



TERMS AND CONDITIONS GOVERNING ENROLMENT

1. The School

- 1.1. 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, Enrolment 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.
- 1.2. **The Principal** is defined as the St. Joseph's Institution International High School 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.
- 1.3. **The Parents** are defined as those who have parental responsibility and/or court-appointed legal guardianship for the student and the Third Party referred to in Clause 8.14. of these Terms and Conditions jointly and severally. We expect Parents 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 ensure that the student maintains appropriate standards of punctuality, behaviour, diligence, language, discipline and dress code.

2. Admissions to St. Joseph's Institution International

- 2.1. Admission to the School is in accordance with the Admissions Policy can be found on our School website and these Terms and Conditions Governing Enrolment.
- 2.2. Applications for entry in any given academic year will be accepted no more than 10 months before the commencement of the academic year of application. The School will communicate the opening date for applications for each academic year via its website.
- 2.3. Students will be registered as applicants for entry into the School when a fully completed Application Form, all supporting documentation and the Application Fee are submitted to the Admissions Department on or after the opening date.
- 2.4. 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.
- 2.5. The Application Fee is not payable for students of St. Joseph's Institution Elementary School in accordance with the High School Transition Programme.

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- 2.6. 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 School in the interest of the student's enrolment. When information is shared internally, the School will do so within the confines of the SJI International Code of Conduct for all staff. The School also shares information with the Singapore Ministry of Education, Committee for Private Education and any other authorities as directed.
- 2.7. When submitting an 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 assessment or enrolment unless the parent signing the form agrees in writing.
- 2.8. The Application submission is deemed to be correct, complete and true. If any information on the student has been withheld which includes (but is not confined to) medical, behavioural, social, 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 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.
- 2.9. In applying to the School, Applicants acknowledge that all students are required to undertake two languages. Predominantly English is the primary language and the 2nd language is either an approved Mother Tongue Language or a Home Language in accordance with the Language Policy.
- 2.10. Admission to the School will be subject to the availability of a place and the student meeting the entrance criteria as detailed in the Admission Policy and the admission requirements applicable at the 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 admissions assessment, in order to ascertain whether the entrance criteria have been met. This may also include further evaluation of the student's English language proficiency, learning support, social and emotional needs and/or academic level.
- 2.11. The applicant is required to formally accept an enrolment offer and make payment of the Enrolment Fee (not applicable to students of St. Joseph's Institution International Elementary School) and the Security Deposit by the date set out in the offer documents. 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.

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- 2.12. Where a student joins partway through the academic year, the Term fees will be prorated based on the term of entry.
- 2.13. When a student is transferring into, or out of, St. Joseph's Institution International, 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.
- 2.14. Should a student's current School notify St. Joseph's Institution International that some financial obligation remains outstanding, the School will delay admission of the student until a satisfactory arrangement to settle the account has been resolved or may cancel the application.
- 2.15. By accepting a place at the School, parents acknowledge that reasonable changes may be made from time to time, to these standard Terms and Conditions Governing Enrolment, 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 disciplinary framework, to the length of the school terms and the school day and to any other aspect of the School.
- 2.16. Where an applicant is unsuccessful in gaining admission in the academic year applied for, the application will automatically be cancelled at the end of the academic year that the applicant had applied for.

3. English As An Additional Language (EAL) & English Language Acquisition (ELA) Programme.

- 3.1. Students requiring additional English language support are accepted into the school on a case-by-case basis in accordance with the EAL & ELA Programme Policy.
- 3.2. The language support needs of the student are considered against current levels of staffing, expertise and resources within the school.
- 3.3. Parents of an EAL & ELA student acknowledge that acceptance of a place is on condition of being enrolled in the Programme for a minimum of 12 months and agree to the EAL & ELA Programme fees as detailed in the School Fee Schedule.
- 3.4. In order to ensure the best possible teaching and learning environment for its students, SJI International reserves the right to limit the number of students with EAL needs in any class or year group.

