of the course, unless agreed or arrangement is made by the trainer to complete missed days;
- Complete 80% of assignments, projects and homework tasks;
- Have paid us all amounts owing under your Student Contract; and
- Otherwise comply with the terms of this enrolment agreement.

When an IOD student completes their course and has paid all applicable course attendance fees and charges, they receive a Letter of Completion and Certification. IOD reserves the right to delay or deny graduate status, refuse a Letter of Completion, Certification and/or the ability to participate in the Job Outcomes Program if you do not meet the requirements above.

### 4.2. Attendance

As a student, you are expected to attend 100% of the program. You are permitted to miss at most 10% throughout the entire program without consequence.

If you foresee that you will miss more than this, you will have to seek advance approval from your instructional team and student services team. If this approval is not granted, and you miss more than the allowed time, it will be at IOD's discretion whether or not you will be permitted to continue to graduation and be eligible to enter the outcomes program.

While your instructors will do their best to help you catch up, the onus will be on you to work with your fellow students to get up to speed with missed material or any missed assignments. The options available to make up that missed work may be limited and will be determined by the instructional team within the limits of the course.

### 4.3. Projects

You must also complete and submit 100% of assigned projects via the method and in the time frame specified by your instructional team. Completion will be determined by your instructional team and good faith and effort toward completing projects may be taken into account.

You must also complete all self-directed projects at intervals through the program. If you are not on track to submit your projects on time, you must speak with your student services team and instructors immediately.

## 5. PAYMENTS

The program fees payable by you to us in respect of your programs under this enrolment agreement are stated in your Student Contract Agreement. You must punctually pay us all amounts as and when due under your Student Contract Agreement.

## 6. DROPPING OUT

Note: Please refer to your Student Contract in relation to your rights and obligations relating to payment of program fees and other amounts payable under your Student Contract in the event you cancel your enrolment, withdraw from or transfer courses. In the event that you drop out, you will still be required to pay us some or all of the program fees payable under the Student Contract. In some cases, you may be provided with a refund or IOD credit in respect of program fees you have paid under the Student Contract.

### 6.1. Cancellation

You may cancel your enrolment for any reason prior to the course start date by making a request to us (see section 6.5 below). The financial consequences of cancelling your enrolment are detailed in the Student Contract.

### 6.2. Drop-out deadline

The drop-out deadline for your course is 5 pm on Friday on the first week of your course.

### 6.3. Withdrawal

You may withdraw from your enrolment at any time after the course start date by making a request to us (see section 6.5 below). The financial consequences of withdrawing from your course are detailed in the Student Contract. However please note in particular that if you withdraw after the drop-out deadline, you remain liable to pay us some or all of the full program fees under the Student Contract.

#### 6.4. Transfers

Prior to the drop-out deadline for the course, you may request one transfer (subject to management approval, class availability and demonstration of extenuating circumstance) into a different course or a different instance of the same course.

No transfers will be granted after the drop-out deadline. If your transfer request is granted, a transfer fee of \$500 will be payable by you. Should you be granted a transfer and transfer into an upcoming course or another course instance, you will be liable for the full program fees for that course plus the transfer fee.

#### 6.5. Refunds

If you are dismissed from the program or refused the right to graduation for any reason as detailed above, whether you receive any refund is up to the sole discretion of IOD.

All requests to IOD for refunds, or to cancel, withdraw or transfer, must be made to your student services team in writing by email outlining your request and your reasons for the request. The student services team will communicate IOD's decision with the student.

Speak to your Student Services team about this refund policy and the financial consequences of cancelling, dropping out or transferring courses under your Student Contract if anything is unclear prior to enrolment.

### 7. OUTCOMES

IOD works with partner companies to facilitate opportunities for students. These opportunities may include an event with potential employers. Although placement assistance service is provided, IOD does not guarantee a job or internship to any student or graduate.

If you have indicated that you are job seeking (you are looking for employment or internal role using skills learned in the course in the next 180 days), IOD will consider that you have reached a successful outcome if you attain employment or internal role using skills learned during the program within 180 days. This may be freelancing, an internship, or a full-time or part-time job. Once a successful outcome has been achieved upon graduating from IOD, the onus of further job seeking will be on the graduate however they will have access to IOD membership and enrolment partner platforms.

