

Regulation 25(5)(b)

**FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)**

**PRIVATE EDUCATION REGULATIONS
ADVISORY NOTE TO STUDENTS**

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the “Contract”), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI’s offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI’s policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI’s policies on academic and disciplinary matters.
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e either the student, or if the student is below the age of 18, his parent or guardian.

I, _____, NRIC/Passport number _____,
(name of ~~student~~/parent/guardian) (NRIC/passport no.)

have read and understood this advisory note before signing the Student Contract

for myself / my ward** (_____(NRIC/passport)_____)
(name of ward)

with ISS International School.
(name of PEI)

(signature of ~~student~~ or parent / guardian)

Date : _____

**Please delete whichever is inapplicable.*

PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

This Contract is made between:

- (1) Registered Name of PEI : **ISS International School**
 Registration Number : **201316975E**
- (2) Full Name of Student : _____
*(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)**
 NRIC Number (for SC/PR)* : _____
 Student's Pass Number (if available)/
 Passport Number (for international student)* : _____
- (3) Full Name of Parent/Legal Guardian* : _____
(if Student is under eighteen (18) years of age)
 NRIC/Passport Number* : _____

* Delete as appropriate by striking through.

Where non-applicable, put "N.A.". Leave no fields blank.

State all dates in the format of DD/MM/YYYY.

1. COURSE INFORMATION AND FEES

- 1.1 The PEI will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2 The PEI confirms that the Course has been permitted by the Council for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3 The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.4 The PEI considers payment made 1 day/month* after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).

2. REFUND POLICY

2.1 Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;

- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

2.2 Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

2.3 Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will receive full refund of the fees already paid less any consumed fee, administrative fee and bank charges, if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

3. ADDITIONAL INFORMATION

- 3.1** The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2** If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 3.3** If the Student and the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
- 3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5** If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.

SCHEDULE A
COURSE DETAILS

1) Course Title	International Baccalaureate Primary Years Programme (IB-PYP) – Grade 1
2) Course Duration (in months)	10 months
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	7 August 2017
5) Course Completion Date	7 June 2018
6) Date of Commencement of Studies if later than Course Commencement Date	NA
7) Qualification (Name of award to be conferred on the Student upon successful Course completion)	NA
8) Organisation which develops the Course	International Baccalaureate (IB)
9) Organisation which awards/ confers the qualification	NA
10) Course entry requirement(s)	<p>Age 6 years</p> <p><u>Academic Requirements:</u> Completion of KG2 or equivalent</p>
11) Course schedule with modules and/or subjects	<p>Students in Grade 1 are taught the following subjects in alignment with IB PYP standards and practices :</p> <ul style="list-style-type: none"> • Physical, Social and Personal Education • Mathematics • Sciences • Humanities • Arts (Visual Arts, Drama and Music) • Language <p>A core requirement of the PYP is completion of the exhibition unit in Grade 5.</p>

12) Scheduled holidays (public and school) and/or semester/term break for course	<div>07 Aug 2017 Semester 1 Begins</div> <div>09 Aug 2017 National Day</div> <div>01 Sep 2017 Hari Raya Haji</div> <div>09 Oct 2017 to 13 Oct 2017 Mid-Semester Break</div> <div>16 Oct 2017 to 17 Oct 2017 Staff In-Service Day (School closed for students)</div> <div>18 Oct 2017 Diwali / Deepavali</div> <div>15 Dec 2017 End of Semester 1</div> <div>08 Jan 2018 Semester 2 Begins</div> <div>08 Jan 2018 Staff In-Service Day (School closed for students)</div> <div>16 Feb 2018 to 17 Feb 2018 Chinese New Year</div> <div>19 Mar 2018 to 30 Mar 2018 Spring Break</div> <div>30 Mar 2018 Good Friday</div> <div>01 May 2018 Labour Day</div> <div>25 May 2018 Vesak Day</div> <div>07 Jun 2018 End Semester 2</div>
13) Examination and/or other assessment period	Students are assessed using multiple and ongoing internal assessments. There are no examinations during the year.
14) Expected examination results release date	The results of internal assessments are released at the end of each semester during the school reporting phase.
15) Expected award conferment date	NA

