



ST. JOSEPH'S INSTITUTION INTERNATIONAL

Admissions Policy

About our school

Opened in 2007, St. Joseph's Institution International offers a holistic, values driven and international education experience to a diverse student body of approximately 40 nationalities. A school with a Catholic and Lasallian foundation, our community welcomes students, teachers, parents, friends and supporters of all faiths and cultural backgrounds. Our core Lasallian values are central to everything that we do.

Our mission statement:

"Enabling students, within a Lasallian community to learn how to learn and learn how to live, empowering them to become people of integrity and people who for others."

Full information about our school community can be found on our website.

By submitting the Online Application, parents agree to the stated Admissions Policy and the Terms and Conditions of the St. Joseph's Institution International Policy.

Application Dates

Current Academic Year

Admissions for the current academic year (except Grade 10 IGCSE and Grade 12) are accepted and welcomed throughout the year, contingent on space being available and students meeting the entry requirements for the School. There is no deadline for the submission of an online application for joining St. Joseph's Institution International. Prospective applicants will find an updated list of available places on the school's admissions webpage (Admissions Overview on our Application Webpage).

Next Academic Year

Admissions for the next academic year open 10 to 11 months before scheduled admissions. During this period, parents can apply online via the website. We require full documentation and payment of the current Application Fee. The expected vacancies for new intake can be found on the admissions webpage (Admissions Overview on our Application Webpage).

In most year groups (except Grade 10 IGCSE and Grade 12), applications are accepted and welcomed throughout the year and are contingent on space being available and students meeting the entry requirements for the School. There is no deadline for the submission of an online application for joining St. Joseph's Institution International. Parents are, however, advised to initiate the formal admission process at the earliest opportunity by contacting the Admissions Office at admissions.hs@sj-international.com.sg.

A School of the De La Salle Brothers

490 Thomson Road, Singapore 298191 | +65 6353 9383 | www.sji-international.com.sg

St. Joseph's Institution International Ltd.: Co. Reg & GST No. 200607833C

St. Joseph's Institution International Elementary School Ltd.: CPE, Co. Reg & GST No. 201009321K (Period of Registration: 19 October 2018 to 18 October 2022) | Edutrust Singapore Cert No: EDU-2-2132 (Validity: 19/09/2020 to 17/09/2024)

Age Requirements for Admission

The school follows very clear minimum age requirements for admission into a particular grade

Table : Age Requirements for Admissions

Admissions into	Age of student on 1st January
Grade 7	12 years
Grade 8*	13 years
Grade 9*	14 years
Grade 10**	15 years
Grade 10 Foundation Course	15 years
Grade 11	16 Years
Grade 12***	17 Years

* The school cannot guarantee admissions should no vacancy become available.

** It is not possible for students to enter Grade 10 as this is the 2nd year of the IGCSE Examinations.

*** It is not possible for students to enter Grade 12 as this is the 2nd year of the 2 year IB Diploma Programme.

Applications Process

The Admissions Process can be summarised as follows:

1. The Online Application can be submitted after the Application Fee is paid.
2. For Grade 7, St. Joseph's Institution International will initially accept up to 300 students to our Initial Application Pool. After that, the application process will be closed. When the school has managed to fill up the places and has no more applicants in the Application Pool, the application process will reopen.
3. For all other Grades, applications are accepted based on expected vacancies.
4. For Grade 7 applications, the Admissions Officer will contact parents to arrange a suitable time and date for the student to sit for the Admissions Test and Interview with the Principal/a member of the Senior Leadership Team. Each year, testing starts in mid-March and continues until early June.

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5. For Grades 8, 9 10 Foundation Course and 11, Admissions Tests are conducted in Term 2, beginning at the end of July.
6. All students complete the Admissions Test (see details below).
7. Applications are holistically reviewed, in batches, by an Admissions Review Committee (chaired by the Director of Advancement, Communications and Admissions). The Admissions Officer will inform parents (at the time of confirming the testing date) when their child's batch is likely to be reviewed.
8. The Admissions Review Committee reviews all applications and makes one of the following decisions: a) To offer a definite place; b) To carry the application over to the next Review Meeting; c) To place the student in the Admissions Pool; or d) To inform parents that the application is not successful.
9. The Admissions Officer will inform parents of the outcome of the admissions process as soon as possible after the Review Committee makes its decisions.

