



ST. JOSEPH'S  
INSTITUTION  
INTERNATIONAL  
ELEMENTARY SCHOOL

## STUDENT CONTRACT

**Between**

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

**And**

**SAMPLE**

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**Academic Year: January 2023-December 2023**

**A School of the De La Salle Brothers**

490 Thomson Road, Singapore 298191 | +65 6353 9383 | [www.sji-international.com.sg](http://www.sji-international.com.sg)  
St. Joseph's Institution International Elementary School Ltd.: CPE, Co. Reg & GST No. 201009321K  
(Period of Registration: 19 October 2022 to 18 August 2026)  
Edutrust Singapore Cert No: EDU-2-2132 (Validity: 19/09/2020 to 17/09/2024)

**ST. JOSEPH’S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL**

**STUDENT CONTRACT**

This Contract binds both St. Joseph’s Institution International Elementary School Ltd (the Private Education Institution (PEI)) and the Student once signed by both parties. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

This Contract is made between:

(1)	Registered Name of PEI	:	St. Joseph’s Institution International Elementary School Ltd
	Registration Number	:	201009321K
(2)	Full Name of Student	:	
	(as per the <b>passport for international students</b> or NRIC for Singapore Citizen (SC) and Permanent Resident (PR))		
	Type of Identification Document	:	
	<b>(Passport Number for international students</b> and NRIC for SC/PR)		
	Identification Number	:	
(3)	Full Name of Parent/Legal Guardian	:	
	Type of Identification Document	:	
	<b>(Passport Number for international parent</b> and NRIC for SC/PR)		
	Identification Number	:	
	Full Name of Parent/Legal Guardian	:	
	Type of Identification Document	:	
	<b>(Passport Number for international parent</b> and NRIC for SC/PR)		
	Identification Number	:	

#### 4. COURSE INFORMATION AND FEES

- 4.1 St. Joseph's Institution International Elementary School Ltd will deliver the Course to the Student, as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 4.2 St. Joseph's Institution International Elementary School Ltd confirms that the Course has been permitted by the Council for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 4.3 The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 4.4 St. Joseph's Institution International Elementary School Ltd considers payment made one (1) day(s)/month\* after the scheduled due date(s) in Schedule B as late. St. Joseph's Institution International Elementary School Ltd will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).
- 4.5 The Terms and Conditions governing enrolment and admission to St. Joseph's Institution International Elementary School are set out in the attached Terms and Conditions document which Parents / Guardians shall need to abide by.

#### 5. REFUND POLICY

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

St. Joseph's Institution International Elementary School Ltd will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date
- (ii) It terminates the Course before the Course Commencement Date
- (iii) It does not complete the Course by the Course Completion Date
- (iv) It terminates the Course before the Course Completion Date
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

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

##### 5.2 Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 5.1, St. Joseph's Institution International Elementary School Ltd will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D less any applicable bank and administration charges properly paid/payable.

### 5.3 Refund During Cooling-Off Period:

St. Joseph's Institution International Elementary School Ltd will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D) of the Course Fees already paid if the Student submits a written notice of withdrawal to St. Joseph's Institution International Elementary School Ltd within the cooling-off period.

## 6. **ADDITIONAL INFORMATION**

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

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

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

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

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

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

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

### 6.8 **Photographs, Video and Images of children:**

Photographs, videos and images of your child may be taken by the school from time to time. You agree that these may be used by St. Joseph's Institution International Elementary School Ltd in various displays, presentations, publications or other related materials from time to time, in any format (print, electronic, web or other media), and so long as such use is for the purpose of documentation, archival or promotion of the school or of its events or activities. No other use shall be made of these by the school without the parent's prior written consent.

### 6.9 **Personal Data Protection**

(i) The Parents and the student hereby consent to St. Joseph's Institution International Elementary School 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 such personal data set out in this

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Contract and personal data provided in or along with the Online Application Form and such other personal data collected from time to time.