SCHEDULE B
COURSE FEES

COURSE FEES – Grade 1, Academic Year Aug 2017 - Jun 2018

Fees Breakdown	Total Payable (S\$ including 7% GST)
Tuition fee	\$28,954.20
Development fee	\$2,461.00
Fee Protection Scheme (FPS) Insurance	\$188.50
Total Course Fees Payable:	\$31,603.70
No of Instalments:	2

INSTALMENT SCHEDULE

Instalment¹ Schedule	Amount (S\$ including 7% GST)	Date Due^{2^}
1 st Instalment (Sem 1 - Aug to Dec)	\$15,801.85	19 May 2017 [#]
2 nd Instalment (Sem 2 - Jan to Jun)	\$15,801.85	24 Nov 2017 [#]
Total Course Fees Payable:	\$31,603.70	

¹ Each instalment amount shall not exceed the following:

- 12 months' worth of fees for EduTrust certified PEIs*; or
- ~~6 months' worth of fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or~~
- ~~2 months' worth of fees for non-EduTrust-certified PEIs without IWC*.~~

* Delete as appropriate by striking through.

² Each instalment after the first shall be collected within one week before the next payment scheduled.

[#] Indicative only, subject to change nearer to actual billing date.

[^] Where the due date in the invoice issued by the PEI for payment is later than the due date reflected in this Schedule, the later due date in the invoice issued by the PEI for payment shall prevail.

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (S\$ including 7% GST)
Placement Test Fee (one-time & non-refundable)	\$300.00
Enrollment Fee (one-time & non-refundable)	\$3,600.00
Learning Support Fee	\$1,605.00 to \$2,407.50 per semester
English Language Support (ESL Fee)	\$1,605.00 to \$2,407.50 per semester
Examination Fees	\$600.00 to \$2,000.00
Re-marking of IB Assessment Papers	\$250.00 to \$1,000.00
Parent-Teacher Association Fee (collection on behalf of PTA)	\$22.00 (not subjected to GST)
Excursions & Field Trips	\$10.00 to \$3,500.00 (depends on destination)
ECA	Depends on activity
School Bus Transport Services	From \$1,626.00 per year (depends on distance)
Technology Fees	\$100.00
Graduation Related Cost	\$50.00 to \$100.00
Ticket to School Events	\$25.00
IB Results/Diploma, MYP Results/Certificate, School Report, Transcript, Certification of Enrolment	\$10.00 to \$250.00 (depends on certificate type and postage / courier charges)
Yearbook	\$30.00
Re-issue of ID Card (Parents and Students)	ID Card \$20.00 / Lanyard \$5.00
Loss of Locker Key or Library Book	\$25.00 to \$100.00
Willful damage of Equipment or Property	As assessed + \$50.00 admin fee
Drug Test	\$100.00 to \$500.00
Late Payment Fee	8% per month of invoice amount
Administrative Fee on Payment via Credit Card	2.8% to 3.8% of the fee amount payable

³ Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises. The figures set out in the table are estimates only and students will be advised of the actual amounts in the invoice issued by the PEI.

SCHEDULE D
REFUND TABLE

Maximum Refund (% of the amount of fees paid under Schedule B)	If Student's written notice of withdrawal is received:
75%	More than 60 days before the Course Commencement Date
50%	Less than 60 days, but more than 30 days before the Course Commencement Date
0%	Less than 30 days before the Course Commencement Date
0%	After the Course Commencement Date. If a student has commenced school, there will be no refund regardless of when notice of withdrawal is given.

The parties hereby acknowledge and agree to the terms stated in this Contract.

SIGNED by ISS INTERNATIONAL SCHOOL

Authorized Signatory of
ISS INTERNATIONAL SCHOOL

Name: _____

Date: _____

Seal of ISS INTERNATIONAL SCHOOL

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

NA

Name of Student:

NA

Date: NA

Name of Parent or Legal Guardian:

Date: _____