All prospective students must complete an Admissions Test.

The Admissions Tests take place at a date determined by the Admissions Manager. Grade 7, 8, 10FC and 11 students must expect to be in school for up to a total of 3 hours and Grade 9 students up to 4 hours.

Admissions Tests and interview

The Admissions Test consists of the following:

1. CEM Baseline Test (MCQ)
2. Mathematics Test (For Grade 9 only - MCQ & short answer questions)
3. English Test: (MCQ & short answer questions)
4. Language Paper: We conduct language assessments in Chinese, Bahasa Malay, Bahasa Indonesian, Tamil, Hindi and French (if appropriate). This is only used diagnostically to determine class placement and does not form part of the Entrance Test criteria.

Each applicant will have an informal 15-20 minute interview with the Principal/a member of the Senior Leadership Team a few days/weeks after the Admissions Test.

Offer and Acceptance of place at school

The Admissions Officer will inform parents about the outcome of the Admissions process as soon as a decision is made. If the application is successful, parents will be asked to confirm acceptance within the designated time period (usually 2 weeks). Once an offer is communicated to the Parents, there is no deferment. If the parents decided not to accept the offer but would like to apply for another grade in another year, a new application with an application fee must be submitted.

Acceptance of a place is only confirmed upon payment of the Enrolment Fee and Security Deposit. The Enrolment Fee is non-refundable. Refund of the Security Deposit is subject to the notice period as outlined on the Application Process and Fees page of the school's website.

Payment of the 1st Term Tuition Fees must be received 12 weeks prior to the start of the academic year. Once paid, school fees are non-refundable.

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Factors Considered during the Admissions Process

1. The correct grade of entry is determined by year of birth and last academic grade attained. We do not consider requests for teaching “out of grade.” For all applications, parents need to consider their possible application against our Entrance Criteria detailed below.
2. The Online Application, all documentation, and the Application Fee must be received by the Admissions Office before any application is processed.
3. Admission to the School will be determined by the Director of Advancement, Communication and Admissions, with the advice of the academic staff, based on information obtained with respect to:
 - a. the entrance criteria as detailed below
 - b. the potential of the applicant to benefit from the educational programme available
 - c. the capacity of the School to meet the educational needs of the student
 - d. the availability of places
 - e. payment of the one off non-refundable enrolment fee and tuition fees by the first day of school
4. Initial grade placement is determined on the basis of age and the last academic grade attained. The decision of the School in grade placement will be communicated to parents prior to acceptance and is considered final. Decisions with respect to: promotion from one grade to another; retention in a particular grade; and continued enrolment at SJI International will be based on academic, personal, behavioural and social/emotional aspects of a student's school record, and will be determined by the Director of Advancement, Communications and Admissions.
5. St. Joseph's Institution International reserves the right to deny admission or dis-enrol a student if:
 - i. the student's best interests and needs cannot be met effectively by the School's programmes and services
 - ii. the student's behaviour is deemed to jeopardise the welfare of the school community
 - iii. educationally significant information is withheld from the School (especially during the application process)
 - iv. School Fees are not paid in accordance with SJI International's Financial Regulations
 - v. The student transferring from another international school has any outstanding debts in their current school. If there are outstanding payments, we will withhold the offer until these payments have been made
6. A decision to withdraw a student from the School would follow consultation with the parents/guardians and a thorough review of the educational interventions that have been attempted and documented.
7. Once a grade level is full, students are placed in an Admissions Pool for that Grade. When spaces become available, the Admissions Pool is reviewed. Shortlisted students will be admitted and this process repeats as and when there is a vacancy.

Entrance Criteria

As a Catholic and Lasallian School, in an international setting, the St. Joseph's Institution International entrance criteria reflect our aim to ensure a balanced intake to our school which acknowledges our

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ethos and heritage. We hope to enrol students who are able to fully participate in the life of the school, in accordance with our mission statement. We review all our applications against the criteria below to ensure that we maintain, within our student enrolment, the best possible balance of students whilst recognising the principles and values of our mission. There are typically many more eligible applicants than there are places available, therefore we consider a variety of considerations when allocating places.

