



ST. JOSEPH'S INSTITUTION INTERNATIONAL
ELEMENTARY SCHOOL

STUDENT CONTRACT

Between

**St. Joseph's Institution International
Elementary School Ltd**

And

Academic Year: January 2020 - December 2020

A School of the De La Salle Brothers
490 Thomson Road, Singapore 298191

Te: 6871 5205 / Fax: 6871 5264 / www.sji-international.com.sg

St. Joseph's Institution International Elementary School Ltd.: CPE, Co. Reg & GST o. 201009321K (Period of Registration: 19 Oct 2018 to 18 Oct 2022)

ST. JOSEPH’S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

STUDENT CONTRACT

This Contract binds both St. Joseph’s Institution International Elementary School Ltd (the Private Education Institution (PEI)) and the Student once signed by both parties. 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	:	St. Joseph's Institution International Elementary School Ltd
	Registration Number	:	201009321K
(2)	Full Name of Student	:	
	(as per the passport for international students or NRIC for Singapore Citizen (SC) and Permanent Resident (PR))		
	Type of Identification Document	:	
	(Passport Number for international students and NRIC for SC/PR)		
	Identification Number	:	
(3)	Full Name of Parent/Legal Guardian	:	
	Type of Identification Document	:	
	(Passport Number for international parent and NRIC for SC/PR)		
	Identification Number	:	
	Full Name of Parent/Legal Guardian	:	
	Type of Identification Document	:	
	(Passport Number for international parent and NRIC for SC/PR)		
	Identification Number	:	

4. COURSE INFORMATION AND FEES

4.1 St. Joseph’s Institution International Elementary School Ltd will deliver the Course to the Student, as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.

4.2 St. Joseph’s Institution International Elementary School Ltd 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.

4.3 The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.

4.4 St. Joseph’s Institution International Elementary School Ltd considers payment made one (1) day(s)/~~month~~* after the scheduled due date(s) in Schedule B as late. St. Joseph’s Institution International Elementary School Ltd 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).

4.5 The Terms and Conditions governing enrolment and admission to St. Joseph’s Institution International Elementary School are set out in the attached Terms and Conditions document which Parents / Guardians shall need to abide by.

5. REFUND POLICY

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

St. Joseph’s Institution International Elementary School Ltd 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.

5.2 Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 5.1, St. Joseph’s Institution International Elementary School Ltd 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 less any applicable bank and administration charges properly paid/payable.

5.3 Refund During Cooling-Off Period:

St. Joseph's Institution International Elementary School Ltd 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 Course Fees already paid if the Student submits a written notice of withdrawal to St. Joseph's Institution International Elementary School Ltd within the cooling-off period.

6. ADDITIONAL INFORMATION

6.1 The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.

6.2 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.

6.3 If the Student and St. Joseph's Institution International Elementary School Ltd cannot settle a dispute using the way arranged by St. Joseph's Institution International Elementary School Ltd, the Student and St. Joseph's Institution International Elementary School Ltd may refer the dispute to the CPE Mediation-Arbitration Scheme (<https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html>).

6.4 All information given by the Student to St. Joseph's Institution International Elementary School Ltd will not be given by St. Joseph's Institution International Elementary School Ltd to anyone else, unless the Student signs in writing that he agrees or unless St. Joseph's Institution International Elementary School Ltd is allowed to give the information by law.

6.5 If there is any other agreement between St. Joseph's Institution International Elementary School Ltd and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.

6.6 If the Student or St. Joseph's Institution International Elementary School Ltd does not exercise or delay exercising any right granted by this Contract, the Student and St. Joseph's Institution International Elementary School Ltd will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.

6.7 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.

6.8 Photographs of children:

Photographs of your child may be taken by the school from time to time. You agree that these photographs may be used by St. Joseph's Institution International Ltd in various displays, presentations, publications or other related materials from time to time, in any format (print, electronic, web or other media), and so long as such use is for the purpose of documentation,

archival or promotion of the school or of its events or activities. No other use shall be made of these photographs by the school without the parent's prior written consent.

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SCHEDULE A

COURSE DETAILS

(1)	Course Title	:	
(2)	Course Duration (in months)	:	Twelve Months
(3)	Full-time or Part-time Course	:	Full-time course
(4)	Course Commencement Date	:	Preparatory 1 & Preparatory 2 - Wednesday, 15 January 2020 Grade 1 - Tuesday, 14 January 2020 Grade 2 to Grade 6 - Monday, 13 January 2020
(5)	Course Completion Date	:	Friday, 11 December 2020
(6)	Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	:	
(7)	Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	:	N.A.
(8)	Organisation which develops the Course	:	Preparatory 1 & Preparatory 2 Fieldwork Education - International Primary Curriculum (IPC) Mathematics - Nurturing Early Learners, Kindergarten Curriculum (MOE) St. Joseph's Institution International Elementary School - Language Arts (LA), Chinese, and Digital Technologies Grade 1 to Grade 5 Fieldwork Education - International Primary Curriculum (IPC) Mathematics - Modules as set by the MOE guidelines St. Joseph's Institution International Elementary School - Language Arts (LA), Chinese, Digital Technologies, and Religious & Moral Education (RME) Grade 6 St. Joseph's Institution International Elementary School - Grade 6 Curriculum Mathematics - Modules as set by the MOE guidelines

		St. Joseph's Institution International Elementary School - Language Arts (LA), Chinese, Digital Technologies, and Religious & Moral Education (RME)
(9)	Organisation which awards/confers the qualification	: N.A.
(10)	Course entry requirement(s)	: Preparatory 1 Observation Session for new students Preparatory 2 Successful completion of Prep 1 for existing students (as per the Academic Criteria stated in the Standard Terms and Conditions attached) or an Observation Session for new students Grade 1 Successful completion of Prep 2 for existing students (as per the Academic Criteria stated in the Standard Terms and Conditions attached) or an Observation Session for new students Grade 2 Successful completion of Grade 1 for existing students (as per the Academic Criteria stated in the Standard Terms and Conditions attached) or an Admissions Assessment for new students Grade 3 Successful completion of Grade 2 for existing students (as per the Academic Criteria stated in the Standard Terms and Conditions attached) or an Admissions Assessment for new students Grade 4 Successful completion of Grade 3 for existing students (as per the Academic Criteria stated in the Standard Terms and Conditions attached) or an Admissions Assessment for new students Grade 5 Successful completion of Grade 4 for existing students (as per the Academic Criteria stated in the Standard Terms and Conditions attached) or an Admissions Assessment for new students Grade 6 Successful completion of Grade 5 for existing students (as per the Academic Criteria stated in the Standard Terms and Conditions attached) or an Admissions Assessment for new students
(11)	Course schedule with modules and/or subjects (Please refer to individual timetable for schedule)	: Preparatory 1 <u>IPC - Early Years Curriculum</u> Interdependence and Independence,

<p>of each subject)</p>	<p>Communicating, Exploring, Healthy Living, Music, Physical Education <u>Mathematics</u> Nurturing Early Learners, Kindergarten Curriculum (MOE) <u>St. Joseph’s Institution International Elementary School</u> Language Arts (LA), Chinese, Digital Technologies Preparatory 2 <u>IPC - Milepost 1</u> Science, History, Geography, Art and Design Technology, Music, Physical Education, Internationalism, Society <u>Mathematics</u> Nurturing Early Learners, Kindergarten Curriculum (MOE) <u>St. Joseph’s Institution International Elementary School</u> Language Arts (LA), Chinese, Digital Technologies Grade 1 <u>IPC - Milepost 1</u> Science, History, Geography, Art and Design Technology, Music, Physical Education, Internationalism, Society <u>Mathematics</u> Modules as set by the MOE guidelines (MOE) <u>St. Joseph’s Institution International Elementary School</u> Language Arts (LA), Chinese, Digital Technologies, Religious & Moral Education (RME) Grade 2 and Grade 3 <u>IPC - Milepost 2</u> Science, History, Geography, Art and Design Technology, Music, Physical Education, Internationalism, Society <u>Mathematics</u> Modules as set by the MOE guidelines (MOE) <u>St. Joseph’s Institution International Elementary School</u> Language Arts (LA), Chinese, Digital Technologies, Religious & Moral Education (RME) Grade 4 <u>IPC - Milepost 3</u> Science, History, Geography, Art and Design Technology, Music, Physical Education, Internationalism, Society <u>Mathematics</u> Modules as set by the MOE guidelines (MOE) <u>St. Joseph’s Institution International Elementary School</u></p>
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		<p><u>School</u> Language Arts (LA), Chinese, Digital Technologies, Religious & Moral Education (RME)</p> <p>Grade 5 <u>IPC - Milepost 3</u> Science, History, Geography, Art and Design Technology, Music, Physical Education, Internationalism, Society</p> <p><u>Mathematics</u> Modules as set by the MOE guidelines (MOE) <u>St. Joseph’s Institution International Elementary School</u></p> <p><u>School</u> Language Arts (LA), Chinese, Digital Technologies, Religious & Moral Education (RME), Spanish Language</p> <p>Grade 6 <u>St. Joseph’s Institution International Elementary School - Grade 6 Curriculum</u> Science, Society, Geography, History, Art and Design Technology, Music, Physical Education</p> <p><u>Mathematics</u> Modules as set by the MOE guidelines (MOE) <u>St. Joseph’s Institution International Elementary School</u></p> <p><u>School</u> Language Arts (LA), Chinese, Digital Technologies, Religious & Moral Education (RME), Spanish Language</p>
(12)	Scheduled holidays (public and school) and/or semester/term break for course	<p>Term 1 Grade 2 to Grade 6 commence: Monday 13 January Grade 1 commences: Tuesday 14 January Prep 1 & Prep 2 commence: Wednesday 15 January Chinese New Year Long Weekend: Saturday 25 January to Monday 27 January February Holiday: Saturday 22 February to Sunday 1 March Easter Holiday: Saturday 4 April to Sunday 19 April Labour Day Long Weekend: Friday 1 May to Sunday 3 May Vesak Day Holiday: Wednesday 7 May Hari Raya Puasa Long Weekend: Saturday 23 May to Monday 25 May Term ends: Friday 12 June Mid-year school holiday for Elementary School: Saturday, 13 June to Sunday, 26 July</p>