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4. Languages

- 4.1. All students are required to undertake two languages. Predominantly English is the primary language and the 2nd language is either an approved Mother Tongue Language or a Home Language in accordance with the Language Policy posted on the School website [here](#).
- 4.2. **Mother Tongue Language.** Singapore Citizens and Singapore Permanent Residents are required by the Ministry of Education (MOE) to learn one of the approved Mother Tongue Languages (Chinese, Malay or Tamil, non-Tamil Indian Language) as a second language, or where applicable an approved Foreign Language or Asian Language in school.
- 4.3. **Home Language Programme.** Students who are not subject to the Mother Tongue Language policy, other than Singapore Citizens and Singapore Permanent Residents will undertake a language that is deemed to be their home language. For those that do not have a home language (their only language and cultural heritage is from English speaking countries), can choose a 2nd language from those on offer. Some Home Languages have additional fees.

5. Disclosure

- 5.1. Parents are required to declare in writing all medical, behavioural, social, emotional, psychological and other issues that might affect the student's application and/or enrolment at the School.
- 5.2. In the case of a student with Special Educational Needs, the School shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision.
- 5.3. If the student has previously been suspended or been asked to leave another school, this information must be provided. Failure to give full and frank disclosure in writing at any time during the application process shall entitle the School, where it is reasonable to do so having regard to the nature of the non-disclosure, to withdraw or suspend the offer of enrolment or the enrolment itself or to make the offer or enrolment itself subject to new terms and conditions with immediate effect.
- 5.4. In the event of withdrawal due to non-disclosure, fees paid are non-refundable.

6. Immigration and Residency Requirements

- 6.1. 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, or have Singapore Citizenship or Singapore Permanent Residency. A valid residency pass is required for the duration of the student's attendance at the School.

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- 6.2. Prospective students and their parents/legal guardians are required to produce valid documents for admissions purposes as prescribed by the regulatory authorities from time to time. Specific documents required will be notified at the time of admissions and will likely include a valid passport, employment and dependent passes, or citizen or permanent resident identity cards. It is the duty of the parents and legal guardians to comply with the laws, regulations as well as any directives of the relevant authorities in relation to visa and residency, and to fully disclose the nationality, citizenship and visa status of the prospective students and their parents/legal guardians in order for the School to determine the students' eligibility or identify approval required to admit to the School.
- 6.3. **Singapore citizens:**
- 6.3.1. Singapore Citizens do not require an approval from the Ministry of Education (MOE) to enrol in the School.
 - 6.3.2. For the purpose of admission, a child is deemed to be a Singapore Citizen if he/she is a holder of a Singapore Passport, is a Singapore Citizen by birth, descent, or registration, or is a Singapore Citizen who has dual citizenship by holding a passport of another country. Applications can not be made under the child's non-Singapore passport.
 - 6.3.3. If at any time during the period of enrolment a student's residency status changes to that of a Singapore Permanent Resident or a Singapore Citizen, the parents are required to notify the Admissions Department immediately and acknowledge that the change in residency status may have an impact of the ability for the students to continue with their chosen second language.
- 6.4. For those students requiring a Student Pass, the physical card must be issued by and collected from the Immigration and Checkpoints Authority (ICA) before the student is permitted to commence their studies.
- 6.5. Parents must inform the School immediately should there be a change to their or their child's immigration status.
- 6.6. Students must live with one or both Parents (or a court-appointed legal guardian) who are holders of valid Singapore residency passes, at a Singapore registered residential address for the duration of their enrolment.
- 6.7. A student on a Student Pass, who has come to Singapore for the purpose of their education, may reside with their Mother or Grandmother, subject to the Mother or Grandmother having obtained a Long-Term Visit Pass (LTVP) from the Immigration and Checkpoints Authority, and the Parents having completed the Authorised Carer Registration. This is subject to approval by the School.

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- 6.8. 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.
- 6.9. **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.

