

# SMI

Stag Match Institute



**Affordable**




**Accessible**


# Student Prospectus



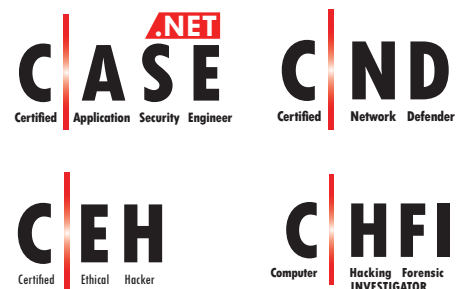
# ACADEMIC PROGRAMMES

Programme	Duration	SG Resident Course Fee (S\$) (inclusive of GST)	Entry Requirement	English Requirement
<b>DIGITAL MARKETING</b>				
<b>Diploma in Digital Marketing Specialist (DDMS)</b> Awarded by Stag Match Institute ✓ Manage Your E Commerce Masterclass ✓ Ace Your Social Media Marketing Skills ✓ A Strategic Social Media Masterclass ✓ #1 (SEO) Search Engine Optimization Specialist ✓ #1 (SEM) Search Engine Marketing Specialist ✓ Content Management with WordPress ✓ Business Data Analytics	6 <b>Months</b>	9,255.50	1 GCE 'O' Level or equivalent	IELTS 6.0 / TOELF 550 / equivalent
<b>Certified Digital Marketing Specialist (CDMS)</b> Awarded by Stag Match Institute ✓ Manage Your E Commerce Masterclass ✓ Ace Your Social Media Marketing Skills ✓ A Strategic Social Media Masterclass ✓ #1 (SEO) Search Engine Optimization Specialist ✓ #1 (SEM) Search Engine Marketing Specialist	4	7,757.50	1 GCE 'O' Level or equivalent / Full GCE 'N' Level or equivalent	IELTS 6.0 / TOELF 550 / equivalent
<b>CLOUD COMPUTING</b>				
<b>Awarded by Microsoft</b>		<b>Hours</b>		
NCIF - AZ 900 Azure Fundamentals (SF)	85	573.45	Relevant qualifications may be considered on a case-by-case basis	 IELTS 6.0 / TOELF 550 / equivalent
NICF - AZ 104 Microsoft Azure Administrator (SF)	32	1,498.00		
AZ 500 Microsoft Azure Security Technologies	28	1,498.00		
AZ 400 Microsoft Azure DevOps Solutions	49	1,712.00		
AZ 304 Microsoft Azure Architect Design (1-2 Module of Web Security - Microsoft)	28	1,498.00		
AZ 303 Microsoft Azure Architect Technologies	28	1,498.00		
AZ 204 Developing Solutions for Microsoft Azure	35	2,675.00		
AZ 600 Configuring and Operating a Hybrid Cloud with Microsoft Azure Stack Hub	28	1,498.00		
<b>Awarded by Huawei</b>		<b>Hours</b>		
HCIA - Cloud Computing (Associate Level)	40	1,605.00	Relevant qualifications may be considered on a case-by-case basis	IELTS 6.0 / TOELF 550 / equivalent
HCIA - Cloud Service (Associate Level)	40	1,605.00		
HCIP - Cloud Computing (Professional Level)	64	2,996.00		
HCIP - Cloud Service Solution Architect (Professional Level)	64	2,996.00		
HCIE - Cloud Service Solution Architect (Expert Level)	80	6,420.00		
HCIE - Cloud Computing (Expert Level)	80	6,420.00		

# ACADEMIC PROGRAMMES

Programme	Duration (hours)	Course Fee (S\$) (inclusive of GST)	Entry Requirement	English Requirement
<b>CYBER SECURITY</b>				
<b>Awarded by EC Council</b>				
Certified Application Security Engineer (CASE.NET)	40	1,712.00	Relevant qualifications may be considered on a case-by-case basis	 IELTS 6.0 / TOELF 550 / equivalent
Certified Network Defender (CNDv2)	40	1,712.00		
Certified Ethical Hacker (CEHv11)	40	1,712.00		
Computer Hacking Forensic Investigator (CHFIv9)	40	1,712.00		