		<p>Term 2 Term 2 begins for all Elementary School students: Monday 27 July (Prep 1 to Grade 6) Hari Raya Haji Long Weekend: Friday 31 July to Sunday 2 August National Day Long Weekend: Saturday 8 August to Monday 10 August September Holiday: Saturday 5 September to Sunday 13 September October Holiday: Saturday 17 October to Sunday 25 October Term 2 ends for all Elementary School students: Friday 11 December Christmas holiday for Elementary School: Saturday, 12 December 2020, to Sunday, 10 January 2021</p> <p><i>Dates published are subject to change, please check our school website for regular updates</i></p>
(13)	Examination and/or other assessment period	Grades 2 to 6 undergo IQ tests and computerised tests in Maths and English each academic year
(14)	Expected examination results release date	N.A.
(15)	Expected award confinement date	N.A.

SCHEDULE B

COURSE FEES

Fees Breakdown	Amount (S\$)					
	Preparatory 1 to Grade 3		Grade 4		Grade 5 & 6	
	January 2020		January 2020		January 2020	
		GST		GST		GST
Enrolment fee	3,500.00	245.00	3,500.00	245.00	3,500.00	245.00
Tuition Fees	26,861.68	1,880.32	26,861.68	1,880.32	26,992.52	1,889.48
Development Fees	2,488.79	174.21	2,488.79	174.21	2,500.94	175.06
Printing, Stationery and Educational material	285.05	19.95	285.05	19.95	286.92	20.08
Medical and Fee Protection Insurance	26.17	1.83	26.17	1.83	26.17	1.83
Enhanced Student Accident Insurance Fee	18.69	1.31	18.69	1.31	18.69	1.31
ISOS Travel Risk Insurance Fee	N/A	N/A	81.00	0.00	81.00	0.00
Yearbook	23.36	1.64	23.36	1.64	23.36	1.64
(A) Total Course Fees Payable:	35,528.00 (inc. 7% GST)		35,609.00 (inc. 7% GST)		35,764.00 (inc. 7% GST)	
(B) Payment Schedule:						
Enrolment Fee (invoiced separately)	3,745.00		3,745.00		3,745.00	
1st Installment	15,891.50		15,932.00		16,009.50	
2nd Installment	15,891.50 (inc. 7% GST)		15,932.00 (inc. 7% GST)		16,009.50 (inc. 7% GST)	
Payments to be made within 14 days of the date of invoice						

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 Coverage (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
3. Enrolment Fee is payable only if a place is offered and will be invoiced separately to Course Fees

SCHEDULE C**MISCELLANEOUS FEES**

Purpose of Fee	Amount (S\$) inclusive of GST
Late Payment	200
Application fee for prospective students (payable upon submission of application form)	1,605
Field Trips/Day Camps	10 - 100
Local Expedition	200 - 500
Overseas Expedition	500 - 2,000
Replacement of lost ID card	20
EPSG events	0 - 80
Library Fees - replacement of lost books	5 - 30
External School Admission Assessments	60 per hour
Hard copy Reports	20 per report

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

SCHEDULE D

REFUND TABLE

% of [the amount of Course Fees paid under Schedule B]	If Student’s written notice of withdrawal is received:
100%	Within the 7 working days ‘cooling off’ period upon signing of the Contract, 100% of course fees will be refunded less any applicable bank and administration charges
0%	After the 7 working days ‘cooling off’ period

The Application Fee is payable per applicant, in non-refundable and is payable when the application is submitted. As applications are ‘rolled over’ to another academic year and Grade until the end of Grade 6, an application to Grade 7 in the High School will require another application submission and Application Fee, and will be subject to offer and acceptance by the High School.