7. Authorised Carer

- 7.1. 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 as detailed in Clause 6.6, shall have an appointed Authorised Carer 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 Authorised Carer Policy which is on the school website, which must be fully complied with by both the parent and the Authorised Carer, where applicable.
- 7.2. Parents who wish to register an Authorised Carer with the School must personally submit a duly completed and signed Authorised Carer Registration Form (which Includes A Statutory Declaration to be duly made by the Authorised Carer). 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 Carer).
- 7.3. Any person to be registered with the School as an Authorised Carer must:
- 7.3.1. be at least 30 years of age (exceptions may be made but only in special circumstances);
 - 7.3.2. be a Singapore Citizen, Singapore Permanent Resident or for Student Pass holders, be a holder of an LTVP in accordance with the ICA guidelines;
 - 7.3.3. reside in Singapore;
 - 7.3.4. not have any more than 5 students under his/her care at any point in time;
 - 7.3.5. have made a Statutory Declaration in the form provided; and
 - 7.3.6. have undertaken a Background Screening check within a recent time period.

8. Finance - Fees and Extra

- 8.1. The methods of payment can be found on our School [website](#).
- 8.2. **The Application Fee** is payable per applicant, is non-refundable and is payable when the application is submitted.
- 8.3. **The Enrolment Fee** is payable upon acceptance of a place and is non-refundable.
- 8.4. 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.
- 8.4.1. 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

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that ends in June of the same year) or by 31 of August (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.

8.4.2. 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.

8.5. Fees are paid termly. There are two terms in the academic year and all fees are payable before the start of the new term and once paid, fees are not refundable in whole or in part. Parents undertake to pay the fees by the due date as set out in the fee schedule and acknowledge that these fees are payable regardless of the respective length of each term and where students are not attending formal classes. The termly fees include:

8.5.1. **The Tuition Fee** is payable per student per year and is billed termly.

8.5.2. **The Development Fee** is payable per student per year, is billed termly, and is for the upkeep and maintenance of the school grounds.

8.5.3. **Insurance & Education Materials Fee** includes insurances, associated printing, stationery, annual yearbook and educational materials.

8.6. Compulsory **Outdoor Education, Field Trips and Excursion Fees** are in addition to the School Fees. The costs are communicated to parents in advance and are billed separately. These are a compulsory part of the School curriculum.

8.7. **English As An Additional Language (EAL) & English Language Acquisition (ELA) Programme** fees are payable for Students registered in the Programme. These fees will be invoiced together with the School Fees

8.8. **Home Language Programme** fees are payable, where applicable for Students undertaking a Home Language. The fees are not included in the school fees invoice and are billed separately at the appropriate time of the year.

8.9. **Examination Fees** are applicable for students in Grade 10 IGCSE and Grade 11 IB Diploma and fees are payable per subject. The fees are set by the respective examination boards.

8.10. **Miscellaneous Fees** 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 the School, School paid-for activities and sports, to be borne by the parent. Details of fees and extras are set out in the fees schedule as varied from time to time.

8.11. **All Fees are subject to change.** The Board of St. Joseph's Institution International will confirm the fees for the new academic year in the third quarter prior to the commencement of the new academic year. Parents acknowledge that fee levels will be reviewed each year

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and there will be increases from time to time which the parents undertake to pay.

- 8.12. **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 is unpaid.
- 8.13. **Fee payment.** Fees are the joint and several responsibilities of the Parents, or who has parental responsibility for the student. The School reserves the right to withhold any information or property while fees are unpaid.
- 8.14. **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. The School reserves the right to refuse a payment from a Third Party.
- 8.15. **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.

9. Behaviour for Learning and Duty of Care

- 9.1. 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.
- 9.2. Parents agree to ensure that the student will not attend school if the student shows symptoms of an infectious disease.
- 9.3. 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.
- 9.4. Students are expected to participate in all aspects of School life.
- 9.5. 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 online version remaining the most up to date version.

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- 9.6. 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 (7:45 am to 4:45 pm Monday to Friday during term time) for reasons other than School related activities.
- 9.7. 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 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.