# PROFESSIONAL PARTNERS



# TERMS AND CONDITIONS

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## Application Procedures

1. Students are to submit the duly signed SMI Application Form and supporting documents (refer to Documents Checklist) with application fee payment of S\$53.50 (inclusive of GST).
2. Upon receiving the application, SMI will issue a Letter of Offer to the students. Admission assessment and Standard PEI-Student Contract will be processed.
3. Students are to make the first installment payment of the course fee only after signing the Standard PEI-Student Contract.
4. Upon receiving both the signed Standard PEI-Student Contract and proof of installment payment (e.g. Transfer slip, PayNow, etc.), the admission will be confirmed by the registrar.

## Course Fees

All fees quoted are subject to other costs arising from government directives.

Non-tuition fees are not included. For more details, please contact our SMI Representative Office or our authorised agents in your country.

## Fee Payment Policy

Stag Match Institute Pte Ltd collects course fees in accordance to the fees structure stipulated in the Standard PEI-Student Contract. An administrative charge of \$53.50 (inclusive of GST) will be levied on each late installment payment of the course fees. Fees are payable after the Standard PEI-Student Contract has been generated and confirmed / signed by the student.

## Modes of Payment

Payments can be made by NETS (with maximum of S\$2,000.00 per transaction per day), Bank Transfer, PayNow, and Telegraphic Transfer.

Student must provide proof of payment (Transfer Slip / Screenshot with transaction numbers / etc) to the admission as a proof.

## Refund Policy

### Refunds for Withdrawal Without Cause

Any request for a refund of course fees paid before / after commencement of the course shall be made as per the following refund policy.

### Percentage of refund before / after the course commencement date.

**50 % of the Total Paid amount - More than 14days before the Course Commencement Date**

**0% of the Total Paid amount - Before , but not more than 14 days before the Course Commencement Date**

**0% of the Total Paid amount - After the Course Commencement Date**

A cooling-off period of seven (7) working days is applicable for a maximum refund from the date when the contract was signed.

The above refund policy is also applicable to company sponsored students.

Stag Match Institute Pte Ltd will assess and reply to any request for withdrawal within a time frame of not more than four (4) weeks.

All refunds shall be made within seven (7) working days following the approval of the Student's request of withdrawal.

### Refunds for Withdrawal with Cause

Stag Match Institute Pte Ltd shall inform the Student immediately within three (3) working days if:

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) It fails, for any reason, to complete the Course by Course Completion Date;
- (iv) It terminates the Course, for any reason, prior to Course Completion Date; or
- (v) It has not ensured that the student meets the course entry requirement as set by the organisation stated in Schedule A (Standard PEI-Student Contract) within any stipulated timeline set by CPE; or

Stag Match Institute Pte Ltd shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (v), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

The Student shall be entitled to immediately withdraw from the Course by giving written notice to Stag Match Institute Pte Ltd of his / her intention to do so.

For circumstances under the above Clause, Stag Match Institute Pte Ltd shall, within seven (7) working days after notifying the Student, refund the Student:

- (i) The entire amount of the Course Fees; and
- (ii) The Miscellaneous Fees.

## Withdrawal Policy

# Request for programme withdrawal must be made in writing. A written notice of withdrawal from the programme ("Withdrawal Letter") must be delivered to the Student Care and Administration at SMI Office.

# Students with genuine financial difficulties who wish to withdraw from the course should submit a written application letter to Stag Match Institute Pte Ltd for consideration. All requests must be supported with documentary evidence. Upon the final decision of SMI, the Institute shall inform the students in writing within seven (7) working days.

# Stag Match Institute Pte Ltd shall within seven (7) days of receipt of the Withdrawal Letter, send the student an acknowledgement of the request to the address stated in the Withdrawal Letter. If no address is stated, the letter will be sent to the address stated in the enrolment form. For the purpose of course fee being refunded, the official date of receipt of the written notice of withdrawal will be the date of receipt of the Withdrawal Letter which has been duly acknowledged by Stag Match Institute Pte Ltd.

# Stag Match Institute Pte Ltd will assess and reply to any request for withdrawal within a time frame of not more than for (4) weeks.