The Enrolment Fee is payable on acceptance of a place and in non-refundable.

Miscellaneous Fees to include (but not confined to) loss or damage to/of school property, purchase of school uniform, purchase of books, supervision of Admissions Tests for entry to other schools, supervision of sporting/cultural event not associated with St. Joseph’s Institution International Elementary School, school paid-for activities and sports, to be borne by the parent. Once paid, these fees are non-refundable.

Withdrawal Notice

Notice for written withdrawal is to be given by the parents or Legal Guardian (if permission has been given by parents by completing the Guardianship application) on or before the publicised date of notification for withdrawal, duly signed by the parents or Legal Guardian, and addressed to the Admissions Manager. Approval for withdrawal will be confirmed when the withdrawal form has been officially received by the school by email to the Admissions Manager. Any outstanding items that have been borrowed or loaned to the student, will be charged if they are not returned.

PLEASE NOTE: No withdrawal will be accepted or considered unless the Withdrawal Form has been completed by the parent/Legal Guardian, emailed to the Admissions Manager and acknowledged by the Admissions Department. The Admissions Department does not accept email withdrawal notices or messages via Teachers or Tutors. Only the Withdrawal Form will be considered as the official channel to inform the school of a withdrawal.

The Withdrawal Policy can be found in your Terms & Conditions, on your termly invoices and in the Student Contract for Elementary School families.

DEADLINES

28 February if leaving in June and not returning back for Term 2 in July/August
 30 September if leaving at the end of the academic year in December and not returning for the new academic year.

The Withdrawal Form can be found on the schools website [HERE](#).

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

SIGNED by St. Joseph's Institution International Elementary School Ltd:

Authorised Signatory of St. Joseph's Institution
International Elementary School Ltd :



Name : Katie Fantom, Admissions Manager

Date :

Seal of St. Joseph's Institution International
Elementary School Ltd :



SIGNED by Parent or Legal Guardian:

Parent or Legal Guardian :

Name :

Date :

TERMS AND CONDITIONS

This schedule details the applicable Terms and Conditions governing this Student Contract.

1. The School

- 1.1 St. Joseph's Institution International includes St. Joseph's Institution International Elementary School and St Joseph's Institution International High School. Both are situated at 490 Thomson Road and are governed by the Board of Governors and a Brother President. However each School has a different license to operate from the MOE. For the purposes of Admissions, Application Fee, Security Deposit, Tuition Fees and any other related fees or issues, the two Schools are treated as separate entities. The academic year starts in January and finishes in December with 2 semesters.
- 1.2 **The Principal** is defined as the St. Joseph's Institution International Elementary School Principal (ES) and is the person appointment by the Board of Governors to be responsible for the students and includes those to whom any of the duties of the Principal have been delegated.
- 1.3 **The Parents** are defined as those who have parental responsibility/guardianship for the student and the Third Party referred to in Section 3.11 of these Terms and Conditions jointly and severally. We expect Parents/Guardians to support the School's Mission and to uphold and promote its good name; to support the Virtues Project, continue the student's education at home and to ensure that the student maintains appropriate standards of punctuality, behaviour, diligence, language, discipline and dress code.
- 1.4 **School Developments:** As a School who is forward looking and responsive to change, it is accepted by the parents that a successful School must initiate and respond to change. The acceptance of a place by the parents is given on the basis that, in the interests of the School as a whole, reasonable changes may be made from time to time, to these Standard Terms and Conditions, to the size and location of the School and its campuses, to its premises and facilities, to the academic and activities curriculum, to the structure and composition of classes and the way the School is run, to the rules and disciplinary framework, to the length of the School terms and the School day and to any other aspect of the School. Fee levels will be reviewed each year and there will be increases from time to time as referred in section 3.12.

2. Admissions to St. Joseph's Institution International Elementary School

- 2.1 Our Admissions Policy can be found on our School website along with further information about how to apply.
- 2.2 Applicant's information is treated in the strictest confidence. However, information regarding the applicant and application is shared with other departments and members of the St. Joseph's Institution International Elementary School Team in the interest of the student's enrolment. When information is shared internally, the Principal or the designated staff member will do so within the confines of St. Joseph's Institution International Elementary School Code of Conduct for all staff. St. Joseph's Institution International Elementary School also shares information with the Singapore Ministry of Education, Committee for Private Education and any other authorities as directed.

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- 2.3 The Application submission is deemed to be correct, complete and true. If information on the student has been withheld which includes (but not confined to) medical, behavioural, emotional or educational issues, the decision not to proceed with the application, or the withdrawal of an offer of a place will be at the Principal's discretion. If the student is enrolled and the School subsequently discovers that there has been a conscious withholding of information, the students' needs may not be met, especially in the case of learning needs. The School will then be within its rights to renege on the student's offer of a place and will not be held liable for any consequences relating to the withholding of information.
- 2.4 When a student is transferring into St. Joseph's Institution International Elementary School from another School, or out of St. Joseph's Institution International Elementary School to another School, the parents of the student consent to the St. Joseph's Institution International Elementary School communicating with these Schools, or any other School which the student has attended, currently attends, or to which the student is applying. This communication may include the sharing of confidential information about the student which may be pertinent to the admissions process. It may also include details about fee payments.
- 2.5 Should a student's current School notifies St. Joseph's Institution International Elementary School that some financial obligation remains outstanding, St. Joseph's Institution International Elementary School will delay admission of the student until a satisfactory arrangement to settle the account has been worked out.
- 2.6 When signing the Application Form, St. Joseph's Institution International Elementary School assumes that the parent signing the form is legally authorised to do so and is doing so with the agreement of the other parent. The School will not cancel a student's admissions test or enrolment unless the parent signing the form agrees in writing.

3. Finance - Fees and Extra

The methods of payment can be found on our School website.

- 3.1 **The Application Fee** is payable per applicant, is non-refundable and is payable when the application is submitted. As applications are 'rolled over' to another academic year and Grade until the end of Grade 6. An application to Grade 7 in the High School will require another application submission and Application Fee, and will be subject to offer and acceptance by the High School.
- 3.2 **The Enrolment Fee** is payable upon acceptance of a place and is non-refundable.
- 3.3 **The Development Fee** is payable per student per year and included in the invoice for first semester fees. This payment is for the upkeep and maintenance of the School grounds.
- 3.4 Notice of student withdrawals, within each academic year must be given **in writing using the Withdrawal Form to the Admissions Manager by:**
- 3.4.1 28 February if leaving in June and not returning back for July/August
- 3.4.2 30 September if leaving at the end of the academic year in December and not returning back for January

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Withdrawal of a student is only confirmed when the Admissions Manager confirms receipt of the Withdrawal Form.

- 3.5 **Field Trips and Expedition Fees** are in addition to the School fees. The costs are communicated to Parents and Legal Guardians in advance. These are a compulsory part of the St. Joseph's Institution International Elementary School curriculum.
- 3.6 **Tuition Fees** are paid over 2 semesters. These may be refunded in accordance to the Refund Policy which can be found in Clause 5 of the Student Contract. No student will be allowed to commence school without payment. All fees are payable in advance of the commencement of the semester and the deadline for payment is within 14 days from the date of invoice. For students starting at various intervals during the academic year, the offer letter and invoice will clearly state the payment deadlines. Failure to meet the deadline of payment will result in a late payment charge and possible withdrawal of the student.
- 3.7 **Refund of Fees.** Within the 7 working days 'cooling off' period upon signing of the Contract, 100% of course fees will be refunded less any applicable bank and administration charges. If the student has started School, or a withdrawal is received after 7 days of signing of the Student Contract, no refund of fees will be given. Please refer to Schedule D – Refund of Fees within the Student Contract.
- 3.8 For students starting at various intervals during the academic year, the offer letter and invoice will clearly state the payment deadlines.
- 3.9 Failure to meet the deadline of payment will result in a late payment charge and possible withdrawal of the student. Should a student commence the course after the start of the semester, course fees will be prorated.
- 3.10 **Miscellaneous Fees** to include (but not confined to) loss or damage to/of School property, purchase of School uniform, purchase of books, supervision of Admissions Tests for entry to other Schools, supervision of sporting/cultural event not associated with St. Joseph's Institution International Elementary School, School paid-for activities and sports, to be borne by the parent. Once paid, these fees are non-refundable.
- 3.11 **Payment by a third party** of any fees due to the School, does not release the parents from any liability under these Standard Terms and Conditions.
- 3.12 **All fees are subject to change.** The Board of St. Joseph's Institution International Elementary School will confirm the Tuition and Development Fees, Application and Enrolment Fees, and Security Deposit in August/September of each year. It is assumed that all advertised fees will increase by approximately 3 to 5% each academic year.

4. Behaviour for Learning and Duty of Care

- 4.1 It is a condition of remaining at the School that all students follow the School rules and customs as amended from time to time. In particular, all parents are to ensure that all students attend the School punctually and regularly throughout each term. All students are also required to follow all School rules on appearance, dress and behaviour, as shall be issued by the School from time to time.

- 4.2 Behaviour Policy is available on our School website and it is a requirement for all parents to read it. Subsequent changes or additions to the policy will be communicated to parents with the on-line version remaining the most up to date version.
- 4.3 The School has the authority to impose exclusion/suspension sanctions including (but not confined to) non-payment of fees and School discipline issues. The School is not responsible for a student who is absent from the School or in breach of School discipline or present on site unsupervised outside of School hours (7:30 am to 4:30 pm Monday to Friday during term time) for reasons other than School related activities.
- 4.4 Parents must declare all significant medical, behavioural, psychological and emotional problems which might affect the student's health and/or ability to learn. Parents must inform the Class Teacher in writing if the student develops any known medical, health problem or allergy or will be unable to take part in activities or expeditions or has been in contact with infectious diseases.

5. Removal or Suspension of a Child

- 5.1 The School may at their absolute discretion may suspend a student from the School or terminate this contract on any of the following grounds:
- 5.1.1 Where the student's attendance, academic progress or behaviour is unsatisfactory in any way;
- 5.1.2 Where the behaviour of the student's parent or parents is unreasonable and adversely affects, or is likely to adversely affect, the student or other students' progress at the School
- 5.1.3. Where, in the opinion of the Principal, the removal of the student is in the School's best interests or those of the student or other students at the School; OR
- 5.1.4. Where there has been a breach or failure by a student and/or his/her parent(s) to comply with any obligation or requirement under this Student Contract.
- 5.2 Should the School exercise their right under any of the above grounds, the student and or parent(s) of the student in question shall not be entitled to any refund of fees paid.
- 5.3 In the event of an expulsion parents may, within 14 days of notice of the expulsion being sent to the parents, appeal in writing to the Chair of the School Board requesting a review of the decision to suspend or expel.

6. Academic Criteria

- 6.1 Transition through to the next education phase will require a student to:
- 6.1.1 Make sustained academic progress completing all assessments to the stipulated level.
- 6.1.2 Participate in the Field Trips and the Expedition Programme as required.
- 6.1.3 Achieve a minimum 85% attendance rate (absences below 85% need to be certified by a relevant authority and the School needs to be satisfied that the student and parent/legal guardians are working in partnership to improve attendance).
- 6.1.4 Behaviour or social/emotional needs of the student does not place them or other members of the community at significant risk of harm.
- 6.1.5 Ensure all School fees and administration are fulfilled on time as required

7. Nationality and Citizenship

- 7.1 **Disclosure of nationality:** Parents undertake to make full disclosure as to the nationality/citizenship of all applicants – including dual nationality. Specifically any applicant who holds Singapore citizenship, either by birth or registration, must declare this fully at the time of the application. Furthermore, any change of nationality must be communicated to the School by the parents.
- 7.2 **Singapore citizens:** St. Joseph's Institution International Elementary School will not be able to admit Singapore citizens who are age appropriate for Primary One (P1) and above into a full-time course offered by the School, unless it has obtained MOE's approval to do so. Singapore citizens holding dual citizenship may not make an application based on their non-Singaporean citizenship. Successful applicants, who hold Singapore citizenship, will only be able to take up their place at the School after the Ministry of Education has issued a waiver. Permanent Residents, who are non-Singaporean, do not require a Ministry of Education waiver. There is no need for foreign students and Singapore Permanent Residents to seek the Ministry of Education's approval if they had acquired their Singapore Citizenship after being admitted into St. Joseph's Institution International Elementary School at Grade 1 and above.

All Singapore citizen Pre-Schoolers (Prep 1 and Prep 2) enrolled in St. Joseph's Institution International Elementary School who will be age-appropriate for Primary One (P1) in the following year, but intend to continue their education in a full-time course offered by the School, are required to submit the necessary application to MOE by end-March in the year that the child is due for the P1 Registration Exercise.

- 7.3 **Withholding information:** If it subsequently becomes apparent that any of the above information has been withheld, or falsified, it will lead to the immediate exclusion of the student from the School without refund of any fees.

