

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

PRIVATE EDUCATION REGULATION 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 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. the Parent or the Legal Guardian of the Student.

(1) Full Name of Student/ Child/ Ward : _____

(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)

NRIC/FIN or Passport Number : _____

(2) Full Name of Parent or Legal Guardian : _____

NRIC/FIN or Passport Number : _____

I have read and understood this advisory note before signing the Student Contract for my child or ward with **ISS International School**.

Signature of Parent or Legal Guardian

Date : 28 February 2018

SAMPLE

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 Number, FIN or Passport Number :
- (3) Full Name of Parent or Legal Guardian :
NRIC, FIN or Passport Number :
- (4) Effective Date of Contract : **28 February 2018**

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 Total Course Fee, which is due and payable upon enrolment, is set out in **Schedule B** and the optional Miscellaneous Fees in **Schedule C**.
- 1.4 The PEI considers payment made one (1) day after the scheduled due date(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:

- (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 (IB) K-12 Programme commencing with course stated in the Letter of Offer from ISS International School. IB Primary Years Programme (IB PYP) K1-Grade 5 IB Middle Years Programme (IB MYP) Grade 6-10 IB Diploma Programme (IB DP) Grade 11-12
2	Course Duration (in months)	10 months
3	Full-time or Part-time Course	Full-time
4	Course Commencement Date	6 August 2018
5	Course Completion Date	7 June 2019
6	Date of Commencement of Studies if later than Course Commencement Date	N.A.
7	Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	For IB Middle Years Programme (IB MYP) <ul style="list-style-type: none"> ● IB MYP Certificate (awarded after Grade 10) ● IB MYP Record of Achievement For IB Diploma Programme (IB DP) <ul style="list-style-type: none"> ● Diploma of the International Baccalaureate ● IB Diploma Programme Results
8	Organisation which develops the Course	International Baccalaureate (IB)
9	Organisation which awards/ confers the qualification	International Baccalaureate (IB)

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: Elementary School (K1-Grade 5): http://www.iss.edu.sg/curriculum/early-years/ http://www.iss.edu.sg/curriculum/elementary-school/ Middle School (Grade 6-8): http://www.iss.edu.sg/curriculum/middle-school/ High School (Grade 9-12): http://www.iss.edu.sg/curriculum/high-school/
12	Scheduled holidays (public and school) and/or semester/term break for course	Please refer to the academic calendar on our website: http://www.iss.edu.sg/calendar/
13	Examination and/or other assessment period	Formal assessments are conducted throughout the year. IB MYP and IB DP examination periods are determined by IB. 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. IB MYP and IB DP examination results are released in July/ August of each year.
15	Expected award conferment date	At the end of each academic year (please see above for award conferred). If a student leaves the school before completing the academic year, upon request 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
TOTAL COURSE FEE

	Elementary School		Middle School	High School
Fees in S\$ and inclusive of 7% GST	K1-K2	G1-G5	G6-G8	G9-G12
Tuition Fee	25,040	28,950	32,880	37,520
Development Fee	-	-	2,460	2,460
Insurance Premium for Fee Protection Scheme (FPS)	150	170	210	240
Total Course Fee payable upon Enrolment*	25,190	29,120	35,550	40,220

(*) Notes:

1. The total course fee is payable upon enrolment, notwithstanding that the student may withdraw from the course at any point during the academic year.
2. 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%

3. 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.
4. There are various modes of payment as indicated on our website <http://www.iss.edu.sg/admissions/school-fees/>.

SCHEDULE B
PAYMENT SCHEDULE

1. The total course fee is payable upon enrolment, notwithstanding that the student may withdraw from the course at any point during the academic year.
2. The total course fee will be invoiced twice a year; namely in March and August of each year.
3. All fees must be paid by the due date as stated in the invoice. Students will not be allowed to attend classes if fees are not paid before classes commence.
4. 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.
5. Each payment amount shall not exceed 12 months' worth of fees for EduTrust certified PEIs.

SAMPLE

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)	\$300
Enrollment Fee (one-time & non-refundable)	\$3,600
Learning Support Fee	\$1,680 to \$2,520 per semester
English Language Support (ESL Fee)	\$1,680 to \$2,520 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)	Depends on activity
Parent-Teacher Association Fee (collection on behalf of PTA)	\$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
School Uniform	\$15 to \$40 per piece
Re-issue of ID Card (Parents and Students)	ID Card \$20 / Lanyard \$5
Loss of Locker Key or Library Book	\$25 to \$100
Willful damage to Equipment or Property	As assessed + \$50 admin fee
Drug Test	\$100 to \$500
Late Payment Fee	8% per month of invoice amount
Administrative Fee on Payment by Credit Cards	2.8% to 3.8% of amount

SAMPLE

SCHEDULE D
REFUND TABLE

Maximum Refund based on % of the Total Course Fee Paid	If Student's written notice of withdrawal is received:
50%	More than 60 days before the Course Commencement Date.
25%	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.

SAMPLE

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	
Name: Khalid H. Barnwell	Seal of ISS INTERNATIONAL SCHOOL

SIGNED by the Parent or Legal Guardian	
Name:	
NRIC, FIN or Passport No.:	