

Registration Agreement

SAE Institute

(A member of the SAE Group of Companies)

Mahajak Education Co, Ltd.

1) Definitions

a) The following terms are used in this agreement:

- i) 'Administration Charge'—means the cost incurred by the school in processing the students' Enrollment.
- ii) 'Date of Commencement'—means the first day on which the course commenced, as displayed in our current brochure/fee schedule.
N.B. SAE Institute reserves the right to modify course start dates according to demand or other circumstances deemed appropriate by the Program Manager.
- iii) 'Course'—means the series of classes in which the Student is enrolled.
- iv) 'Registration Fee'—means the sum of money paid by the student to reserve a place in one of the School's advertised courses.
- v) 'School'—means the SAE Institute (SAE) and/ or its appointed agents.
- vi) 'Student'—refers to the signatory on the course application form.
- vii) 'Local Student' – refers to a Thai National or Permanent Resident of Thailand who does not require a student visa to study the course
- viii) 'Studio'—means the recording/film studios and practical workstations located within the School's premises.

2) Registration and Course Fees

- a) The Student agrees to pay the full registration fee and course fees as indicated in our current fee schedule on submission of the SAE Application form.
- b) Payment of course fees in installments is only available to local students, the first installment must be paid at the time of registration and each month after the course commencement.
- c) Failure to pay the full registration and associated course fees can result in the student forfeiting his or her position in the course.
- d) Course fees must be paid at least **two (2) weeks** prior to the course commencement date.
- e) In the event that the Student does not pay the full registration fee upon submission of the SAE Application Form, the School reserves the right to cancel his or her place in the course, and the place may be offered to other applicants.
- f) An administration charge of 1,000THB will be levied for any late payment of fees.
- g) The registration fee, examination fee and course fees are non-refundable.**
- h) The registration fee may be transferred to the next available SAE course (maximum one (1) year postponement) upon written notice being received by SAE Management. However, the current course fees at the time of commencement must be paid.
- i) The student accepts that the School has the right to refuse any enrollment. Decisions of this nature are at the discretion of the School's Manager.

- j) Fees can be paid by way of credit card, cash, or cheque, made payable to **Mahajak Education Co., Ltd.** Examination fees are paid to SAE International, via bank transfer (see 'School Fee Payment Process' document for details) and can also be paid online at:
<http://www.saepayments.com/>

3) Course Content & Class Scheduling

- a) The class course schedule and modular breakdowns are given to the students on the first day of the course. The School is entitled to change the content of the course in which the Student is enrolled at any time, allowing for new topics to be introduced and for inappropriate topics to be removed.
- b) Students will be informed of such changes and amendments.
- c) Theoretical lectures are designed to allow students a flexible schedule, practical sessions can be booked by any authorized SAE staff.

4) Credits and Exemptions

- a) Credit for previous training or experience may be granted prior to commencing a course. The maximum grantable credit/exemption will be equivalent to **two months** of course fees.
- b) Request for credits or module exemptions must be made in writing at the time of application, well in advance of the commencement date.
- c) Granting of credits and exemptions are at the discretion of the Program Manager.
- d) Certificates of attainment and reference may be requested as proof of having completed other courses.
- e) The applicant should not assume that their request for credit has been approved until confirmation in writing from SAE Management has been received.
- f) Discounts on course fees are not applicable for students who have been granted credits or exemptions.

5) Studio and Practical Workstation Usage

- a) The Student acknowledges that during his or her use of the Studio(s), practical facilities, and multimedia laboratories, he or she is responsible for ensuring that no equipment is damaged or stolen.
- b) In the event that equipment in the Studio(s), practical facilities, and multimedia laboratories are not functioning during the Student's use of the facility, the Student agrees to notify a member of the School's staff immediately, giving full details regarding the malfunction.

- c) In the event that equipment in the Studio(s), practical facilities or multimedia laboratories is damaged or stolen during the Student's use of the facility and as a result of failure on his or her part to exercise reasonable care, the Student agrees to pay, within twenty-one (21) days, all costs relevant to replacing or repairing the equipment.
- d) The late payment of course fees (+2 weeks) will result in the cancellation of all Studio, practical facility and multimedia laboratory time and possible cancellation of lectures.
- e) The School reserves the right to cancel the Student's booked studio, practical facility and multimedia laboratory time. All attempts will be made to notify the Student of such cancellations. Times lost due to such a cancellation will be rebooked in favor of the student.
- f) Practical exercises will commence before the end of the first month of the course. It is expected that each student complete a pre-determined number of practical exercises successfully, before being allowed unsupervised Studio time.

6) Examinations and Assessment

- a) All students will be evaluated in class through the use of course work. Course work is in the form of revision, examinations, and assignments – all of which are compulsory.
- b) All assignments must be submitted for grading before the specified deadline.
- c) If the assignment is not submitted before the given deadline, it shall be considered that the student has not completed the assignment and will fail on the particular assignment or project unless there is proper written request made to the SAE Program Manager **5 days before the specified deadline.**
- d) All deadlines for practical assignments are shown in the course weekly topic schedule given to the student on the course commencement date.
- e) All assignments and examinations will be graded by an authorized faculty member and inputted into the student database.
- f) All examination grades will be combined and count towards the students' final mark.
Students must achieve 75 % or higher in order to pass. Pass: 75% - 79%. Credit: 80% - 89%, Distinction: 90% - 100%. Students will need to achieve 80% or higher for entry into the B.A. Program.

7) Assessment Formats

Normally, assessment of theoretical work will involve coursework, written tests, and examinations. Practical work will involve progressive assessments, submission of logbooks, products and viva voce examination. These will be graded by your lecturer and/or course coordinator.

