

## Key Information

- Starting Date: 25/4/2016 and 17/10/2016
- Recommended Invoice Submission Date: 2 months after commencement of programme
- Processing Time: approximate 2 - 2.5 months
- Payment is via cheque mailed to address in tax invoice
- Refund through the next payment of commission
  - If commission is < refund, BCA will bill the agent accordingly.

## Payment of Commissions

### Clause No. 21 (Per intake)

No. of student	% x Course Fee (with GST)
0 - 5 <sup>th</sup>	0
6 <sup>th</sup> - 25 <sup>th</sup>	10%
26 <sup>th</sup> - 35 <sup>th</sup>	15%
36 <sup>th</sup> onwards	20%

# Payment/ Refund of Commissions

## Clause No. 21

Item	Eligible	Remark
Did not pay school fee	No	
Paid full fee	Yes	Within 2 months from programme commencement date
Withdrawal	No	To refund commission if student has completed less than 1 semester
Dismissal	No	To refund commission if student has completed less than 1 semester
Deferment	No	To refund commission Commission payable on new starting date.
Repeat full year	Yes	
Repeat semester	No	To refund commission Commission not payable on repeat semester
Change programme after one semester	No	To refund commission Commission payable on new programme.
Change programme after one year	Yes	
English Preparatory Course (EPC)	No	

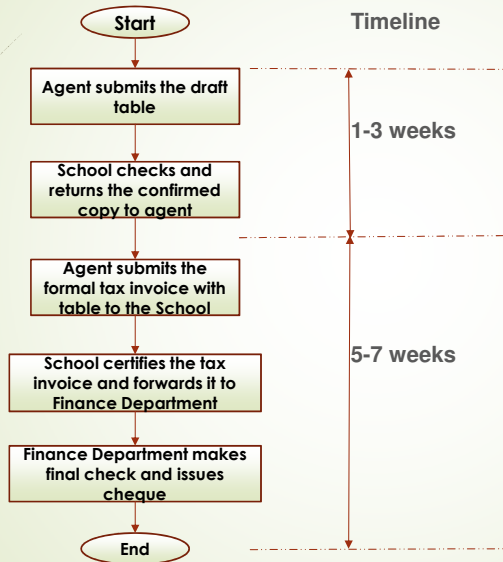
# Payment of Commissions

## Clause No. 21

Name of Agency:		ABC Pte Ltd						
S/N	Name	FIN No	Course	Intake	Fees Paid (Before GST)	%	No.	Commission\$
1	Li You	Gxxxxx57K	DEECE	Oct-12	\$8,500.00	0%	1st	\$0.00
<b>Total (1)</b>								
<b>\$850.00</b>								
S/N	Name	FIN No	Course	Intake	Fees Paid (Before GST)	%	No.	Commission\$
1	Lin Xenyen	Gxxxxx57K	DCE	Oct-13	\$8,500.00	0%	1st	\$0.00
5	Li Luzheng	Gxxxxx57K	DME	Oct-13	\$8,500.00	0%	5th	\$0.00
6	Dun Ziyi	Gxxxxx57K	DME	Oct-13	\$8,500.00	10%	6th	\$850.00
<b>Total (1)</b>								
<b>\$850.00</b>								
S/N	Name	FIN No	Course	Intake	Fees Paid (Before GST)	%	No.	Commission\$
1	Zhan Xenni	Gxxxxx57K	DAR	2015 Oct (2014 Oct FP)	\$9,252.34	0%	1st	\$0.00
5	Zu Zingliang	Gxxxxx57K	DCIT	Oct-14	\$8,925.23	0%	5th	\$0.00
6	Qu Jungchen	Gxxxxx57K	DDIL	Oct-14	\$8,925.23	10%	6th	\$892.52
<b>Total (2)</b>								
<b>\$892.52</b>								
S/N	Name	FIN No	Course	Intake	Fees Paid (Before GST)	%	No.	Commission\$
1	Zhang Xeli	Gxxxxx57K	DAR	Oct-15	\$9,252.34	0%	1st	\$0.00
5	Zu Linglian	Gxxxxx57K	DCIT	Oct-15	\$8,925.23	0%	5th	\$0.00
6	Qi Liche	Gxxxxx57K	DDIL	Oct-15	\$8,925.23	10%	6th	\$892.52
26	Zhen Lingzi	Gxxxxx57K	DDIL	Oct-15	\$8,925.23	15%	26th	\$1,338.78
36	Qiu Lili	Gxxxxx57K	DDIL	Oct-15	\$8,925.23	20%	36th	\$1,785.05
<b>Total (3)</b>								
<b>\$892.52</b>								
<b>Overall total (1) + (2) + (3) = \$2,635.04</b>								

BCA reserves the right to determine the student list and order for the final commission payable

# Payment Process



**Bill to:**

Building and Construction Authority  
52 Jurong Gateway Road #11-01  
Singapore 608550

**Attention to:**

Venus Lee  
E-mail address: [Venus.lee@bca.gov.sg](mailto:Venus.lee@bca.gov.sg)  
DID: 62489908

**Mail to:**

Venus Lee  
BCA Academy  
200 Braddell Road Singapore 579700