These considerations are:

Academic Ability

St. Joseph's Institution International is a high achieving academic school. As such, we expect all students to meet certain minimum academic levels, as shown by both their results in our own Admissions Test and their previous school report grades. Our Learning Development Team is able to meet the needs of students with mild to moderate specific learning needs. The Head of Learning Department will determine if the school is able to support an applicant with learning needs.

Ability and desire to learn

We will admit students who will be able to make the most of the opportunities that we have on offer. Students must demonstrate good behaviour and be able to participate fully in the classroom.

English language

We teach in English, all students must be fully fluent in the English language, written and spoken. This is assessed as part of our entrance assessments. In exceptional cases, we may consider applications from a small number of students who may require additional English support from Grade 7 to Grade 10 Foundation Course.

Students from St. Joseph's Institution International Elementary School

There is an automatic transition from St. Joseph's Institution International Elementary School Grade 6 into Grade 7 of St. Joseph's Institution International (High School). Students joining the Elementary School **in the final term before Grade 7 do not** gain automatic transition into the High School. These students will be required to sit the High School Admissions Test for entry into the High School, in addition to any entrance test that the Elementary School may require.

Residency and Citizenship

At least 50% of the St. Joseph's Institution International student body must be made up of Singaporean students (license requirement). Students must be resident in Singapore with at least one parent and be in possession of an appropriate immigration pass. A child must be in possession of a valid residency pass (Dependent Pass, Student Pass or Immigration Exemption Order) issued by the Immigration & Checkpoints Authority, Singapore or Singapore Permanent Residency. A valid residency pass is required for the duration of the student's attendance at the School. The school strives for a balance of diversity amongst all classes.

Staff places

Full-time teaching staff at St. Joseph's Institution International receives prioritised places for their children.

Other factors

There are many additional factors that may be considered in deciding any application. These include but not confined to:

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1. links to the school (alumni, returning students and Board recommendations)
2. whether the applicant is a practicing Catholic
3. if the applicant has a sibling in the school
4. if the applicant is a returning Singaporean (who has been studying overseas prior to their application to SJI International)
5. the gender of the child (we seeks, if possible, to admit equal numbers of boys and girls in each grade and
6. if there are any exceptional/extenuating circumstances in the family that may require special consideration.

Boarding

It is a requirement for all foreign students not residing with a blood relative (e.g. maternal/paternal Grandparent, brother or sister of either parent – actual Aunt or Uncle) to live in the approved Boarding House at St Andrew’s Hall (SAH). Each student will be assigned to either the boys or girls wing and will be supervised by a Resident Mentor who may or may not be a member of staff of St. Joseph’s Institution International. The students during their stay in SAH are to abide by all rules and regulations set by SAH that are documented in the Boarding Handbook given to all students upon check in. Failure to adhere to these rules may require a student to leave SAH leading to an automatic withdrawal from St. Joseph’s Institution International. Students admitted on condition that they reside in St Andrew’s Hall will automatically lose their place at St. Joseph’s Institution International should they withdraw from the boarding house, unless approved by the Principal, prior to leaving the boarding house.

Scholarship

Scholarships to St. Joseph’s Institution International are offered to outstanding students who are deemed by the St. Joseph’s Institution International Board of Governors’ Scholarship Committee to have excellent quality of mind, active participation in non-academic activities, positive personal qualities, and outstanding communication abilities.

1. Renewal of the Scholarship at the end of the academic year will be subject to good conduct and an exemplary attitude towards constructive activities and study.
2. The values and ideals of the school must be upheld and an attitude displayed that will enhance the prestige of the scholarship.
3. If the student decides to terminate the scholarship prematurely, without a reason that is totally acceptable to the Board of St. Joseph’s Institution International, the parents will be obliged to repay monies spent on the scholarship to that date.
4. The St. Joseph’s Institution International Scholarship Committee and the Board of Governors reserve the right to make rules and regulations which are appropriate and reasonable, taking into consideration the above terms and conditions of the Scholarship Scheme.

Defining Eligibility for Members of St. Joseph’s Institution International

1. Children of members of the St. Joseph’s Institution International Board of Governors **are not eligible** to apply for the Scholarship Programme.
2. Children of members of the various St. Joseph’s Institution International Board Committees **are not eligible** to apply for the Scholarship Programme.

