

# 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)  
Registration Number 27A Jubilee Road, Singapore 128575  
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: 2024 – 2025      Grade Level: \_\_\_\_\_**

- 1.1 The PEI will deliver the Course as set out in Schedule A 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) amendments have been made to the Course as set out in Schedule A unless otherwise permitted by CPE.
- 1.3 The Course Fees (a.k.a. “Tuition Fees”) payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.4 The PEI considers payment made after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Tuition Fees, including any late payment fee charged in Schedule C (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 organization 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 Tuition 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.

**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) 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 (<https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html>).

**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 required to give the information by law.

**3.5** If there is any other agreement between the PEI and the Student that conflicts with 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.

**SCHEDULES OF INFORMATION ATTACHED**

**4** The following schedules which are attached shall form part of this Contract:

- 4.1** Schedule A - Course Details
- Schedule B - Tuition Fees
- Schedule C - Miscellaneous Fees
- Schedule D - Refund Table
- Schedule E - Confidentiality and Security of Information
- Schedule F - Handbook Acknowledgement

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

1) Course Title	American Curriculum (Elementary Kindergarten)
2) Course Duration (in months)	10 months
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	On or around August 10 <sup>th</sup>
5) Course Completion Date	On or around June 2 <sup>nd</sup>
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 graduating from 12th Grade will receive an ICS Diploma. All other full-time students will receive a final report outlining the student's performance during the tuition period.
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". Completion of the previous grade level (or equivalent) and sufficient English language skills to undertake the course as determined by the PEI will influence advancement from one grade level to the next.
11) Course schedule with modules and/or subjects	Course schedules are provided in the Elementary School Academic Catalog, the Middle School Academic Catalog, and the High School Academic Catalog published on the school website.
12) Scheduled holidays (public and school) and/or semester/term break for course	The PEI school year runs from August to May/June. 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 14 days of the end of the school year.
15) Expected award conferment date	Does not apply

**SCHEDULE B**  
**ACADEMIC YEAR 2024-25**

**FIXED FEE SCHEDULE**

All amounts are quoted in Singapore dollars and include the prevailing rate of 9% GST. Amounts may be adjusted in the event of any change in GST by governing authorities.

**RETURNING STUDENTS**

	<b>RE-ENROLLMENT (non-refundable)</b>	<b>FACILITY (non-refundable)</b>	<b>TUITION* Fees</b>	<b>TOTAL</b>	<b>ADMINISTRATIVE FEE (non-refundable)</b>
	Deadline March 15	Due July 15			Administrative Fee for Late Payments Received after Due Date
Early Childhood (K4/K5)	S\$2,030**	\$0	S\$28,146	<b>S\$30,176</b>	\$350
Elementary School (Grades 1-5)			S\$31,940	<b>S\$33,970</b>	
Middle School (Grades 6-8)			S\$36,392	<b>S\$38,422</b>	
High School (Grades 9-12)			S\$40,730	<b>S\$42,760</b>	

**NEW APPLICATION AND / OR NEW STUDENT**

	<b>APPLICATION (refundable***)</b>	<b>FACILITY (non-refundable)</b>	<b>TUITION* Fees</b>	<b>TOTAL</b>	<b>ADMINISTRATIVE FEE (non-refundable)</b>
	Due at time of Application	Due on Invoice Due Date, which is the earlier of 30 days or first day of attendance			Administrative Fee for Late Payments Received after Due Date
Early Childhood (K4/K5)	S\$3,500	\$1,500	S\$28,146	<b>S\$33,096</b>	\$350
Elementary School (Grades 1-5)			S\$31,940	<b>S\$36,890</b>	
Middle School (Grades 6-8)			S\$36,392	<b>S\$41,342</b>	
High School (Grades 9-12)			S\$40,730	<b>S\$45,680</b>	

\*Tuition Fees for new students enrolling after school starts are prorated according to the Prorating of Fees schedule below.