10. Removal or Suspension of a Child

- 10.1. 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 to:
- 10.1.1. Where the student's attendance, academic progress or behaviour is unsatisfactory in any way.
 - 10.1.2. 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.
 - 10.1.3. 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..
- 10.2. 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.

11. Academic Criteria

- 11.1. Transition through to the next education phase will require a student to:
- 11.1.1. Make sustained academic progress completing all assessments to the stipulated level.
 - 11.1.2. Participate in the Field Trips and the Expedition Programme as required.
 - 11.1.3. Achieve a minimum 85% attendance rate (attendance 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). 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

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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.

- 11.1.4. The behaviour or social/emotional needs of the student does not place them or other members of the community at significant risk of harm.
- 11.1.5. Ensure all School fees and administration are fulfilled on time as required.

12. Boarding

- 12.1. Residential boarding is offered at St. Andrew's Hall Hostel for students from Grade 9 onwards.
- 12.2. All students not residing with a parent in Singapore as per Clause 6.6 will be required to board.
- 12.3. An application will need to be submitted to St. Andrew's Hall Hostel to confirm a boarding place.
- 12.4. Applicants are required to inform at point of application that they will be a boarding student.
- 12.5. Any offer of admission for applicants who require boarding, will be conditional to the successful application to St. Andrew's Hall Hostel.
- 12.6. The minimum residency at St. Andrew's Hall Hostel (SAH) is 6 months. Should there be a need for early withdrawal, parents are to inform both the School's Admission Department and SAH at least one month in advance of the intended withdrawal and complete the required Forms.
- 12.7. All boarding students must have an Authorised Carer appointed by their parents in accordance with the Authorised Carer Policy for the duration of the student's residency. The Authorised Carer will be the parents representative for matters pertaining to, but not limited to:
 - 12.7.1. Provide the Parents with regular communication and updates on the student's progress.
 - 12.7.2. Provide the Parents and students with administrative support such as attending Parent-Student-Teacher Conferences, completing forms required for consent for activities, trips, events, etc.
 - 12.7.3. Provide the student with dedicated attention and care with regard to the student well-being and medical attention required.
- 12.8. The School had a dedicated section reserved for St. Joseph's Institution International with a Resident Mentor residing at St. Andrew's Hall Hostel to provide supervision of the students.
- 12.9. The Resident Mentor who may or may not be a member of staff of St. Joseph's Institution International.

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- 12.10. Each student will be assigned to either the boys or girls wing of the section allocated to the School and will be supervised by the corresponding Resident Mentor.
- 12.11. The students during their stay in St. Andrew's Hall Hostel (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.
- 12.12. Boarding fees and miscellaneous costs are borne by the Parent/Legal Guardian. Students on the SJI International Scholarship Programme may have all or part of the Boarding fees covered by the Scholarship award, which will be detailed in the Scholarship Contract.
- 12.13. Students are required to have a comprehensive international medical insurance plan in place for the duration of the residency period at St. Andrew's Hall Hostel. This is to be arranged by the Parents/Legal Guardians ahead of the student's admissions to St. Andrew's Hall, with a copy submitted to the Admissions Office.
- 12.14. 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 and the Director of Admissions, prior to leaving the boarding house.

13. Scholarship Programme

- 13.1. Scholarships are available for entrance to Grade 7, Grade 10 Foundation Course and Grade 11. Full details of the Scholarship Programme is available on the school website.
- 13.2. Scholarship applicants will be assessed to have excellent quality of mind, active participation in non-academic activities, positive personal qualities, outstanding communication abilities and demonstrated academic achievement.
- 13.3. Application for the Scholarship Programme is an online application via the school website. Only completed applications will be considered.
- 13.4. Applicants to the Scholarship Programme are subject to the Admissions Policy and need to meet the Entrance Criteria in addition to any financial means-testing where applicable.
- 13.5. Applicants applying for a means-tested scholarship, in addition to the Scholarship Application will be required to submit a Financial Statement together with supporting documents.
- 13.6. Scholarship applicants will undergo a Scholarship Admission Assessment.
- 13.7. The Scholarship Review Committee will review all applications following the Scholarship Admission Assessment and go through a shortlisting process. Only shortlisted applicants will proceed to the interview stage.

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- 13.8. The Scholarship Review Committee will select the successful applicants to award a Scholarship and make a decision on the scholarship amount determined by the applicants demonstrated need where applicable.
- 13.9. International Scholars will reside at St. Andrew's Hall Hostel and will be required to adhere to the Boarding terms and conditions as outlined in Section 12.
- 13.10. For International Scholars who do not have an appointed Authorised Carer, the school will act as the Authorised Carer for the student during their stay in St. Andrew's Hall Hostel.
- 13.11. Non disclosure of an applicant's additional learning, medical, social and/or emotional needs at the application stage may lead to the application being void or, if once enrolled, will lead to the withdrawal of the Scholarship and enrolment.
- 13.12. The following are not eligible to apply for a Scholarship:
 - 13.12.1. Children of members of the St. Joseph's Institution International Board of Governors.
 - 13.12.2. Children of members of the various St. Joseph's Institution International Board Committees.
 - 13.12.3. Children of employees of St. Joseph's Institution International (Elementary School and High School) who receive an education subsidy.
- 13.13. Renewal of the Scholarship at the end of the academic year will be subject to good conduct, acceptable academic achievement and an exemplary attitude towards constructive activities and study.
- 13.14. The Scholar agrees to uphold the values and ideals of the School and displays an attitude that will enhance the prestige of the Scholarship Programme.
- 13.15. Parents and Scholars agree to support the promotion of the Scholarship Programme and acknowledge and consent to the School using photographs, videos, images, personal stories, and academic achievement of the Scholars to be used in School 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 the Scholarship Programme and school events and activities only. Any other third party usage is not permitted without the School's and parent's written consent.
- 13.16. Should the School exercise the right to terminate the Scholarship in accordance with these Terms & Conditions, or the Parents terminate the Scholarship, the Parents will be required to repay monies spent on the Scholarship (where applicable, including but not limited to school fees, trips, boarding fees, flights, uniform, etc) up to and including the date of termination of the Scholarship.

14. Notification of Withdrawal

- 14.1. 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

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and submitted to the Admissions Manager by 28 February (if leaving in the term that ends in June of the same year) or by 31 August (if leaving in the Term that ends in December of the same year). Verbal or provisional withdrawal, or e-mails without the required Notification of Withdrawal Form, will not be accepted as notification of withdrawal.

15. General Conditions

- 15.1. **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.
- 15.2. 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 24-hour contact of the adult to whom the parental responsibility has been delegated. The school will not accept the delegation of parental responsibility to a domestic helper.
- 15.3. Change of Name, Parental Custodianship (in the event one parent is 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.
- 15.4. **Complaints Procedure.** Disputes between the school and family must follow the complaints procedure found on the website [HERE](#).
- 15.5. 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.
- 15.6. **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 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.
- 15.7. **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

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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.

- 15.8. 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.
- 15.9. Parents have to read and agree to the School's Safe & Considerate Use of ICT Policy, 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 as listed in the Safe & Considerate Use of ICT Policy [HERE](#), which may be amended from time to time and where otherwise reasonably necessary for the school to provide appropriate services.

15.10. **Parents' Code of Conduct**

- 15.10.1. All adults including staff, parents, carers and visitors are expected to model the values and behaviour we expect of our students. All members of the community are entitled to be treated respectfully, feel free and safe from any form of harassment.
- 15.10.2. To promote appropriate and positive conduct in all dealings with the School, either on or off the School campus, it is expected that all parents and carers agree to the following which is not limited to:
- 15.10.2.1. Working in partnership with the School to enhance learning and the environment for its students;
 - 15.10.2.2. Supporting the School's policies and procedures for student wellbeing and positive behaviour;
 - 15.10.2.3. Encouraging respectful and responsible behaviour of the School's students when outside of School;
 - 15.10.2.4. Respect and comply with reasonable requests or directions from School staff;
 - 15.10.2.5. Address concerns or complaints via the appropriate member staff or by following the Complaints Policy.
 - 15.10.2.6. It is not acceptable to lobby support from other parents or the public in pursuit of a private or individual concern;
 - 15.10.2.7. Refrain from the use of threatening language or behaviour of any kind;
 - 15.10.2.8. To not issue, via email, phone, social media or other platforms, abusive, aggressive, defamatory, critical, inflammatory, malicious or

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threatening messages or statements in relation to the School or any staff member.