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3. Children of members of staff of St. Joseph's Institution International (Elementary School and High School) who receive an education subsidy **are not eligible** to apply for the Scholarship Programme.
4. Children of members of staff of St. Joseph's Institution International (Elementary School and High School) who do not receive an education subsidy **are eligible** to apply for the Scholarship Programme.

Withdrawal Procedure

In the event of early withdrawal, notice must be given in writing via the Withdrawal Form to the Admissions Manager by 28 February if not returning back to school for Term 2 July of the current academic year and 30 September if not returning back to school for Term 1 January of the following year. Any outstanding items that have been borrowed or loaned to the student, will be charged for if they are not returned. Withdrawal of a student is **only** confirmed when the Admissions Manager confirms receipt of the withdrawal notification in writing.



ST. JOSEPH'S INSTITUTION INTERNATIONAL

St. Joseph's Institution International Terms and Conditions High School

The School

St. Joseph's Institution International includes St. Joseph's Institution International Elementary School and St. Joseph's Institution International (collectively referred to as "the 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 Ministry of Education and the Committee for Private Education. 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 terms.

The Principal is defined as the St. Joseph's Institution International Principal (HS) and is the person appointed 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.

The Parents are defined as those who have parental responsibility/guardianship for the student and the Third Party referred to in Section 3.17 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; 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. Admission to St. Joseph's Institution International

1.1 The Admissions Policy can be found on our School website along with further information about how to apply.

1.2 Applications for entry in any given academic year will be accepted no more 10 to 11 months before commencement of that academic year. The School will communicate the opening date for each academic year via its website.

1.3 Students will be registered as applicants for entry into the School when a fully completed Online Application, all supporting documents and the Application Fee are submitted to the Admissions Department on or after the opening date.

1.4 The Application Fee as set out in the Fee Schedule must be paid in order to register an application for any given academic year. The fee is non-refundable whether or not the student is admitted to the School in the requested academic year.

1.5 Applicant's information is treated in the strictest confidence. However, information

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regarding the applicant and application is shared with other departments and members of the St. Joseph's Institution International 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 Code of Conduct for all staff. St. Joseph's Institution International also shares information with the Singapore Ministry of Education, as directed.

1.6 When signing the Application Form, the 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.

1.7 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 School'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 need, 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.

1.8 Admissions to the School will be subject to the availability of a place and the student meeting the entrance criteria and the admissions requirements applicable at that time. In all cases concerning the availability of a place, entry criteria and assessments, the decision of the Director of Admissions with regard to admission to the School is final. Applicants accept that entry is subject to, but not limited to entrance criteria and that the student will be required to take part in an admission test and interview, in order to ascertain whether the entrance criteria have been met. This may also include further evaluation of the students' English language proficiency, learning support needs and/or academic level.

1.9 The applicant is required to formally accept an enrolment offer and make payment of the Enrolment Fee by the date set out in the offer document. Where an offer has not been accepted by the offer deadline, the offer will be regarded as lapsed and the place may be offered to another applicant.

1.10 Where a student joins part way through the academic year, the Term Fees will be prorated based on the term of entry.

1.11 When a student is transferring into St. Joseph's Institution International from another school, or out of St. Joseph's Institution International to another school, the parents of the student **consent to** the 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.

1.12 Should a student's current school notifies St. Joseph's Institution International that some financial obligation remains outstanding, the School will delay admissions of the student until a satisfactory arrangement to settle the account has been worked out.

1.13 By accepting a place at the School, parents acknowledge that reasonable changes may be

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made from time to time, to these Standard Terms and Conditions, to the size and location of the School and its campus, 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 discipline framework, to the length of the school terms and the school day and to any other aspect of the School.

1.14 For those students requiring a Student Pass, **the physical card must be issued by and collected from the Immigration and Checkpoints Authority (ICA)** before students are permitted to commence their studies. As a requirement of the ICA, Student Pass holders need to achieve a 90% attendance record per month. Failure to reach this (without approved absence or medical certificates) could result in the cancellation of the Student Pass and subsequent withdrawal from the school.

