

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 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 : _____

*** 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 : _____

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 optional Miscellaneous Fees in Schedule C.
- 1.4 The PEI considers payment made 1 days/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).
- 1.5 The Course Fees are collected in annual basis (by academic year) as indicated in Schedule B for one academic year.

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 be refunded the highest percentage (stated in Schedule D) of the fees already paid 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

Note: The information provided below should be the same as that submitted to the CPE.

1) Course Title	INTERNATIONAL BACCALAUREATE PRIMARY YEAR PROGRAM (IB-PYP) - KINDERGARTEN 2
2) Course Duration (in months)	10
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	07 / 08 / 2023
5) Course Completion Date	06 / 06 / 2024
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	N.A.
7) Qualification (Name of award to be conferred on the Student upon successful Course completion)	N.A.
8) Organisation which develops the Course	INTERNATIONAL BACCALAUREATE
9) Organisation which awards/ confers the qualification	N.A.
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/
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. 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.

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).
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FOR REFERENCE ONLY

SCHEDULE B **COURSE FEES**

Fees Breakdown	Total Payable (with GST, if any) (S\$)
1. Tuition Fee	27,563.00
2. Development Fee	2,506.00
3. Insurance Premium for Fee Protection Scheme (FPS)	181.00
Total Course Fees Payable:	30,250.00
No of Instalments:	1

INSTALMENT SCHEDULE

Instalment¹ Schedule	Amount (with GST, if any) (S\$)	Date Due²
Payment	30,250.00	6 July
Total Course Fees Payable:	30,250.00	

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

SCHEDULE C

MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
Placement Test Fee (One-time fee payable where applicable; non-deductible and non-refundable)	\$510
Student Support Review Fee (One-time fee payable where applicable; non-deductible and non-refundable)	\$510
Enrollment Fee (One-time fee payable upon acceptance of offer and non-refundable)	\$3,667
Learning Support (LS) Fee (Applicable to selective students in Kindergarten 1 to Grade 12 and non-refundable (on semestral basis))	\$1,090 to \$4,360 per semester
English as a Second Language (ESL) Fee (Applicable to selective students in Grade 1 to 10 and non-refundable (on semestral basis))	\$3,952 to \$5,928 per semester
Credit Recovery Fee (Applicable to selective students in Grade 9 to 12 and non-refundable (on semestral basis))	\$545 per semester
Examination Fees	\$612 to \$2,039
Re-marking of IB Assessment Papers	\$254 to \$1,019
Career Assessment Test	\$163 to \$510
Excursions & Field Trips	\$20 to \$2,039 (dependent on destination)
School Bus Transport Services	From \$2,109 per year (dependent on distance)
Extra-Curricular Activity (ECA)	\$0 to \$1,019 (dependent on activity or external provider)
Parent-Teacher Association Fee (collection on behalf of the PTA, applicable to all students and non-refundable)	\$22 per year (GST not applicable)
Technology Fee	\$102
Ticket to School Events	\$25 to \$102
IB Results/Diploma, MYP Results/Certificate, School Report, Transcript, Certificate of Enrolment	\$15 to \$254 (dependent on certificate type and postage/courier charges)
Yearbook	\$81
Graduation Gown	\$122
Re-issue of ID Card (Parents and Students)	\$50
Loss or damage of Locker Key or Library Book	\$25 to \$102
Willful damage to Equipment or Property	\$102 to \$5,094 (as assessed)
Late Payment Fee	8% per month of invoice amount

3. Miscellaneous Fees refer to items and fees students shall pay when and where applicable. The list of expenses set out above are estimates and does not purport to be comprehensive or exhaustive. Miscellaneous fees are non-refundable.

SCHEDULE D **REFUND TABLE**

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

(*) Notes:

1. The student must submit the completed STUDENT WITHDRAWAL FORM and CLEARANCE FORM within 5 working days upon receipt of the forms, as the formal notice.
2. Course Commencement Date refers to 1st day of the Academic Year (please refer to "item 4" in Schedule A of this contract).

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

SIGNED by the PEI

Authorised Signatory of the PEI

Name:

Date:

Seal of PEI

SIGNED by the Student

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

N.A. _____

Name of Student:

N.A. _____

Date: N.A.

Name of Parent or Legal Guardian:

Date: