

Annex A

**APPLICATION FORM
FOR DISPUTE RESOLUTION SERVICES UNDER THE
COMMITTEE FOR PRIVATE EDUCATION MEDIATION-ARBITRATION SCHEME**

Committee for Private Education Mediation-Arbitration Scheme
c/o Singapore Mediation Centre
1 Supreme Court Lane, Level 4
Singapore 178879
Tel: (65) 6332 4366 Fax: (65) 6333 5085
Email: enquiries@mediation.com.sg Website: www.mediation.com.sg

CONDITIONS FOR APPLICATION

1. Parties who wish to have their dispute considered for mediation and/or arbitration in accordance with the Committee for Private Education (“CPE”) Mediation-Arbitration Scheme (the “Scheme”) must complete this Form.
2. For students applying to the Scheme, Part (E) of the form must be completed and signed.
3. For private education institutions applying to the Scheme, Part (G) of the Form must be completed and signed by a representative of the institution authorised to make decisions on behalf of the institution in the conduct of any dispute resolution proceedings. In addition, the student’s original signature must be obtained in Part (E) to indicate his consent to refer the dispute to the Scheme.
4. Where a student is below 18 years of age at the time of application, Part (B) must be completed and Part (F) must be signed by the student’s parent or guardian, regardless of whether this application is made by the student or the private education institute. The parent or guardian must be present at the dispute resolution proceedings.
5. Payment for the mediation process in accordance to the sums indicated in the prevailing fee schedule of the Scheme must be made by the applicant at the time of application. Payment should be by cashier’s order or cheque made payable to the “Singapore Mediation Centre”.

(A) Details of Student

Name: (As appears in NRIC/Passport)	
NRIC/Passport No:	
Date of Birth:	
Address:	
Telephone No:	(H): (Mobile):

Email Address:	
(B) Details of Student's Parent/Guardian* <i>(Mandatory if the student is below 18 years of age at the time of application)</i>	
Name (As appears in NRIC/Passport):	
NRIC/Passport No:	
Date of Birth:	
Address:	
Telephone No.:	(H): (Mobile):
Email Address:	

(*Please delete accordingly)

(C) Details of Private Education Institution	
Name of Institution:	
Name and Designation of Representative (if available):	
Address:	
Contact No:	(O): (Mobile): (Fax):
Email Address:	

- (D) Description of the dispute including:**
(a) the amount in dispute; and
(b) any other outcome the Student wishes to obtain.

Any documents which the Applicant wishes to refer to for the purposes of mediation should be attached and submitted together with this Application Form (Documents may also be submitted directly to the Singapore Mediation Centre).

(E) Student's Declaration

I hereby declare that a dispute has arisen with the private education institution named in Part (C).

In consideration of the mediation and arbitration services provided to me under the CPE Mediation-Arbitration Scheme by SMC and SI Arb respectively, I hereby apply for the dispute described in Part (D) to be referred for mediation and for arbitration. I have read and agree to be bound by SMC-CPE Mediation Rules and the SI Arb-CPE Arbitration Rules and all steps undertaken by SMC and SI Arb for the purpose of the mediation and arbitration of this matter.

I recognise that if the mediation is terminated before a settlement is concluded, I can choose to refer the dispute to SI Arb for arbitration under the SI Arb-CPE Arbitration Rules. Should I decide not to proceed for arbitration, I will inform the CPE of my decision and the reasons in writing.

I am agreeable to details on the mediation being released to the Committee for Private Education. These details may include but are not limited to the outcome of mediation, classification of the dispute, size of the claim, the nationality, age, and education level of the parties involved.

Signature of Student

Date:

(F) Parent/Guardian's Declaration

(Mandatory if Student is below 18 years of age at the time of application)

I hereby declare that I am the parent/guardian of _____ and that a dispute has arisen between my child/ward and the private education institution named in Part (C).

In consideration of the mediation and arbitration services provided to me by SMC and SI Arb under the CPE Mediation-Arbitration scheme, I hereby apply for the dispute described in Part (D) to be referred for mediation and for arbitration. I have read and agree to be bound by the SMC-CPE Mediation Rules and the SI Arb-CPE Arbitration Rules and all steps undertaken by SMC and SI Arb for the purpose of the mediation and arbitration of this matter.

I recognise that if the mediation is terminated before a settlement is concluded, I can choose to refer the dispute to SI Arb for arbitration under the SI Arb-CPE Arbitration Rules. Should my child/ward and I decide not to proceed for arbitration; the CPE will be informed of our decision and the reasons in writing.

I am agreeable to details on the mediation being released to the Committee for Private Education. These details may include but are not limited to the outcome of mediation, classification of the dispute, size of the claim, the nationality, age, and education level of the parties involved

Signature of Parent/Guardian

Name of Parent/Guardian:

Date:

(G) Private Education Institution's Declaration

I hereby declare that:

- (a) a dispute has arisen with the student named in Part (A);
- (b) the student has voluntarily signified his consent for the dispute described in Part (D) to be referred to the CPE Mediation-Arbitration Scheme ("the Scheme"); and
- (c) I am authorised to make decisions on behalf of the institution named in Part (C) in the conduct of any dispute resolution proceedings under the Scheme.

In consideration of the mediation and arbitration services provided to the institution by SMC and SIArb under the Scheme, I hereby apply for the dispute described in (D) to be referred for mediation and for arbitration. I have read and agree to be bound by the SMC-CPE Mediation Rules and the SIArb-CPE Arbitration Rules and all steps undertaken by SMC and SIArb for the purpose of the mediation and arbitration of this matter.

I recognise that if the mediation is terminated before a settlement is concluded, I can choose to refer the dispute to SIArb for arbitration under the SIArb-CPE Arbitration Rules. Should I decide not to proceed for arbitration, I will inform the CPE of my decision and the reasons in writing.

I am agreeable to details on the mediation being released to the Committee for Private Education. These details may include but are not limited to the outcome of mediation, classification of the dispute, size of the claim, the nationality, age, and education level of the parties involved

Signature of Representative and Company Stamp

Name/Designation of Representative:

Date: