

# PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

This Contract is made between:

- (1) Registered Name of the PEI International Community School (Singapore)  
27A Jubilee Road, Singapore 128575  
Registration Number 199303918N
- (2) Full Name of Student (“Student”) \_\_\_\_\_  
NRIC / FIN / Student Pass Number (if available) \_\_\_\_\_  
Passport Number (for international student) \_\_\_\_\_  
*The contract will not be accepted unless a FIN, NRIC, Student Pass, or Passport number is provided*
- (3) Full Name of Parent/Legal Guardian \_\_\_\_\_  
NRIC/Passport Number \_\_\_\_\_

References to “Student” in this agreement shall be deemed to include references to the Student’s Parent or Guardian, as the case may be.

## 1. COURSE INFORMATION AND FEES

**School Year: 2020 – 2021      Grade Level: \_\_\_\_\_**

- 1.1 The PEI will deliver the Course as set out in Schedule A-1 to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2 The PEI confirms that the Course has been permitted by the Committee for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A-1, unless otherwise permitted by CPE.
- 1.3 The Course Fees payable are set out in Schedule B-1 and the optional Miscellaneous Fees in Schedule C-1.
- 1.4 The PEI considers payment made 30 days after the scheduled due date(s) in Schedule B-1 as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C-1 (if applicable) and any impact on Course/module completion (if applicable).

## 2. REFUND POLICY

### 2.1 Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A-1 within any stipulated timeline set by CPE.

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

**2.2 Refund for Withdrawal Due to Other Reasons:**

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D-1.

**2.3 Refund During Cooling-Off Period:**

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D-1) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

**3. ADDITIONAL INFORMATION**

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

**3.2** If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.

**3.3** If the Student and the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.ssg.gov.sg](http://www.ssg.gov.sg)).

**3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.

**3.5** If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.

**3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.

**3.7** If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.

**SCHEDULE A-1**  
**COURSE DETAILS**

1) Course Title	American Curriculum (High School) - Electives Only
2) Course Duration (in months)	5 months
3) Full-time or Part-time Course	Part-time
4) Course Commencement Date	On or around August 10th 1st semester, on or around January 10th 2nd semester
5) Course Completion Date	On or around December 20th 1st semester, on or around May 31st 2nd semester
6) Date of Commencement of Studies if later than Course Commencement Date	Date of entry of student to the school
7) Qualification <i>(name of award to be conferred on the Student upon successful Course completion)</i>	Students completing 1 semester of the elective course will receive a transcript of the credit
8) Organisation which develops the Course	International Community School (Singapore)
9) Organisation which awards/ confers the qualification	International Community School (Singapore)
10) Course entry requirement(s)	Initial Admission and Entry to the PEI is defined in the PEI Policy Manual "P&O 5.1.1.1003 Course Entry Requirements".
11) Course schedule with modules and/or subjects	Course schedules are provided in the High School Course Catalog published on the school website.
12) Scheduled holidays (public and school) and/or semester/term break for course	The PEI full school year runs from August to May. Scheduled holidays are published on the school website. Dates may change due to school needs or public holiday changes as advised by the Singapore Ministry of Manpower.
13) Examination and/or other assessment period	There is a continual assessment of each student's achievements. Student grades are determined by each teacher based on: test scores, class participation, assigned work (homework) and other factors. Students will be advised by their teachers in advance of what the assessment tasks and timetables for submitting tasks are during the school year. Parents and students are provided with on-going access to student grade and attendance information during the period of enrolment.
14) Expected examination results release date	Final grades are issued within 8 weeks from the end of the academic term.
15) Expected award conferment date	Students completing an elective course can request a transcript of the credit 14 days after the final grades are released for the academic term.

**SCHEDULE B-1**  
**ICS COURSE FEES**

**STUDENT FEES:**

**New Student - Application Fee All Part-time Students**

		Payment received by 31 December 2022	Payment received in 2023
Fees	Due	Incl. 7% GST	Incl 8% GST
Application Fee	Due at time of application	S\$500	S\$504.67

**SEMESTER COURSE FEES:**

**High School Elective Course (charge per course) S\$1,000**

		Payment received by 31 December 2022	Payment received in 2023
Fees	Due	Incl. 7% GST	Incl 8% GST
High School Elective Course	Before the 1st the student attends class per semester	S\$1000	S\$1009.34

**PRORATING OF FEES**

The application fee and tuition fee is not prorated regardless of the enrollment or withdrawal date. The semester tuition fee for late enrollment are payable according to the following schedule:

Enrollment Within School Year	From 1 <sup>st</sup> Day of 1 <sup>st</sup> Semester	From 1 <sup>st</sup> Day of 2 <sup>nd</sup> Semester
Semester Tuition Fees	100%	100%

**PAYMENT INFORMATION**

Semester tuition fees are invoiced on 1st Aug or the date of acceptance for students starting after the first day of classes. Invoices are due for payment within 30 days from the date of invoice or the 1st day of attendance whichever occurs first. Past due accounts are subject to a 10% late charge on the remaining balance. All ICS tuition & fees are stated in Singapore Dollars. ICS accepts payment for school fees in the form of local checks, cash, bank-to-bank, and wire transfers. Checks should be crossed and made payable to “**International Community School (S) Ltd.**” ICS does not accept post-dated checks. For bank-to-bank or wire transfers please ensure the student’s name & ID number are referenced to enable us to credit the account correctly. Please email a bank confirmation advice to [finance@ics.edu.sg](mailto:finance@ics.edu.sg). All bank charges are to be borne by the remitter.

Students with outstanding payments may have their school attendance privileges revoked by the school until such time as their accounts are current. If any payment remains upon withdrawal or dismissal from school, no transcripts, transfer letters, or other records for the current or any previous semesters will be released until full payment is received.

**INSTALLMENT SCHEDULE**

There are no installment fees for semester tuition. Invoices are due for payment within 30 days from the date of invoice or the 1st day of attendance whichever occurs first. Part-time enrollment is not eligible for our GIRO payment plan.

**SCHEDULE C-1**  
**ICS MISCELLANEOUS FEES**

**Miscellaneous Fees\***

\*These figures are estimates only and students will be advised of the actual amount prior to payment. All fees are quoted in Singapore Dollars(S\$) and are inclusive of prevailing GST.

Fee	Amount (S\$)
<b>ELL (English Language Learner) Assessment</b> An English language assessment shall be required for those students who are not native English speakers or have not completed a significant part of their educational learning in English language setting. The S\$250 language assessment fee is not refundable under any circumstances.	\$250.00
<b>Online Course</b>	\$0-\$1800 Payable to Course Provider
<b>Online Course Materials</b>	\$0-\$1000 Payable to Course Provider
<b>Admission Fees to School Events</b>	\$5-\$25
<b>Library Fees &amp; Fines</b>	\$1-\$5 When Notified & Billed
<b>Lost or Damaged Book</b>	\$15-\$500 When Notified & Billed by School
<b>Property Damage Fees</b>	Actual Cost of Damage
<b>Transcripts or Student Records</b>	\$30 per copy plus shipping cost Prior to Issuance of Report
<b>Extra-Curricular or After-School Activities</b>	\$0.00-\$1200 Prior to Commencement of Activity
<b>Examinations (AP, PSAT, Other) per test</b>	\$0-\$500 Upon Registration for Exam
<b>Laptop &amp; Chromebook Fees:</b> Loss/Damage/Replacement Student purchase of own device (High School only)	\$150-\$2000 When Notified & Billed by School \$1000 to \$2000
<b>Class Field Trips or Athletic Events</b>	\$10-\$1500 Prior to Commencement of Activity
<b>Lost Padlock Fee</b>	\$20
<b>Lost/Damaged ID Card Fee</b>	\$20
<b>Yearbook</b>	\$35-\$75
<b>Photocopies/Printing/Faxing</b>	\$0.10-\$1 per page
<b>Lost &amp; Found Fees</b>	\$1-\$5
<b>Uniforms</b>	\$1-\$300 Upon Purchase of Uniform
<b>Any Bank Fees or Charges relating to payments</b>	\$20-\$500 Varies by Bank
<b>Late Payment Fees</b>	10% of the Outstanding Balance
<b>Charges</b> incurred for use of Credit Card, PayPal, or online charges	3%-6% of the fee amount payable

**SCHEDULE D-1**  
**ICS REFUND TABLE**

**WITHDRAWAL POLICY**

Written notice is required by letter or email. Processing time for withdrawal/transfer requests is seven (7) days.

**REFUND OF FEES**

The application fee is only valid for the school year of application; it cannot be transferred to a subsequent school year. Application fees paid for a student cannot under any circumstance be transferred or applied to another student's account. Students who are not accepted for reasons not related to waitlists will not be refunded the application fee.

Refunds of fees are made according to the schedule below. Processing time for refund requests is 7 days.

**Currently Attending and Withdrawing for Second Semester**

Fee Type	Before Dec 1	After Dec 1
Yearly Application Fee	No Refund	No Refund
Semester Tuition Fees	No Refund	No Refund

**New enrollment for current year**

Fee Type	Withdrawal Notice before Acceptance Letter Received	Withdrawal Notice after Acceptance Letter
Yearly Application Fee	No Refund	No Refund

**New enrollment for current year**

Fee Type	From 1 <sup>st</sup> Day of 1 <sup>st</sup> Semester	From 1 <sup>st</sup> Day of 2 <sup>nd</sup> Semester
Semester Tuition Fees	No Refund	No Refund

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

**SIGNED by the Student's parent or legal guardian**

Signature: \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNED by and on behalf of ICS**

Signature: \_\_\_\_\_

Name of Authorised Signatory of ICS: \_\_\_\_\_

Date: \_\_\_\_\_



SAMPLE DOCUMENT

**FORM 12 PRIVATE EDUCATION ACT (No. 21 of 2009)**  
**PRIVATE EDUCATION REGULATIONS**  
**ADVISORY NOTE TO STUDENTS**

This note is for a prospective student. You are strongly encouraged to thoroughly research on the private education institutions (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the “Contract”), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI’s offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI’s policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI’s policies on academic and disciplinary matters.
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

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This portion below is to be completed by the signatory of the Student Contract, the student’s parent or guardian.

I, \_\_\_\_\_, NRIC/Passport number \_\_\_\_\_,  
(name of parent/guardian) (parent / guardian NRIC/passport no.)

have read and understood this advisory note before signing the Student Contract for child/my ward

\_\_\_\_\_, NRIC/Passport number \_\_\_\_\_,  
(name of student / ward) (Student NRIC/passport no.)

with International Community School (Singapore) .

\_\_\_\_\_  
(signature of parent/guardian)

Date: \_\_\_\_\_

PE Regulations 25(5)(a)  
Private Education Act (No 21 of 2009)  
ADMINISTRATION OF COURSES  
Acknowledgement of Course Commencement

On behalf of my child / dependent, I hereby acknowledge that if the confirmed date of enrollment commencement is after the course commencement date (i.e. August of each academic year), that the course applied will have commenced prior to my child / dependent enrolment at International Community School (Singapore).

\_\_\_\_\_  
(Signature of parent / guardian)

Date: \_\_\_\_\_

SPECIMEN