

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 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 weeks;
- 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 : 21 February 2020

*** Please delete whichever is inapplicable*

PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student, who is represented by the Parent or Legal Guardian, once both parties sign this Contract.

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, FIN or Passport No.

:

(3) Full Name of Parent or Legal Guardian

:

NRIC, FIN or Passport No.

:

(4) Effective Date of Contract

: **21 February 2020**

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 Committee 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 applicable Miscellaneous Fees in **Schedule C**.
- 1.4. The total Course Fees stated in Schedule B and Miscellaneous Fees in Schedule C are those applicable in the current academic year. However this is subject to review from one academic year to the next.
- 1.5. The Course Fees are collected in annual basis (by academic year) subject to the above-stated annual reviews as indicated in Schedule B and in two installments, for one academic year.
- 1.6. The Student is considered to be bound for a minimum of one academic year of Course Fees even if the Student withdraws from the PEI within that period without completing or beginning the second semester.
- 1.7. The PEI considers payment made one (1) day after the installment schedule date due(s) in **Schedule B** as late. The PEI will explain to the Student its policy for late payment of the Total Course Fee, 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:

- 2.1.1. It does not commence the Course on the Course Commencement Date;
- 2.1.2. It terminates the Course before the Course Commencement Date;

- 2.1.3. It does not complete the Course by the Course Completion Date;
- 2.1.4. It terminates the Course before the Course Completion Date;
- 2.1.5. 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,
- 2.1.6. 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 portion of the 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 formal 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 be refunded of the highest percentage (stated in **Schedule D**) of the fees already paid if the Student submits a formal 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 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 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 notwithstanding, 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.

SAMPLE

SCHEDULE A
COURSE DETAILS

1	Course Title	ISS High School Diploma Programme - Grade 9 (G9) to Grade 12 (G12): <ul style="list-style-type: none"> ● ISS International School Curriculum - Grade 9; ● ISS International School Curriculum - Grade 10; ● ISS International School College Diploma (High School) - Grade 11; ● ISS International School College Diploma (High School) - Grade 12;
2	Course Duration (in months)	40 months (i.e., 10 months per grade level)
3	Full-time or Part-time Course	Full-time
4	Course Commencement Date	1 August 2021
5	Course Completion Date	30 June 2025
6	Date of Commencement of Studies if later than Course Commencement Date	NA
7	Qualification (<i>Name of award to be conferred on the Student upon successful Course completion</i>)	ISS High School Diploma upon successful completion of Grade 12
8	Organisation which develops the Course	ISS International School (ISS)
9	Organisation which awards/ confers the qualification	ISS International School (ISS)

10	Course entry requirement(s)	Completion of the previous grade level (or equivalent) and sufficient English language skills to undertake the course, as determined by ISS International School.
11	Course schedule with modules and/or subjects	The course information, including the course curriculum details, is available on our website: http://www.iss.edu.sg/ib-programme/high-school-diploma/
12	Scheduled holidays (public and school) and/or semester/term break for course	The ISS academic year (AY) runs from August to June and scheduled holidays are published on our school website: http://www.iss.edu.sg/calendar/ . Dates may change from time to time as determined by the School. Public holidays are advised by the Singapore Ministry of Manpower and are sometimes varied or confirmed throughout the year.
13	Examination and/or other assessment period	Formal assessments are conducted throughout the year. IB MYP eAssessment and IBDP examination periods are determined by IB but are normally held in May each year. For details, please refer to the academic calendar on our website: http://www.iss.edu.sg/calendar/
14	Expected examination results release date	The results of internal assessments are released at the end of each semester during the school reporting phase and not later than 3 months after the assessments. The release of IB MYP eAssessment and IBDP results are determined by IB but are normally issued on 1st August and 6 July respectively for examinations sat in May each year.
15	Expected award conferment date	If applicable, at the end of each academic year (if a student leaves the school before completing the academic year, upon request, subject to all fees and sums owing to the PEI being fully paid , he/ she will be given an academic document/ transcript to record his/ her academic progress at the time of departure from the school).

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable per Academic Year (with GST, if any) (S\$)
Subject to Note 2 below, for each grade (Grade 9):	
1. Tuition Fee	34,868
2. Development Fee	2,460
3. Insurance Premium for Fee Protection Scheme (FPS)	224
Total Course Fees Payable (*):	37,552
No of Instalments for payments within academic year (*):	2

Fees Breakdown	Total Payable per Academic Year (with GST, if any) (S\$)
Subject to Note 2 below, for each grade (Grade 10):	
1. Tuition Fee	35,868
2. Development Fee	2,460
3. Insurance Premium for Fee Protection Scheme (FPS)	230
Total Course Fees Payable (*):	38,558
No of Instalments for payments within academic year (*):	2

Fees Breakdown	Total Payable per Academic Year (with GST, if any) (S\$)
Subject to Note 2 below, for each grade (Grade 11):	
4. Tuition Fee	36,868
5. Development Fee	2,460
6. Insurance Premium for Fee Protection Scheme (FPS)	236
Total Course Fees Payable (*):	39,564
No of Instalments for payments within academic year (*):	2

Fees Breakdown	Total Payable per Academic Year (with GST, if any) (S\$)
Subject to Note 2 below, for each grade (Grade 12):	
4. Tuition Fee	38,647
5. Development Fee	2,460
6. Insurance Premium for Fee Protection Scheme (FPS)	247
Total Course Fees Payable (*):	41,354
No of Instalments for payments within academic year (*):	2

(*) Notes:

1. The fees stated above are applicable only to the first Academic Year as the PEI reserves the right to amend the fees from one Academic Year to the next.
2. The student's representative (Parent or Legal Guardian entering into this Contract) is liable for one academic year's course fees if the Student is enrolled for the first semester, notwithstanding arrangements made to pay by instalments, GIRO, or withdrawal from the course at any point during the academic year.
3. As indicated in Clause 1.4 fees, instalments and processes are reviewed annually. The revised Fees for each academic year will typically be reviewed in February each year and parents will be notified of the revised Fees from March

each year and invoiced by the School accordingly. The payment of the School's invoice setting out such revised Fees shall constitute unequivocal acceptance of the revised Fees by the Parents.