2. Immigration and Residency Requirements

2.1 To be eligible for admission, students must hold a valid residency pass (Dependant Pass, Student Pass or Immigration Exemption Order) issued by the Immigration & Checkpoints Authority, Singapore or Singapore Permanent Residency. A valid residency pass is required for the duration of the student's attendance at the School.

2.2 Singapore Citizens and Permanent Residents of Singapore must continue to learn an approved mother tongue language (Chinese, Malay or Tamil), non-Tamil Indian Language or Mother Tongue-in-lieu (Japanese, German, French, Thai, Arabic) unless an MOE exemption is granted.

2.3 Parents must inform the School immediately should there be a change to their, or their child's immigration status.

2.4 Students must live with one or both parents at a Singapore registered residential address.

2.5 Parents who are not Singapore Citizens or Permanent Residents and who do not hold valid Employment or Dependent passes must produce a copy of their Long Term Social Visit Pass in addition to any other proof of residency as the School may require.

2.6 If parents are found to be in breach of the Schools Residency Requirements, the student may be asked to withdraw from the School without refund of fees.

2.7 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.

3. Finance - Fees and Extras

3.1 The method of payment can be found on our School [website](#).

3.2 **The Application Fee** is payable per applicant, is non-refundable and is payable when the application is submitted. As applications are not 'rolled over' to another academic year or Grade, the Application Fee is charged for each new Online Application submission. Applications will not be processed without this fee.

3.3 **The Enrolment Fee** is payable on acceptance of a place and is non-refundable. The Enrolment Fee includes a locker fee.

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3.4 **The Security Deposit** is payable on acceptance of a place. It will be automatically refunded to the parents upon their child's graduation from St. Joseph's Institution International, at the end of Grade 12.

3.4.1 In the event of early withdrawal for students in Grade 7 to 10, notice must be given **in writing to the Admissions Manager** by 28 February (if leaving in the term that ends in June of the same year) or by 30 of September (if leaving in the Term that ends in November/December of the same year). **Failure to provide notice by these deadlines will result in the School retaining the Security Deposit.**

3.4.2 The Security Deposit for any student starting Grade 11 or 12 **will only be refunded upon completion of the full two year IB Programme.** St. Joseph's Institution International will retain the Security Deposit for any Grade 11 or 12 students who leave the course before completing the full two year programme.

3.5 **The Tuition Fee** is payable per student per year and is billed termly. Once paid are not refundable in whole or in part. No student will be allowed to commence school without payment. All fees are payable 12 weeks before the start of the term and the deadline for payment clearly published. For students starting mid-year, the offer email 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. Parents acknowledge that these fees are payable regardless of the respective length of each term and where students are not attending formal classes.

3.6 **The Development Fee** is payable per student per year and included in the invoice for Term 1's fees. This payment is for the upkeep and maintenance of the school grounds.

3.7 **Student Accident Insurance Fee.** This insurance will be provided by an insurance company authorised by the school and will provide coverage for medical expenses incurred due to sustained bodily injuries of your child caused solely and directly by accidents, both within and outside the school.

3.8 **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.

3.9 **International SOS Travel Risk Fee** is applicable to all High School students and provides coverage for in-country expertise and emergency response services for the compulsory trips that students will undertake as part of the curriculum. With effect from January 2020 an International ISOS service fee will be incorporated in the school fees for all students.

3.10 **Yearbook** is provided to each student at the end of the academic year.

3.11 **Outdoor Education, Field Trips and Excursion Fees** are in addition to the School Fees. The costs are communicated to parents in advance. **All Overseas Outdoor Education weeks**

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are compulsory apart from IGCSE Grade 10 (Grade 10 FC trip is compulsory) and Grade 12.

3.12 **Examination Fees** are paid by the parents. The Examination Boards will inform the school of the costs and these will be billed prior to the G10 IGCSE and G12 IB examinations.

3.13 **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 SJI International, school paid-for activities and sports, to be borne by the parent. Details of fees and extra are set out in the fees schedule as varied from time to time.

3.14 **All Fees are subject to change.** The Board of St. Joseph's Institution International will confirm the fees for the new academic in the third quarter prior to the commencement of the new academic year. Parents acknowledge that fee levels will be reviewed each year and there will be increases from time to time which the parents undertake to pay.