- 15.10.3. All Parents and carers shall abide by the Parents' Code of Conduct. In the event of any breach, the School reserves the right to exclude the offending parent or carer from the School premises, and from communication via email or social media. Additionally, the School reserves the right to remove the offending parents' children from the School temporarily or permanently.

15.11. **Personal Data Protection**

- 15.11.1. The Parents and the Applicant hereby consent to St. Joseph's Institution International collecting, using and disclosing personal data relating to the Parents and the student, before, during or after the student's enrolment with the School, including personal data provided in or along with the Online Application Form and such other personal data collected from time to time.

- 15.11.2. The consent of the Parents and students given herein is strictly on the condition that the foregoing personal data are required to be collected and used solely for purposes of St. Joseph's Institution International's operations and activities that directly advance the educational and developmental potential of the student insofar as these are clearly within the curriculum for which the student is enrolled, whether relating to academic, co-curricular, cultural or sporting activities held in Singapore in conjunction with or organised by St. Joseph's Institution International Elementary School, St. Joseph's Institution International, its affiliates, or other schools whether located in or outside of Singapore. For the avoidance of doubt, this will include the disclosure and transferring of personal data from St. Joseph's Institution International Elementary School to St. Joseph's Institution International once the student has graduated or is graduating from St. Joseph's Institution International Elementary School to St. Joseph's Institution International. For more details, please refer to St. Joseph's Institution International Data Protection Policy listed on the school website; <https://www.sji-international.com.sg/>

- 15.11.3. The Parents further confirm that by submitting the Admissions Application, the Parents are giving consent for themselves as well as on behalf of the Applicant with respect to the collection, use and disclosure of personal data relating to them.

- 15.12. 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.

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

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16. Commitment to Safeguarding

- 16.1. SJI International is committed to safeguarding and promoting the welfare of students in its care. As an employer, the school expects all staff and volunteers to share this commitment. By submission of an application for admission to the School and subsequent enrolment, Parents give consent to the School to contact the Applicants/Students previous and/or current school to complete a safeguarding enquiry and obtain any information regarding safeguarding and/or child protection matters.

17. School Liability.

- 17.1. The School shall not be held liable or responsible for any personal or other injury or loss that a student, any parent/guardian or any other person may sustain at any time:
- 17.1.1. outside the School grounds or premises including without limitation on the road, pavement or car parks outside the School, notwithstanding that School staff may be present or providing traffic control guidance at such location.
 - 17.1.2. on a school bus or on a school trip save as specified in the School's trip conditions. In addition, all parents/guardians and students shall abide by all policies and guidelines of the School including pick up and drop off policies and access policies issued by the School from time to time.
 - 17.1.3. within the School campus or premises unless such injury or loss is sustained during a School supervised activity or is directly and fully attributable to the fault or negligence of the School, the School staff or employees. In particular, the parents/guardians acknowledge that some School activities including without limitation sporting and playtime activities are important to the students' educational and developmental needs, but by their nature, such activities may involve the risk of physical injury even though the School has taken reasonable steps to minimise the risk of injury.
 - 17.1.4. anywhere, whether within or outside the School campus or premises, in connection with any unsupervised activity or any activity partly or wholly supervised or provided by any third party other than the School.

18. Force Majeure

- 18.1. **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.

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- 18.2. **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) 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.

19. Versions

- 19.1. These Terms and Conditions will be posted on the school website under the [Policies & Procedures](#) section 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.

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