4. If a new student enrolls after the course commencement date, the Tuition Fee may be prorated depending on the period of enrolment as stipulated in the following table:

Period of Enrolment	Term 1	Term 2	Term 3	Term 4
Tuition Fee Payable	100%	75%	50%	25%

5. Any other eligible discounts or incentives (e.g., early-bird, family or staff schemes) and payment due dates will be reflected in the invoice issued by the PEI. There are various modes of payment as indicated on our website <http://www.iss.edu.sg/admissions/school-fees/>.

INSTALMENT SCHEDULE FOR ANNUAL FEE COLLECTION

Subject to Note 2 above, for each grade (Grade 9):		
Instalment Schedule	Amount (with GST, if any) (S\$)	Date Due
1st payment	18,776	1st April
2nd payment	18,776	1st September
Total Course Fees Payable (for current Academic Year):	37,552	

Subject to Note 2 above, for each grade (Grade 10):		
Instalment Schedule	Amount (with GST, if any) (S\$)	Date Due
1st payment	19,279	1st April
2nd payment	19,279	1st September
Total Course Fees Payable (for current Academic Year):	38,558	

Subject to Note 2 above, for each grade (Grade 11):		
Instalment Schedule	Amount (with GST, if any) (S\$)	Date Due
1st payment	19,782	1st April
2nd payment	19,782	1st September
Total Course Fees Payable (for current Academic Year):	39,564	

Subject to Note 2 above, for each grade (Grade 12):		
Instalment Schedule	Amount (with GST, if any) (S\$)	Date Due
1st payment	20,677	1st April
2nd payment	20,677	1st September
Total Course Fees Payable (for current Academic Year):	41,354	

(*) Notes:

6. The total annual course fee will be invoiced twice a year, that is, in two installments; namely in March and August of each year.
7. All fees must be paid by the due date. Students will not be allowed to attend classes if fees are not paid before classes commence.
8. For payment by GIRO, a deduction will be made on the first working day of each month, over a maximum of 10 months from March to July for the first invoice and from August to December for the second invoice. Upon successful application of GIRO, a deduction schedule will be issued and the payment amounts and deduction dates therein shall follow.
9. No single payment amount of Course Fee should exceed 12 months' worth of fees for EduTrust certified PEIs.

SCHEDULE C
MISCELLANEOUS FEES

Miscellaneous Fees refer to any non-compulsory fees which students will 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.

Purpose of Fee	Amount (S\$ including 7% GST)
Placement Test Fee (one-time & non-refundable)	\$500
Enrollment Fee (one-time & non-refundable)	\$3,600
Learning Support Fee	\$1,070 to \$4,280 per semester
English Language Support (ESL Fee)	\$3,880 to \$5,820 per semester
Examination Fees	\$600 to \$2,000
Re-marking of IB Assessment Papers	\$250 to \$1,000
Career Assessment Test	\$160 to \$400
Excursions & Field Trips	\$10 to \$1,500 (depends on destination)
School Bus Transport Services	From \$1,630 per year (depends on distance)
Extra-Curricular Activity (ECA)	\$0 to \$1,000 (depends on activity or external provider)
Parent-Teacher Association Fee (collection on behalf of the PTA, applicable to all students and non-refundable)	\$22 (not subjected to GST)

Technology Fee	\$100
Ticket to School Events	\$25
IB Results/Diploma, MYP Results/Certificate, School Report, Transcript, Certificate of Enrolment	\$10 to \$250 (depends on certificate type and postage/ courier charges)
Yearbook	\$30
Graduation Gown	\$100
Re-issue of ID Card (Parents and Students)	\$50
Loss of Locker Key or Library Book	\$25 to \$100
Willful damage to Equipment or Property	\$100 to \$5,000 (as assessed)
Late Payment Fee	8% per month of invoice amount

**SCHEDULE D
REFUND TABLE**

(Applicable only to Course Fees and not Miscellaneous or othe Fees of Charges)

Maximum Refund based on % of the Total Course Fee Paid	If Students formal notice of withdrawal is received (*):
100%	On or before 1st April
50%	More than 60 days before the Course Commencement Date.
0%	Less than 60 days before the Course Commencement Date; Or, after Course Commencement Date.

(*) Notes:

1. Student must submit the student withdrawal form and clearance form as formal notice of withdrawal to the school.

The parties hereby acknowledge and agree that they have read and understood the terms stated in this Contract and agree to be bound by the same.

SIGNED by ISS INTERNATIONAL SCHOOL	
Authorised Signatory	Seal of ISS INTERNATIONAL SCHOOL
Name: Ling Chai Joo	
SIGNED by the Parent or Legal Guardian	
Name:	
NRIC, FIN or Passport No.:	