Inclusion in the outcomes program is dependent on completing the job seeker checklist issued by your job outcome manager. Failing to complete the checklist will place your inclusion in the outcomes program in jeopardy. This could mean you will be unable to attend any events held by IOD.

### 8. MEDIA AND INTELLECTUAL PROPERTY

IOD may invite members of the media to observe, take photos or videos of your class. Additionally, IOD may use materials created in class for marketing and educational purposes. For example, IOD might want to share your project at an information session to showcase what students can make or with instructors in other sessions to show them what IOD has taught contributes to a final project. Please speak to your student services team if you have issues with this and want to be excluded. Should any members of the media (including bloggers) approach you for comment about IOD, or your experience at IOD, you must get approval from your student services team before participating in any interviews or media opportunities.


### 9. EXCEPTIONS

IOD reserves the right to make exceptions to the above terms under special circumstances.

### 10. ENROLMENT AGREEMENT SIGNATURE

By signing below, I (being the individual named in this enrolment agreement) hereby undertake to IOD to be bound by and observe the terms of this enrolment agreement upon being enrolled in this program.

Signature:



Printed Name:

Yap Yeong Cherng

Date:

25 / 09 / 2021



# STUDENT CONTRACT

This Contract binds both **Institute of Data Pte Ltd ("Institute of Data")** 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                      | : | <u>Institute of Data Pte. Ltd.</u> |
|     | Brand Name of PEI                           | : | <u>Institute of Data</u>           |
|     | Registration Number                         | : | <u>201908157C</u>                  |
| (2) | Full Legal Name of Student                  | : | <u>Yap Yeong Cherng</u>            |
|     | NRIC Number (for SC/PR)                     | : | <u>S9215964G</u>                   |
|     | Passport Number (for international student) | : | <u></u>                            |

## 1. COURSE INFORMATION AND FEES

- 1.1** The Institute of Data 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 Institute of Data 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.
- 1.3** The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.4** The Institute of Data considers payment made 7 days after the scheduled due date(s) in Schedule B as late. The Institute of Data 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 Institute of Data will notify the Student within three (3) calendar days upon knowledge of any of the following:

- (i) Institute of Data does not commence the Course on the Course Commencement Date;
- (ii) Institute of Data terminates the Course before the Course Commencement Date;
- (iii) Institute of Data does not complete the Course by the Course Completion Date;
- (iv) Institute of Data terminates the Course before the Course Completion Date;
- (v) Institute of Data 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 ten (10) 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 Institute of Data will, within fifteen (15) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D. If the Student has received an Industry Subsidy, the Institute of Data may collect any unpaid course fees per clause 3.1.

### 2.3 Refund During Cooling-Off Period:

The Institute of Data will provide the Student with a cooling-off period of one (1) working calendar day 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 Institute of Data within the cooling-off period, regardless of whether the Student has started the course or not.

### **3. INDUSTRY SUBSIDY**

#### **3.1 Withdrawal before Course Completion Date**

If the Student who has received an Industry Subsidy withdraws from the Course before the end date for any reason other than those stated in Clause 2.1, then the Industry Subsidy will be cancelled. This will result in any unpaid Total Retail Course Fees becoming immediately due less any course fees for the remaining month of the course that have not been taken. For clarity, these are calculated in monthly pro-rated instalments.

#### **3.2 Reasonable and Good Faith Efforts to Seek Related Employment**

If the Student is accepted for an Industry Subsidy, the Student warrants and promises that they will make reasonable and good faith efforts to seek related employment immediately following completion of the program. Failure to make reasonable and good faith efforts to seek related employment will result in a 15% additional fee based on the Total Retail Course Fees.

### **4. ADDITIONAL INFORMATION**

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

**4.2** 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.

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

**4.4** All information given by the Student to the Institute of Data will not be given by the Institute of Data to anyone else, unless the Student signs in writing that he/she agrees or unless the Institute of Data is allowed to give the information by law.