3.15 **Non-payment of fees.** A student will be deemed withdrawn from the School without notice if fees for the following term remain unpaid either by the due date stipulated on the invoice or by the commencement of the new term. The School reserves the right to exclude any student for whom any part of the Term Fees are unpaid.

3.16 **Fee payment.** Fees are the joint and several responsibilities of each person who has signed the Admissions Application, or who has parental responsibility for the student. The School reserves the right to withhold any information or property while fees are unpaid.

3.17 **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.

3.18 **Late payment.** The School has the right to impose late payment charges, including all related administration and legal costs, for invoices not paid by the due date. The amount outstanding, the late charges, and all related costs are payable by the parents. Any sum paid that is less than the sum due and owing may in any event be accepted by the School as part payment of the amount outstanding.

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 Parents agree to ensure that the student will not attend school if the student shows symptoms of an infectious disease.

4.3 The parents authorise the School to take and/or authorise all decisions that safeguard and promote the student's welfare. The School is committed to safeguarding and protecting students from harm.

4.4 Students are expected to participate in all aspects of School life.

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4.5 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.

4.6 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.

4.7 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 immediately 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 suspend or expel a student from the school if it is considered that the child's attendance, progress or behaviour is unsatisfactory in any way and in the opinion of the School the removal of the student is in the School's best interests or those of the student or other students at the school. This may include but is not limited:

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 in the opinion of the School adversely affects, or is likely to adversely affect, the student or other students' progress at the School; OR

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.

5.2 Should the School exercise its right under clause 5.1, the parent/parents shall not be entitled to any refund of fees paid. The Security Deposit will be refunded.

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 of Governors 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:

6.11 Make sustained academic progress completing all examinations to the stipulated level

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6.12 Participate in the Service Learning, Co-curricular Activities & Outdoor

6.13 Education/Expedition programme as required.

6.14 Achieve a minimum 85% attendance rate (attendance below 85% needs 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). All Student Pass Holders are required to maintain an attendance record of 90% and above for each month. The School is required to make a report to the Immigration & Checkpoints Authority, Singapore if the monthly attendance percentage falls below 90%. Failure to achieve a minimum attendance of 90% each month may lead to the cancellation of the Student Pass or non-approval of an application to renew a Student Pass

6.15 Behaviour or social/emotional needs of the student does not place them or other members of the community at significant risk of harm.

6.16 Ensure all school fees and administration are fulfilled on time as required.

7. **Boarding**

It is a requirement for all foreign students not residing with a blood relative (e.g. maternal/paternal Grandparent, brother or sister of either parent – actual Aunt or Uncle) to live in the approved Boarding House at St Andrew's Hall (SAH). Each student will be assigned to either the boys or girls wing and will be supervised by a Resident Mentor who may or may not be a member of staff of St. Joseph's Institution International. The students during their stay in SAH are to abide by all rules and regulations set by SAH that are documented in the Boarding Handbook given to all students upon check in. Failure to adhere to these rules may require a student to leave SAH leading to an automatic withdrawal from St. Joseph's Institution International. Students admitted on condition that they reside in St Andrew's Hall will automatically lose their place at St. Joseph's Institution International should they withdraw from the boarding house, unless approved by the Principal, prior to leaving the boarding house.

8. **Guardianship Policy**

8.1 As a condition to a student's admission to and continued enrolment with the School, the School requires that all students not residing with a parent shall have an appointed guardian who is registered with the School by the parent for the whole duration of the student's enrolment, subject to the terms and conditions in the Guardianship Policy here which must be fully complied with by both the parent and the guardian, where applicable.

8.2 Parents may also choose to appoint a Guardian, even though they reside in Singapore.

8.3 Parents who wish to register an appointed guardian with the School must personally submit a duly completed and signed GUARDIAN REGISTRATION FORM (which includes a STATUTORY DECLARATION to be duly made by the guardian). The School will only accept submission of the required documents from a parent (i.e. the School will not accept any attempted submission by a purported guardian).