## Transfer Policy

If a student who has been accepted by Stag Match Institute Pte Ltd decides to transfer to another school / institute / university before or after course commencement, a written notice of transfer must be given to the Student Support and Administration at SMI Office. This request shall be subject to the SMI Refund Policy.

- a. Transfer out of Stag Match Institute Pte Ltd to another School / Institution / university
  - i. Students who request to transfer out of Stag Match Institute Pte Ltd to another school / institute / university shall be deemed as withdrawing from the Institute.
  - ii. If there is any outstanding fee, the student shall be advised to make payment before the Institute processes his / her transfer / withdrawal request.
- b. Transfer within Stag Match Institute Pte Ltd but to a different course / downgrading of academic course(s)
  - i. If a request for transfer is made after commencement of class, the refund policy shall apply accordingly.
  - ii. The student shall be advised to make payment for any outstanding fees before the institute will process his / her transfer request.
  - iii. For students who wish to transfer to a different course, a withdrawal shall be processed accordingly to the signed contract. There shall be no refund if withdrawal request is received from students more than fourteen (14) days after the course commencement date.
  - iv. All requests for transfer to a different course within SMI or downgrading of academic course must be submitted in writing and supported with an application fee of S\$53.50 (inclusive of GST).

Stag Match Institute Pte Ltd will assess and reply to any request for transfer within a time frame of not more than four (4) weeks.

## Course Deferment

All requests for course deferment must be made in writing and supported with an application fee of S\$53.50 (inclusive of GST). Students should send their requests for deferment from the course to the Student Support and Administration at SMI office. All requests must be supported with documentary evidence.

Students are allowed to defer only once up to the maximum period of one (1) year, failing which he / she will be deemed to have withdrawn from the course and would have to re-apply as a new applicant if he / she wishes to register on the course again. The refund policy will be applicable.

Approval for deferment is at the sole discretion of Stag Match Institute Pte Ltd.

## Expulsion and Disciplinary Matters

The withdrawal and refund policy stated in the Standard PEI-Student Contract applies, should any student be expelled from the course by the Management, Director of Academic Affairs and /or the Institute due to:

- a. Poor performance in his / her examinations
- b. Poor attendance
- c. Cheating and Plagiarism

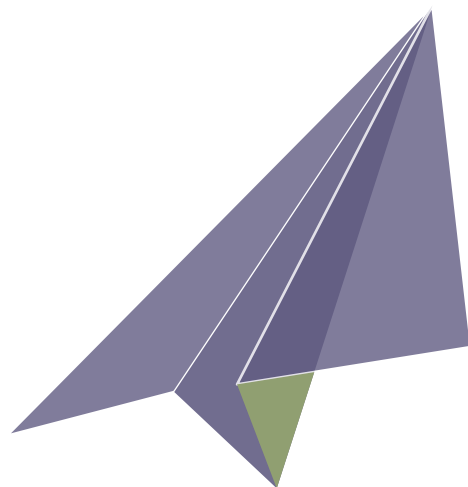
Students may also be expelled due to misconduct and inappropriate behaviour such as smoking, drinking, drug offence, vandalism, mischief and /or theft, etc. The Institute reserves the right to discipline or expel any student who breaks the Institute's rules, or who, in the opinion of the Management, is guilty of misconduct prejudicial to the interests of the Institute, and its students.

## Standard PEI-Student Contract

The Standard PEI- Student Contract is a legal binding contract between Stag Match Institute Pte Ltd and its students that embodies the following mandatory requirements:

- (i) Clear definition of the course details - course title, prerequisites, qualification awarded, course duration.
- (ii) Full disclosure of all costs for tuition and non-tuition fees.
- (iii) Commitment to the Fee Protection Scheme
- (iv) Clear definition of dispute resolution mechanisms.
- (v) Clear definition of the refund policy.

All students are required to sign the Standard PEI-Student Contract upon enrolment before making any course fees payment.



**10 Anson Road, International Plaza, #03-54 Singapore 079903.  
+65 66127165**

**ACRA Registration Name: Stag Match Institute Pte Ltd  
UEN Reg No : 201532634W  
Registered Private Education Institute (Period:5 Oct 2021 to 15 Nov 2023)**