**4.5** If there is any other agreement between the Institute of Data and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.

**4.6** If the Student or the Institute of Data does not exercise or delay exercising any right granted by this Contract, the Student and the Institute of Data will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.

**4.7** 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**

1) Course Title	Certificate in Data Science and Artificial Intelligence
2) Course Duration (in weeks)	24 weeks
3) Full-time or Part-time Course	Part Time
4) Course Commencement Date	28 September 2021
5) Course Completion Date	24 March 2022
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
7) Qualification (Name of award to be conferred on the Student upon successful Course completion)	Certificate in Data Science and Artificial Intelligence
8) Organisation which develops the Course and Industry Certification	Institute of Data
9) Organisation which awards/ confers the qualification	Institute of Data Pte Ltd
10) Course entry requirement(s)	Completed a bachelor degree in any field of studies Completed of any previous qualification undertaken in English or obtained IELTS 5.5 Completed assigned online pre-work (basic python coding skills)
11) Course schedule with modules and/or subjects	See latest Course Syllabus
12) Scheduled holidays (public and school) and/or semester/term break for course	See Student Timetable provided in the first day of class email
13) Examination and/or other assessment period	Final week of Course Completion Date
14) Expected examination results release date	Before 3 month after Course Completion Date
15) Expected award conferment date	Before 3 month after Course Completion Date

**SCHEDULE B  
COURSE FEES**

<b>Fees Breakdown</b>	<b>Total Payable (with GST, if any) (S\$)</b>
Student Contribution	\$5,900
Industry Subsidy	\$9,100
Total Retail Course Fees	\$15,000
Course Fees Payable by Student after Subsidy	\$5,900
No of Instalments	8

**STUDENT INSTALMENT SCHEDULE**

<b>Instalment<sup>1</sup> Schedule</b>	<b>Amount (with GST, if any) (S\$)</b>	<b>Date Due<sup>2</sup></b>
Instalment 1	\$500	Upon Enrolment
Instalment 2	\$2,000	Before Course Start Date
Instalment 3 - 8	\$566.67	25th of each month  beginning 25 October 2021
<b>Course Fees Payable by Student after Subsidy:</b>	\$5,900	

- Each instalment amount shall not exceed the following:
  - 2 months' worth of fees for non-EduTrust-certified Institute of Data without IWC.
- Each instalment after the first shall be collected within one week before the next payment scheduled.

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

<b>Purpose of Fee</b>	<b>Amount (with GST, if any) (S\$)</b>
Administration fee for late payment	\$100
Transfer fee (applicable when a Student's transfer to another cohort has been approved by the Institute of Data)	\$500

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

**SCHEDULE D  
REFUND TABLE**

<b>REFUND TABLE</b> % of the amount of fees paid under Schedules B and C.	If Student's written notice of withdrawal is received:
90%	60 days or more before the Course Commencement Date
50%	30 days or more before the Course Commencement Date
10%	11 days or more before the Course Commencement Date
0%	10 days or less before the Course Commencement

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

SIGNED by the Institute of Data Pte Ltd (Institute of Data)



Authorised Signatory of the  
Institute of Data Pte Ltd  
Name: Peter Harpur  
Date: 23 September 2021



Seal of Institute of Data Pte Ltd



SIGNED by the Student

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

Yap Yeong Cherng

Name of Student:

Name of Parent or Legal Guardian:

Date: 25 / 09 / 2021

Date:

# SINGAPORE DATA INDUSTRY SUBSIDY PROGRAM (SDIS) AGREEMENT

## A. DETAILS OF STUDENT

Name (same as on your NRIC/Passport): Yap Yeong Cherng

Date of Birth (DD/MM/YYYY): 12/05/1992

Nationality: Singaporean

NRIC/Passport Number: S9215964G

Email Address: ycyap2012@Hotmail.com

You consent to Institute of Data Pte Ltd (referred to as its brand name "Institute of Data" or "IOD") collection and use of your personal information in relation to the SDIS Programme. Please refer to SDIS Privacy Policy and section SDIS of this Agreement.