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8.4 Any person to be registered with the School as a guardian must:

8.4.1 be at least 30 years of age (exceptions may be made but only in special circumstances);

8.4.2 be a Singapore Citizen or Singapore Permanent Resident;

8.4.3 reside in Singapore;

8.4.4 not have any more than 5 students under his/her guardianship at any point in time;

8.4.5 have made a Statutory Declaration in the form provided below; and

8.4.6 have undertaken a Background Screening check within a recent time period.

9. Scholarship

9.1 Scholarships to St. Joseph's Institution International are offered to outstanding students who are deemed by the St. Joseph's Institution International Board of Governors' Scholarship Committee to have excellent quality of mind, active participation in non-academic activities, positive personal qualities, and outstanding communication abilities.

9.11 Renewal of the Scholarship at the end of the academic year will be subject to good conduct and an exemplary attitude towards constructive activities and study.

9.12 The values and ideals of the school must be upheld and an attitude displayed that will enhance the prestige of the scholarship.

9.13 If the student decides to terminate the scholarship prematurely, without a reason that is totally acceptable to the Board of St. Joseph's Institution International, the parents will be obliged to repay monies spent on the scholarship to that date.

9.14 The St. Joseph's Institution International Scholarship Committee and the Board of Governors reserve the right to make rules and regulations which are appropriate and reasonable, taking into consideration the above terms and conditions of the Scholarship Scheme.

9.2 Defining Eligibility for Members of St. Joseph's Institution International

9.21 Children of members of the St. Joseph's Institution International Board of Governors **are not eligible** to apply for the Scholarship Programme.

9.22 Children of members of the various St. Joseph's Institution International Board Committees **are not eligible** to apply for the Scholarship Programme.

9.23 Children of members of staff of St. Joseph's Institution International (Elementary School and High School) who receive an education subsidy **are not eligible** to apply for the Scholarship Programme.

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9.24 Children of members of staff of St. Joseph's Institution International (Elementary School and High School) who do not receive an education subsidy **are eligible** to apply for the Scholarship Programme.

10. **Notice for written withdrawal**

In the event of an early withdrawal, notice must be given by the parents via the submission of the duly completed and signed Notification of Withdrawal Form must be signed by the Parent and submitted to the Admissions Manager by 28 February (if leaving in the term that ends in June of the same year) or by 30 of September (if leaving in the Term that ends in November/December of the same year). Verbal or provisional withdrawal, or e-mails without the required Notification of Withdrawal Form, will not be accepted as an effective notification.

11. **General Conditions**

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

11.1 **Confirmation of Expedition/Trip** attendance is to be given in writing and/or digitally (as required) on the supplied Reply Slip to the correct member of staff as notified in the expedition/trip agreement. No student is allowed to leave the school premises or attend an expedition without the agreement signed by a parent or Legal Guardian and payment made.

11.2 The school acknowledges that under exceptional circumstances, parents (or Legal Guardian) may be absent from Singapore. In such circumstances, the School requires, in writing, 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.

11.3 Change of Name, Parental Custodianship (in the event one parent 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.

11.4 **Complaints Procedure.** Disputes between the school and family must follow the usual complaints procedure found on the website [Here](#).

11.5 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.

11.6 **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

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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.

11.7 Photographs, videos and images: Parents agree to the School using images of your child that may be taken by the school from time to time. Photographs and filming that include your child's image may be used in the School's displays, presentations, publications or related materials, in any format (print, electronic, web, social media 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 School's and parent's written consent.

11.8 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.

11.9 Parents have to read and agree to the School's The Safe, Considerate Use of Information Technology Policy [Here](#)- Laptops, Technology and the Internet, which includes subscribing the students to use approved online education resources and digital tools through the creation of student accounts for the core suite of tools, which may be amended from time to time and where otherwise reasonably necessary for the school to provide appropriate services.

11.10 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 [Here](#) and may be amended from time to time and where otherwise reasonably necessary for the school to provide appropriate services.

11.11 These Standard Terms and Conditions and the online application submitted by the parents supersede any other prior agreements, either oral or in writing, between the parents and the School.

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

12. Force Majeure

12.1 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.

12.2 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, lightning, 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)

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terrorism, sabotage and/or arson; f) epidemic, pandemic 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.

13. **Version**

These Terms and Conditions will be posted online [Here](#) and will be updated when necessary. All parents and legal guardians who sign these Terms and Conditions are therefore agreeing to the updated policy.

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