The assessment for the course and subjects will involve one or more of the following formats:

- 1) **Written examinations:**
Written examinations take the form of short answer questions and essays, where appropriate. In certain circumstances, written examinations are combined with a multiple-choice format of varying length.

2) Multiple Choice Examinations:

A portion of the diploma theoretical course is examined through multiple-choice format. Multiple choice examinations normally have a duration of 1-1/2hours (unless specified otherwise). Content will vary according to the stage of the course. In certain circumstances, the multiple-choice format may be combined with written questions such as short answer.

3) Viva Voce/Practical Exams:

These examinations are designed to test a students ability under real world conditions and normally takes place in one of the college's practical facilities. The duration of these examinations may range from between 30 minutes to over an hour and the students are questioned by examiners on an individual basis.

4) Practical Assignments:

Students are required to complete a series of practical assignments at workstations and in the studios located at the college premises. The marks gained for these assignments are weighted into the final course mark.

5) Research Paper:

During each level of the course, the students will be given a research assignment, for which they will be required to write a research paper on a subject/topic specified by the subject lecturer or course coordinator. In certain circumstances, the research assignment can be incorporated with a practical assignment or demonstration. The assignment overview of the paper will be given to the student prior to its commencement. Marking criteria will vary depending on the stage of the course.

6) Research Presentation:

At various stages of the course, the student will be required to give a brief presentation of their research paper. The duration is usually 20-40 minutes per student's presentation and will be presented in class with the entire class present.

8) Final Grading

a) Audio Engineering:

The final grade is a combination of both the total theoretical and total practical grades, where the total theoretical assessment will make up 50% of the overall final grade and the total practical assessments will make the remaining 50%

However, note that a student must achieve an overall grade of a minimum of 75% in each category to be awarded the Diploma, even though the total combined score may be above 75%.

b) Digital Animation Production:

The final grade is a combination of both the total theoretical and total practical grades, where the total theoretical assessment will make up 40% of the overall final grade and the total practical assessments will make the remaining 60%

However, note that a student must achieve an overall grade of a minimum of 75% in each category to be awarded the Diploma, even though the total combined score may be above 75%.

c) Digital Film Production:

The final grade is a combination of both the total theoretical and total practical grades, where the total theoretical assessment will make up 30% of the overall final grade and the total practical assessments will make the remaining 70%

However, note that a student must achieve an overall grade of a minimum of 75% in each category to be awarded the Diploma, even though the total combined score may be above 75%.

****For Degree Course Assessment (BA) please refer to the Degree Handbook**

9) Attendance

- a) All students must have a regular class attendance. Student attendance of classes must not fall below 90% for any given module.
- b) All attendance records are inputted into the student database, and will affect the final result of the student.
- c) The student must inform the management if he or she cannot attend class for more than two (2) lectures.
- d) The student must book the practical workstations and/or studios for a minimum of two hours per week in order to gain more hands-on experience and complete the given practical assignments.

10) Cancellation or Deferment

- a) If a Student discontinues or terminates the course, the course fees and registration fee are non-refundable. A cancellation fee must be paid at the time of giving such notice. This fee will be equal to the following:
 - i) For the part-time courses = three (3) months course fees
 - ii) For the full-time courses = two (2) months course fees
- b) Student cancellations or deferments are to be submitted only in writing to the School's manager. **Non-attendance of classes does not constitute a course cancellation or withdrawal.**
- c) **No refunds will be given after the course commencement date on tuition fees.**
- d) **DEFERMENT:** There are only three valid grounds for applying for a deferment, these are: medical reasons, emergency situations (e.g. death of next of kin), and overseas assignment of work. Requests are at the discretion of the manager.
- e) **TERMINATION:** If a student's conduct is deemed to be unsuitable to attend the School, the School's manager reserves the right to expel the student. All tuition fees are due at the time of expulsion and the student is no longer allowed access to any of the school's facilities.

11) Changes in Correspondence

- a) Students are required to inform the school in writing of any changes in personal particulars, including telephone contact number, next of kin information, mailing address, etc.
- b) Students are asked to keep a valid Email address for the duration of their studies and to check this Email account regularly.

12) Student Feedback

- a) To evaluate the effectiveness of the lectures, course content and the effectiveness of the teaching staff; the manager will conduct student feedback sessions during the course. These may take the form of module evaluations, verbal feedback, and/or student surveys.
- b) Students are allowed at any time to deliver their feedback in person or in writing; if a student wishes to deliver feedback to the manager an appointment must be made through Administration.
- c) **COUNSELING:** Students may seek the assistance of their lecturer, department head, or the manager for any matter regarding attendance, tuition fees, vocational advice or academic progress.
- d) **REPEATING:** If a student fails a course, he or she may repeat the final third of the course. This includes the final examinations & practical exams. The current course fees at the time of repeating must be paid by the student. 5

NOTES:

- Students are encouraged to supply a portable storage medium (e.g. hard drive) to store their work, school workstations will be cleared regularly
- No photography or video recording are allowed within the school without the permission of the manager

Admissions Check List:

To prevent any delays in the admission process, please attach the following documents:

- Completed application form (signed)
- Signed registration agreement
- Payment of registration fee
- Photocopy of education qualifications, transcripts, etc .
- Photocopy of ID or Passport (all pages)
- Two passport-sized photos (recent)

*I have read and understood all terms and conditions described in this booklet ("Registration Agreement").
I agree to abide by these terms and conditions in full.*

NAME: _____

ID/Passport #: _____

DATE: _____

SIGNATURE: _____