8. Event Requiring Notice in Writing

- 8.1 Notice for written withdrawal is to be given by the parents or legal guardian (unless the contrary is stated in these Terms and Conditions) on or before the publicised date of notification for withdrawal, duly signed by the parents or legal guardian, and addressed to the Admissions Manager. Approval for withdrawal will only be confirmed when the written notice has been acknowledged by the Admissions Manager. No other member of staff apart from the Admissions Manager can accept a notification of withdrawal. See section 3.4 for more information on the withdrawal notification deadlines.
- 8.2 Confirmation and payment of Expedition and Field Trip attendance is to be completed online via the published link. No student will be permitted to leave the School premises or attend an expedition/field trip without the parent or legal guardian providing the required consent and payment.
- 8.3 The School acknowledges that under exceptional circumstances, parents (or legal guardian) may be absent from Singapore. In such circumstances, the School requires, in writing to the Principal,

A School of the De La Salle Brothers
490 Thomson Road, Singapore 298191

Tel: 6871 5205 / Fax: 6871 5264 / www.sji-international.com.sg

St. Joseph's Institution International Elementary School Ltd.: CPE, Co. Reg & GST o. 201009321K (Period of Registration: 19 Oct 2018 to 18 Oct 2022)

the name, address and telephone number for 24hr contact of the adult to whom the parental responsibility has been delegated. The School will not accept the delegation of parental responsibility to the domestic helper.

- 8.4 Change of Name, Parental Custodianship (in the event one parent is being assigned legal guardian as a result of a divorce), Nationality or Citizenship, and/or Passport or Identification Details must be communicated to the School with documented proof within 7 working days of such changes.
- 8.5 Complaints Procedure. If the family and the School cannot settle a dispute following the Schools usual complaints procedure, found on the Schools website, the family or School may refer the dispute to the CPE Mediation-Arbitration Scheme (<https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html>).

9. Acceptable Use Policy (AUP) - Chromebooks, Technology and the Internet

- 9.1 St. Joseph's Institution International Elementary School is committed to safeguarding and promoting the welfare of our children. Digital technologies have become integral to the lives of students and are essential tools for learning. All students use computer facilities and have access to a range of devices, which include access to the Internet. This Acceptable Use policy (AUP) seeks to gain students' and parents' agreement to our essential agreements for e-safety.
- 9.2 This Acceptable Use Policy is intended to ensure:
- 9.2.1 that our students will be responsible users and stay safe while using the internet and other communications technologies for educational use.
 - 9.2.2 that School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- 9.3 Students will be assigned a device for lessons or for some grades for the entire academic year. This document provides students, parents/guardians and teachers with guidelines on how students will use these 'loaned' devices, as they become respectable and responsible digital citizens.
- 9.4 Devices belong to the School and are therefore subject to monitoring by the School's online security system. They may be collected and inspected at any time. Inappropriate use of the device may result in a restricted use, ban, disciplinary action and/or legal action.
- 9.5 Students will be given training sessions on how to use all School approved technology and effective internet use by their class teachers and IT specialists.
- 9.6 Students of St. Joseph's Institution International Elementary School agree to:
- 9.6.1 Be responsible for the device assigned to them
 - 9.6.2 Show respect and care to the device
 - 9.6.3 Report any problems with devices promptly
 - 9.6.4 Not deface the device in anyway. (e.g.: decorative stickers)
 - 9.6.5 Not eat or drink whilst using my device
- 9.7 When using the device for learning, students agree to:

- 9.7.1 Ensure that the device is charged and stored in its pre-assigned location in the classroom.
- 9.7.2 Not alter settings (including settings on whole School devices such as desktops)

9.8 **Copyright and file sharing:**

- 9.8.1 Students will follow copyright laws and will credit all resources that are not their own including images, music, videos and text taken from websites and/or books.
- 9.8.2 Students will not download files without the owner's permission.

9.9 **Google Drive:**

- 9.9.1 Students will use Google Drive to save and store their work.
- 9.9.2 Students understand that that Google Drive is accessible from other electronic devices.
- 9.9.3 Students will organise their documents into manageable folders, with guidance if necessary.

9.10 **Spare Devices and Lending:** Students know that the device that has been assigned to them is on loan and will need to be returned to St. Joseph's Institution International Elementary School at the end of the academic year, or if they leave the School permanently. Failure to do so will result in parents/guardians being invoiced for a replacement at the current market value. There are spare devices available for student use if an assigned device needs to be repaired.

9.11 **Inspection:** Students are fully aware that the device can be requested for inspection at any time to check for proper care, maintenance and appropriate usage.

9.12 **Digital Citizenship:** Students will:

- 9.12.1 Respect themselves and others
- 9.12.2 Protect themselves and others
- 9.12.3 Respect and protect intellectual property
- 9.12.4 This means using devices solely for educational purposes as directed by the School.

9.13 **Violations of the Chromebook, Technology and Internet Acceptable Use Policy:**

- 9.13.1 Parent/Guardians are to ensure students are fully aware of this policy
- 9.13.2 Should students not adhere to this policy, consequences such as, but not restricted to those below will be applied:
 - 9.13.2.1 Student/parent/teacher conference with the School's senior leadership
 - 9.13.2.2 Removal of unauthorised files, folders, downloads, software
 - 9.13.2.3 Restriction of use, internet access and technology privileges
 - 9.13.2.4 Suspension and/or expulsion

10. **General Conditions**

10.1 These Terms and Conditions shall be governed and constructed in accordance with the laws of the Republic of Singapore.