## B. DETAILS OF TRAINING PROGRAM

Course Name:	Certificate in Data Science and Artificial Intelligence
Duration (weeks):	24 weeks
Format (Full-time/Part-time):	Part Time
Training Start Date:	28 September 2021
Training Scheduled Completion Date:	24 March 2022

**IMPORTANT:** If you are deemed ineligible for the subsidy due to reasons listed under the Section D: Enrolment and Training Terms, IOD retains the right to ask you to pay additional program fee (up to a maximum of SDIS subsidy amount).

## C. PAYMENT

Upon IOD' signing this agreement, you accept this Singapore Data Industry Subsidy Program (SDIS) Agreement (the "Agreement"). You will also need to pay the student contribution course fees payment in full when invoiced.

## D. ENROLMENT TERMS AND CONDITIONS

1. Thank you for your interest in joining IOD's SDIS Program ("IOD Program"). You must read and accept these Enrolment and Training Terms. Your participation in this program is conditioned upon your acceptance of these terms.

**2. Details about course:** IOD Program is a 12 or 24 weeks program.

This program is supported by the Data Industry and Infocomm Media Development Authority (IMDA)'s Tech Immersion and Placement Programme (TIPP) under the Tech Skills Accelerator (TeSA) initiative. If you are selected for this program, please ensure you can commit to the course throughout this 12 or 24 week period and after which actively seek job placement. We need you to commit your time and effort to complete the whole program. Absence from the course shall be limited to only some valid situations (e.g., you are sick or need to attend to some unexpected personal matter).

**3. Eligibility and Selection:** This program is designed for (a) fresh graduates from universities and polytechnics; (b) entry-level developers that need a course to further improve their software development capabilities; or (c) mid-career switchers who have passion in software development but need some help to get started. IOD will assess your application for this program based on whether you meet all the eligibility requirements, and other assessment criteria determined by IOD. IOD will review your application and confirm the applicable fees for your enrolment in this program at the time of offer.

**4. Cancellation of Program:** IOD reserves the right to ask you to leave the program in the event that:

(a) you are absent from the training program for 3 training days in total without valid reason (valid reason being - being sick with medical certificate or attending to emergency with proper evidence);

(b) you are in breach with these terms or the applicable rules (including IOD' policies applicable to you) or engage in any misconduct; or

(c) IOD finds any other reason that deems necessary to ask you to leave the program.

If you are dismissed from the program due to any of the three reasons listed above, IOD has no obligation to provide any refund, and retains the right to increase your training program fee by an amount unpaid because of the subsidy's cancellation.

**5. Collection and use of personal information:** To effectively manage the program, we will need to collect your personal information for administration and record-keeping. You agree to grant IOD and IMDA with the consent to access and use the contact details, profiles and required personal data for the purposes of claims verification, programme evaluation, survey,

interview, profile review and/or overall programme analysis. Additionally, to achieve the objectives of the program, we will need to share your personal information with job placement partners to help you with your job search. You can check out IOD' Privacy Policy for further detail regarding how we handle personal information.

6. Follow the rules regarding this program: IOD may in its sole discretion set out certain rules regarding the IOD Program, and IOD' general rules regarding safety, security and acceptable conducts will also apply to you. We require all participants to respect and follow these rules.

**7. IOD Certification is just a beginning:** The IOD Program and Certification is just a beginning for your IT career. To enjoy the full subsidy, and to launch your IT career:

- As part of the program requirements, you are expected to seek full-time job placement related to the area of training in SDIS programme or build a tech startup, in Singapore, within 6 months from the training completion date. Every month you need to update IOD at least once with evidence of active job searching (e.g. the companies they are applying for jobs and number of interviews received in that month) or preparation work to build a tech startup.
- After getting a new job, you need to provide the documents about your new job (including but not limited to company name, job contract, job title, job scope description, HR appointment letter, etc) to IOD no later than 6 month after the training completion date.
- After starting up a new company, you need to provide the documents about your new tech startup (including but not limited to company name, ACRA registration, etc) to IOD no later than 6 month after the training completion date.
- After the training, you will be contacted by auditors to verify your job role or tech startup is related to the area of training and you should respond timely to the auditors. If you fail to meet these obligations after training, you are deemed not eligible for the full subsidy of this training program and IOD retains the right to collect an additional SGD 15% course fees (excluding GST) from you as a top-up of your program fee.
- You agree that we may take photos or videos of you during the program, and share that on our website or in other media. If you wish to limit how we use your image, quote or recording, please notify us in writing.