- (ii) The consent of the Parents and student 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 Elementary School'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 Elementary School Data Protection Policy listed on the school website; <https://www.sji-international.com.sg/>
- (iii) The Parents further confirm that by signing this Contract, the Parents are giving consent for themselves as well as on behalf of the student with respect to the collection, use and disclosure of personal data relating to them.

**SCHEDULE A**  
**COURSE DETAILS**

(1)	Course Title	:	<b>St. Joseph's Institution International Elementary School Grade 4 Curriculum</b>
(2)	Course Duration (in months)	:	Twelve Months
(3)	Full-time or Part-time Course	:	Full-time course
(4)	Course Commencement Date	:	<b>Grade 4 - Tuesday, 10 January 2023</b>
(5)	Course Completion Date	:	Friday, 08 December 2023
(6)	Date of Commencement of Studies if later than Course Commencement Date  <i>Note: "N.A." if both dates are the same</i>	:	N.A.
(7)	Qualification  <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	:	N.A.
(8)	Organisation which develops the Course	:	<b>St. Joseph's Institution International Elementary School Grade 4 Curriculum</b> Mathematics – Modules as set by the MOE guidelines St. Joseph's Institution International Elementary School - Language Arts, Chinese, Digital Technologies, Religious and Moral Education, and Health and Wellbeing
(9)	Organisation which awards/confers the qualification	:	N.A.
(10)	Course entry requirement(s)	:	<b>Grade 4</b> Successful completion of an Admissions Assessment and Interview for new students
(11)	Course schedule with modules and/or subjects  (Please refer to individual timetable for schedule of each subject)	:	<b>Grade 4</b> <u>International Primary Curriculum, Fieldwork Education, Milepost 3 Curriculum</u> with the following subjects: Science, History, Geography, Art and Design Technology, Music, Physical Education, International, Society <u>Mathematics</u> Modules as set by the MOE guidelines <u>St. Joseph's Institution International Elementary School</u> Language Arts, Chinese, Digital Technologies, Religious and Moral Education, and Health and Wellbeing
(12)	Scheduled holidays (public and school) and/or	:	<b><u>Term 1</u></b>

	<p>semester/term break for course</p>	<p><b>Grade 1 to Grade 6 commence:</b>                  Tuesday, 10 January  <b>Prep 1 &amp; Prep 2 commence:</b>                  Wednesday, 11 January  <b>Chinese New Year:</b> Monday, 23 January to Tuesday, 24 January  <b>February Holiday:</b> Monday, 20 February to Sunday, 26 February  <b>Easter Holiday:</b> Saturday, 01 April to Sunday, 16 April  <b>Good Friday:</b> Friday, 07 April  <b>Hari Raya Puasa:</b> Saturday, 22 April  <b>Labour Day:</b> Monday, 01 May  <b>Founders Day:</b> Tuesday, 16 May (<u>half day</u>)  <b>Vesak Day Holiday:</b> Saturday, 03 June  <b>Hari Raya Haji:</b> Thursday, 29 June  <b>Term ends:</b> Friday, 09 June (<u>half day</u>)  <b>Mid-year school holiday for Elementary School:</b>                  Saturday, 10 June to Monday, 24 July</p> <p><b>Term 2</b>  <b>Term 2 begins for all Elementary School students:</b>                  Tuesday, 25 July (Prep 1 to Grade 6)  <b>National Day:</b> Wednesday, 09 August  <b>Teachers Day:</b> Friday, 01 September (<u>half day</u>)  <b>September Holiday:</b> Saturday, 03 September to Sunday, 11 September  <b>October Holiday:</b> Saturday, 14 October to Sunday, 22 October  <b>Deepavali:</b> Sunday, 12 November (Monday 13 November - Holiday in lieu)  <b>Term 2 ends for all Elementary School students:</b> Friday, 08 December (<u>half day</u>)</p> <p><i>Dates published are subject to change, please check our <a href="#">school website</a> for regular updates</i></p>
(13)	<p>Examination and/or other assessment period</p>	<p>Grades 2 to 6 undergo IQ tests and computerised tests in Maths and English each academic year</p>
(14)	<p>Expected examination results release date</p>	<p>N.A.</p>
(15)	<p>Expected award confinement date</p>	<p>N.A.</p>