- 10.2 Liability Insurance, Student Insurance and Limitation of Liability - Each student in St. Joseph's Institution International Elementary School will be covered by three levels of medical care and/or insurance:
- 10.2.1 Level 1: Enhanced Students' Accident Protection Scheme. This insurance will be provided by an insurance company authorised by the School and will provide a very basic coverage for medical expenses incurred due to sustained bodily injuries of your child caused solely and directly by accident, both within and outside the School. Parents are encouraged to purchase the enhanced accident protection scheme available through our School insurance agent.
- 10.2.2 Level 2: Public Liability Insurance. On occasions and instances where the cause of any injury may be attributed to the negligence of the School, this insurance will cover the School's liability for damages including costs or expenses incurred, in respect of bodily injury to any person or damage to property within the School. The School's liability to your child shall be restricted to the provisions of the business insurance as spelled out in the insurance policy, and shall not exceed the limitations of the insurance policies as stipulated by the insurance companies.
- 10.2.3 Level 3: International SOS. With effect from January 2020, an International ISOS service fee will be incorporated in the school fees for all Grade 4, Grade 5 and Grade 6 students.
- 10.3 Students are responsible for their own personal property and are provided with lockers to ensure its safety. They are also responsible for ensuring all items are clearly marked.
- 10.4 **Confidentiality** - The School, its officers and staff may obtain, hold, use and communicate confidential information which is material to the safety and welfare of the student and others. The parents' consent to the School communicating and sharing any and all information, including confidential information, which may be relevant for the admissions process, with any other School which the student has attended, currently attends or which a student is applying to attend about any matter concerning the student or about payment of fees. This confidentiality obligation shall not apply to any information which becomes generally known to the public, or if asked to disclose it by any applicable legal requirement.
- 10.5 **Photographs of children for School publications:** Pictures of your child may be taken by the School from time to time. Photographs that include your child's image may be used in St. Joseph's Institution International Elementary School displays, presentations, publications or related materials, in any format (print, electronic, web or other media), for the purposes of documentation or marketing the School and School events and activities only. Any other third party usage is not permitted without the Schools and parents written consent.
- 10.6 The School reserves all rights and interests in any Intellectual Property rights arising as a result of the actions of a student in conjunction with any member of staff of the School and/or other pupils at the School for a purpose associated with the School. The School may, at its discretion, allow the student's role in the creation/development of intellectual property rights to be acknowledged.
- 10.7 **Data Protection** - The School will collect and use personal data about you and your child in accordance with the Singapore Personal Data Protection Act (2012). You consent to us using such personal data as set out in the School's Data Protection Policy which is available on the School's

website and may be amended from time to time and where otherwise reasonably necessary for the School to provide appropriate services.

11. Force Majeure

11.1 **Release from obligations affected by Force Majeure:** If by reason of and/or in connection with any Force Majeure (as hereafter defined) the School is unable wholly or in part to perform its obligations, then upon notice of such Force Majeure to parents and/or students as soon as reasonably and commercially practicable after the occurrence of the Force Majeure, the School shall be released from any and all such obligations to the extent to which they are affected by or connected to the Force Majeure and for all the period during which those effects or circumstance exist or continue.

11.2 **Force Majeure** herein means any and/or all of the following events: a) war, invasion, rebellion, insurrection or civil war; b) act of Government; c) earthquakes, fire, lightening, storms, floods, severe weather or any other occurrence caused by the operation of the forces of nature; d) strikes, lockouts, sit-ins, work-to-rule, boycotts and/or labour disputes; e) terrorism, sabotage and/or arson; f) epidemic and/or infectious disease; g) significant pollution; h) contamination, radiation and/or ionisation of any nature whatsoever; i) any event, occurrence and/or circumstance of whatsoever nature beyond the reasonable control of the School and/or j) any other event similar to any of the foregoing.

12. Versions

These Terms and Conditions will be posted online and will be updated as and when necessary. All parents and legal guardians who sign these Terms and Conditions are therefore agreeing to the updated policy.

The parties hereby acknowledge and agree to the terms stated in this Terms and Conditions document.

SIGNED by St. Joseph's Institution International Elementary School Ltd:

Authorised Signatory of St. Joseph's Institution
International Elementary School Ltd :

Name : Katie Fantom, Admissions Manager

Date :

Seal of St. Joseph's Institution International
Elementary School Ltd :



SIGNED by Parent or Legal Guardian:

Parent or Legal Guardian :

Name :

Date :