

# Registration Agreement

SAE Technology College  
(A member of SAE Technology College Group)

## 1) Definitions

- a) The following terms are used in this agreement:
  - i) 'Administration Charge'—means the cost incurred by the school in processing the Student's Enrollment.
  - ii) 'Date of Commencement'—means the first day on which the course commencement, as displayed in our current brochure/fee schedule.
  - 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 place on one of the School's advertised courses.
  - v) 'School'—means the School of Audio Engineering (SAE) or SAE Technology College and / or its appointed agents.
  - vi) 'Student'—means the signatory on the course application form.
  - vii) 'Studio'—means the 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 the course fee as indicated in our current brochure/fee schedule on submission of SAE Application form.
- b) Failure to do so, as outlined above in a), can result in the student forfeiting his or her position in the course.
- c) In the event that the Student does not pay the full registration fee upon submission of SAE Application form, the School can cancel his or her course, and the place offered to other applicants.
- d) The registration fee and course fees are non-refundable.
- e) The registration fee can be transferred to the next available SAE course (maximum of 1 year postponement) upon written notice being received. However, the current course fees must be paid.
- f) 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.
- g) Fees can be paid by way of cash or by cheque, made payable to Mahajak Education Co., Ltd.

## 3) Course Content

- a) The student acknowledges that the School is entitled to change the content of the course, to cancel or postpone the course or change the class times in which the Student is enrolled.

## 4) Studio Use and Fee Payment

- 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 of 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 of equipment in the Studio(s), practical facilities and multimedia laboratories being 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 such equipment.
- d) The late payment of 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 re-booked in favor of the student.

## 5) 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:
  - i) For the part-time courses = three months fees.
  - ii) For the full-time courses = two months fee.
- b) Student cancellation/deferments are to be submitted only in writing to the School's manager. Non-attendance of classes does not constitute a course cancellation.
- c) No refunds will be given after the course commencement date on the tuition fees.

## 6) Termination by the School

- a) If a Student's conduct is deemed to be unsuitable to attend the School, the Manager of the School reserves the right to expel the Student. All tuition fees are due at the time of expulsion.

## 7) School Brochures, admission/registration and general information brochure and the SAE Degree Handbook.

- a) The Student also agrees to have read and understood all policies described in the SAE brochure and SAE Degree Handbook.

I have read and understood all the terms and conditions of enrolment as set out on this page and in the Policies and General details section of this Admission Form. I will abide by these terms and conditions:

Full Name of Applicant: \_\_\_\_\_

ID/Passport No.: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

# Policies and General Details

SAE Institute-Bangkok

## Fee Payment Method, Withdrawals, Deferment

- 1) Fees are payable by cash or cheque. All cheques must be crossed and made payable to **Mahajak Education Co., Ltd.**
- 2) Course fees must be paid in full or on an installment basis.
- 3) Students who wish to pay their course fees in full must do so at least 2 weeks prior to the course commencement date.
- 4) Students, who wish to pay their course fees on an installment basis, must pay the first installment at the time of registration and thereafter each month after the course commencement.
- 5) An administration charge or Baht 1,000 will be levied on each late payment of the tuition fees.
- 6) Company sponsored students must pay the course fees in full at least 2 weeks prior to the course commencement date.
- 7) All payments must be made at the administration office by cash, cheque or credit card. Cheques may be sent by post to: **The Manager-SAE Bangkok, 46 Mahajak Bld. 7<sup>th</sup> floor, Sukhumvit soi 3 (Nana-Nua), Klongtoey-Nua, Wattana, Bangkok 10110. Thailand.**
- 8) Payment of Examination Fee is to be made payable to **SAE Franchise (Asia & Africa)** within the first 3 months after the commencement date.
- 9) A receipt will be issued upon payment. The receipt will be mailed to those whose cheques are received by post, or upon request, can be collected from the Administration office.
- 10) All receipts should be kept safely for future reference.
- 11) The valid grounds for applying for a deferment are: Medical Reasons, and Overseas Assignment of Works.
- 12) The request for deferment is subject to approval by the SAE Management. The decision is final.
- 13) Requests for course cancellations/withdrawals are to be submitted only in writing to the SAE Manager.
- 14) A letter of acceptance will be sent to the student upon confirmation of the registration of the course.
- 15) Once the registration fees, and/or course fees are made, no refund is allowed. (Unless special case where approval is needed.)

## Granting of Credits and Exemptions

- 1) Credit for previous training or experience may be granted prior to commencing of an SAE course. The maximum grantable credit/exemption will be equivalent to two month of fees.
- 2) Request for credits or module exemptions must be made in writing at the time of application.
- 3) Granting of credits and exemptions are at the discretion of the manager.
- 4) Certificates of attainment and reference maybe requested as proof of having completed other courses.

- 5) The applicant should not assume that their request for credit has been approved until confirmation in writing from the SAE Management has been received.
- 6) Discounts on course fees are not applicable for students whom have been granted credits/exemption.

## Content of Course and Class Schedule

- 1) The class course schedule and modular breakdown is 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 one time, allowing for new topics to be introduced and inappropriate topics to be deleted.
- 2) Students will be informed of changes and amendments.

## Lecture and Practical Times

- 1) Theoretical lectures are designed to allow students a flexible attendance schedule. The students can book practical sessions on a weekly basis during the operation of the college.
- 2) All bookings can be done in person or, for part-time students, over the telephone by an authorized SAE Staff.