**SCHEDULE B**  
**COURSE FEES**

Fees Breakdown	Amount (S\$)	
	Grade 4	
	S\$	GST
Tuition Fees	14,560.75	1,019.25
Development Fees	1,349.07	94.43
Insurance and Educational Materials	310.75	21.75
<b>(A) Total Course Fees Payable (inclusive 7% GST):</b>	<b>17,356.00</b>	
<b>(B) Instalment Schedule:</b>	<b>Amount (S\$)</b>	<b>Due Date</b>
1st instalment (inclusive 7% GST)	17,356.00	17 October 2022

Fees Breakdown	Amount (S\$)	
	Grade 4	
	S\$	GST
Tuition Fees	14,560.65	1,164.85
Development Fees	1,349.07	107.93
Insurance and Educational Materials	310.65	24.85
<b>(A) Total Course Fees Payable (inclusive 8% GST):</b>	<b>17,518.00</b>	
<b>(B) Instalment Schedule:</b>	<b>Amount (S\$)</b>	<b>Due Date</b>
2nd instalment (inclusive 8% GST)	17,518.00	24 April 2023

1. Each instalment amount shall not exceed the following:



- 12 months' worth of fees for EduTrust certified PEIs\*; or
  - ~~6 months' worth of fees for non-EduTrust certified PEIs with Industry Wide Coverage (IWC)\*; or~~
  - ~~2 months' worth of fees for non-EduTrust certified PEIs without IWC\*.~~

\* Delete as appropriate by striking through.

2. Each instalment after the first shall be collected within one week before the next payment scheduled
3. Enrolment Fee is payable only if a place is offered and will be invoiced separately to Course Fee

**SCHEDULE C**  
**MISCELLANEOUS FEES**

Miscellaneous Fees are those that may be incurred during the enrolment period, and payable in addition to the school fees,

which include, but are not limited to the following:

Purpose of Fee	Amount (S\$) inclusive of GST
Non-refundable Application Fee (per application; payable upon submission of application form)	\$1,605
Non-refundable Enrolment Fee (payable upon acceptance of a place)	\$3,745
Field Trips/Day Camps/Expeditions/CCAs	Costs for outdoor education trips, overseas sports and optional trips as well as paid activities and events on offer by the school will be notified by the relevant departments at the appropriate time in the school year.
Technology	Students from Grade 1 to Grade 6 are provided a Chromebook for use in school to support their learning. Replacement of lost or damaged Chromebooks are to be funded by the student/family.
Canteen Service	Students can choose to access the food services provided by the canteen operator with payment being made directly to the canteen service provider.
Books and other school resources	School fees include textbooks and exercise books. Replacement of lost or damaged textbooks, exercise books, library books and other school resources are to be funded by the student/family.
School Uniforms	Uniforms are sold by the uniform provider and payment is made directly to the uniform provider.
External School Admission Assessments	Billed at \$60 per hour.
Copies of School Reports	\$20 per report (soft or hardcopy)
Replacement of lost/damaged Student ID Card/Lanyard	\$50 per set
Convenience Fee for Visa/Master Credit Card Payment	2.2% of invoice amount charged

Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.

NB: Late payment of fees will be subject to an interest charge of \$200.00

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SCHEDULE D  
**REFUND TABLE**

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

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

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

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

### Withdrawal Notice

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

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

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

### DEADLINES

28 February if leaving in June and not returning back for Term 2 in July/August

31 August if leaving at the end of the academic year in December and not returning for the new academic year.

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

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

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

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



Name : **Maria Ciola**  
Director of Advancement Communications & Admissions

Date : **Monday, 12 September 2022**

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



**SIGNED by Parent or Legal Guardian:**

Parent or Legal Guardian :

Name :

Date :

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**SAMPLE**