**8. Changes:** We may advise you in the future of changes to the training program (e.g. changes to the course timetables or subjects, or the general rules governing the IOD Program). Those new or changed terms will be binding as soon as IOD notifies you of these changes.

**9. Execution:** This Agreement may be signed by electronic signature (including HelloSign)

**E. ACCEPTANCE:** By signing below the applicant agrees to accept the offer to join the IOD Program as described in this Agreement, and be bound by the Enrolment and Training Terms in Section E.

Signature: 

Printed Name: Yap Yeong Cherng

Date: 25 / 09 / 2021

## PAYMENT AUTHORISATION

You authorise Institute of Data to charge your credit card as indicated below for any balances outstanding past their due date that you owe pursuant to the terms outlined in this contract:

Yap Yeong Cherng	11/24
Cardholder name	Expiry date (MM/YY)
5498341642790501	440
Card number	CVC

You have the option to transfer your Instalments via bank transfer by their due date, or a 2% transaction fee applies to credit cards. Bank details are below:

Bank: Oversea-Chinese Banking Corporation  
Swift Code: OCBCSGSG  
Account Name: Data Science Institute Pte Ltd  
Branch: 687  
Acct #: 814137001

All credit card and account details will be kept private and confidential and disclosed only at your request or to a financing partner in connection with servicing your payment plan or at the request of your financial institution in connection with a claim made to correct or investigate an alleged incorrect or wrongful debit or otherwise as permitted by the Privacy Consent above or as required by law.

This authorisation will remain in effect until your balance is paid in full or you cancel the authorisation in writing. You must notify Institute of Data of any changes to your account information or a termination of this account in writing to your education provider.


In the case of a credit card transaction being rejected for non-sufficient funds Institute of Data may, at its discretion, attempt to process the charge again within 7 days, and an additional \$25 charge for each attempt returned non-sufficient funds will be initiated as a separate transaction from the authorised payment.

You certify that you are an authorised user of this credit card and that you will not dispute the payment with your credit card company, provided the transaction corresponds to the terms indicated in this contract.

Institute of Data may, in its sole discretion, refer their account to a collections agency without further notice to you in the event you are in default in any payment due.

To the extent permitted by applicable law, you agree to pay all costs incurred by Institute of Data in collecting the balance due.

Signature:



Printed Name:

Yap Yeong Cherng






Date:

25 / 09 / 2021



<b>TITLE</b>	Institute of Data and TIPP Student Enrolment Pack
<b>FILE NAME</b>	SG Subsidy _ Stud...ack .docx (2).pdf
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<b>AUDIT TRAIL DATE FORMAT</b>	DD / MM / YYYY
<b>STATUS</b>	● Completed

## Document history

 E-SIGN DISCLOSURE ACCEPTED	<b>21 / 09 / 2021</b> 10:51:46 UTC	Electronic record and signature disclosure accepted by (ycyap2012@hotmail.com) IP: 219.75.35.140 GUID: 14bccf5c0d06dd3ec18f54e43018118b8b998c1b
 SENT	<b>23 / 09 / 2021</b> 05:09:44 UTC	Sent for signature to Yap Yeong Cherng (ycyap2012@hotmail.com) from student.services@institutedata.com IP: 119.18.0.179
 VIEWED	<b>24 / 09 / 2021</b> 17:00:01 UTC	Viewed by Yap Yeong Cherng (ycyap2012@hotmail.com) IP: 219.75.35.140
 SIGNED	<b>24 / 09 / 2021</b> 17:05:47 UTC	Signed by Yap Yeong Cherng (ycyap2012@hotmail.com) IP: 219.75.35.140
 COMPLETED	<b>24 / 09 / 2021</b> 17:05:47 UTC	The document has been completed.