## Practical Studio and Workstation Use

- 1) The practical exercises will commence on the second or third week of the course. It is expected that each student complete a set number of exercises prior to being allowed 'Free Creative Studio Time'.
- 2) Each multimedia student has a dedicated multimedia workstation for the duration of the course. It is expected that each student complete a set number of exercises prior to being allowed 'Free Creative Multimedia Time'.
- 3) The School is open for practical booking Monday - Saturday from 10 am to 10 pm.

## Storage Mediums

- 1) During the course, fundamental storage mediums are supplied to the students free of charge.
- 2) Any additional storage mediums must be self-supplied by the student.
- 3) All master tapes remain the property of the school and must not be taken out of the school. Non-observance to this condition will result in session or course cancellations.
- 4) No photograph/video recording in any formats allowed within the School's premises without permission granted by the Management.

## Examination and Assessment Procedures

- 1) All students will be evaluated in class through the use of course work. Course work is in the form of revision, examinations, assignments, and visits. All are compulsory.
- 2) All assignments must be submitted for grading before the specified deadline.
- 3) All deadlines for practical assignments are shown in the course Weekly Topic schedule given the student on the course commencement date. The detailed guidelines will be given again before the start date of the practical assignment.

- 4) If the assignment is not submitted before the given deadline, it shall be considered that the student has not completed the assignment and will strictly fail on the particular assignment or project unless there is proper request in documentation to the SAE Program Manager 5 days before deadline.
- 5) All assignments and examinations will be graded by an authorized class coordinator and as inputted into the student's examination database.
- 6) All examination grades will combine and go towards the student's final mark. Students must achieve 75 % or higher in order to pass. Pass: 75% - 79%. Credit: 80% - 89%, Distinction: 90% - 100%. Student will need to get 80% and above for entry into B.A. Program.
- 7) All payments must be made and updated before the final examination date.

### Assessment Formats & Regulations

Normally, assessment of theoretical work will involve coursework, written tests, and examinations. Practical work will involve progressive assessment, submission of logs, 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 form of short questions and essays, where appropriate. In certain circumstances, written examinations are combined with a multiple-choice format.
- 2) **Multiple Choice Examinations:**  
A portion of the diploma theoretical course is examined through multiple-choice format. Multiple-choice examinations normally have duration of 1-1/2 hours (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.
- 3) **Viva Voce/Practical:**  
These examinations are designed to test students' ability under real world conditions and normally take place in one of the college's practical facilities. The duration of these examinations may range between 30 minutes to over an hour and the students are questioned by examiners on an individual basis.
- 4) **Practical Assessments/Assignments:**  
Students are required to complete a series of practical assignments at workstations and in the studios situated in 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, which 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.

#### 6) **Research Presentation:**

At various stages of the course, the student will be required to present a brief of their research paper. The duration is usually 30 minutes per student's presentation and will be presented in class.

#### 7) **Final Grade:**

##### 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 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%

The student must prove competency in both categories.

##### b. **Multimedia Production:**

The final grade is a combination of both the total theoretical and total practical grades. Where the total theoretical assessment will make 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%

The student must prove competency in both categories.

##### 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 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%

The student must prove competency in both categories.

For Degree Courses: Please refer to the Degree Handbook.

### Students Feedback

- 1) To evaluate the effectiveness of the lectures and the course content and to receive the students feedback on other aspects of the course—in class, the manager will conduct student feedback sessions during the course.

- 2) Students are allowed to deliver their feedback in person or in writing or administrator.

### Attendance

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

### Student Identification Card

- 1) All students will be given an ID card on the first day of commencement of the class.
- 2) The student must carry the SAE ID card every time he/she comes to SAE and must produce it when requested by the staff.
- 3) Your SAE Student ID number will be required during payments, examinations and practical assignments submissions.

### Holidays and Semester Breaks

- 1) During the course, holidays are kept to a minimum. The dates for all forthcoming holidays will be displayed on the school notice board, and they are specified on the course Weekly Topic schedule.
- 2) Any classes, which fall on a public holiday, will be postponed until the next workday. The course is calculated on a daily basis. E.g., a 9-month course will consist of 36 weeks and 144 classrooms lectures. Due to a public holiday falling on a class day, the course may be completed in more than 36 weeks.

### Changes in Personal Particulars

- 1) Students are required to inform the school in writing of any changes in personal particulars.
- 2) The school will not be held responsible for any inconvenience caused due to the inability of the students to notify the management of the changes in particulars.

### Liability

- 1) SAE will not be liable for any injury, loss, damage or mishap suffered by the students during the course.

### Student Support

- 1) Students may seek the assistance of their teacher or manager for any matter regarding attendance, tuition fees, vocational advice and academic progress. Students may contact the Director of Education for clarification of any unresolved issues.

### Repeating

- 1) If a student fails a course, he or she may repeat the final third of the course. This includes the final

examinations and practical assignments. Students must pay on the current course fees.

### Accommodation

- 1) The school offers no accommodation facilities. Following the admission, we will be happy to advise on accommodation agencies and locations in the vicinity of the School.

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I have read and understood all terms and conditions as setout in this booklet. I will abide by these terms and conditions.

Name of Applicant: \_\_\_\_\_

ID/Passport No.: \_\_\_\_\_

Signature: \_\_\_\_\_

**Admission Check List:** To prevent any delays in admission, please attach the required documents and others as indicated in this check list.

- Complete the Registration Form
- Sign the Registration form, Registration agreement and Policies and general details page.
- Payment for registration fee and first monthly installment, or Payment for full fees.
- Photocopy of education qualifications, transcripts, and other supporting documents.
- Up-to-date resume.
- Photocopy of ID/Passport.
- Photocopy of Visa
- Two passport-sized recent photo