\*\*A \$500 discount is available on the Reenrollment fee for the 3rd and subsequent children.

\*\*\* A portion of the Application Fee may be refundable. See details under Explanation of Fees.

**LEARNING SUPPORT AND ENGLISH LANGUAGE LEARNER SUPPORT**

<b>Level of Support</b>	<b>Learning Support</b>	<b>English Language Learner</b>
Level 1	S\$1,540 per year	S\$2,880 per year
Level 2	S\$2,880 per year	S\$5,760 per year
Level 3	S\$5,760 per year	S\$7,920 per year

**PRORATING OF ANNUAL FEES**

The application, reenrollment, and facility fees are not prorated, regardless of the enrollment or withdrawal date. Fees eligible for proration based on late enrollment are according to the following schedule:

Enrollment Within School Year	From 1 <sup>st</sup> Day of 1 <sup>st</sup> Semester through October 15 <sup>th</sup>	From October 16 <sup>th</sup> through the end of 1 <sup>st</sup> Semester	From 1 <sup>st</sup> Day of 2 <sup>nd</sup> Semester through March 30 <sup>th</sup>	From March 31 <sup>st</sup> through the end of 2 <sup>nd</sup> Semester
Tuition Fee	100%	75%	50%	25%
Learning Support Fee	100%	75%	50%	25%
English Language Learner Fee	100%	75%	50%	25%

**EXPLANATION OF FEES**

**NEW APPLICANTS: APPLICATION FEES**

A fee of \$3,500 is required for consideration of each application and is not a guarantee of admission or enrollment. 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 circumstances be transferred or applied to another student’s account.

**RETURNING STUDENTS: RE-ENROLLMENT FEES**

The **reenrollment fee** is paid annually by all students as a means of securing their place in class for the following school year and is nonrefundable and not transferable to another student. **Each February, current students will be automatically sent a re-enrollment contract and invoice for the following school year**, except in certain cases. Reenrollment fees not received by March 15, will result in the student being automatically withdrawn for the following school year. After March 15, withdrawn students must reapply (and pay the application fee) to secure a space for the following year.

**FACILITY FEE**

The facility fee is dedicated to the ongoing renewal of campus facilities. This fee of \$1,500 is applicable to all new student applications. It is due in full, along with the first Tuition Fee payment (by July 15) or before the first day of school, whichever occurs first. It is non-refundable and not prorated under any circumstances.

**STUDENT LEAVE OF ABSENCE**

ICS may agree to offer prioritized re-admission for a student who wishes to take a leave of absence for a flat fee of \$2,500. Under this program, space will be reserved for the student for up to 12 months, and a new application will not need to be submitted. The student must still meet the school’s educational qualifications to be admitted to school upon their return. It is the student's responsibility to ensure they maintain the appropriate educational progress during a Leave of Absence to return to the school. Re-enrollment fees may still apply if the Leave of Absence extends into the following school year. This amount is not prorated, and program application deadlines still apply.

**SIBLING DISCOUNT**

A 10% sibling discount will be applied to the Tuition Fee for the 3rd and subsequent children, in descending order based on grade level, who are enrolled concurrently. A \$500 discount is available on the Re-enrollment fee for the 3rd and subsequent children. Discount does not apply to company-paid Tuition Fee or in combination with any other discounts. The sibling discount is only applicable to siblings who complete a full academic year.

**ADMINISTRATIVE FEES**

ICS strives to reduce expenses in order to provide our customers with the best possible value. Administrative Fees represent a genuine estimate of the cost that ICS is likely to incur in the event of late payment. Charging

this fee ensures this added cost is not passed on to other parents through tuition increases.

An Administrative Fee of \$350 will be imposed on Tuition and/or Additional Fees that are received after the due date stated on any invoice. For returning students this is July 15. For new students this is within 30 days of invoicing or the first day of class, whichever comes first. For those approved for the Installment Program by Semester, the due date for the Semester 2 installment is November 30.

An additional Administrative Fee of 5% will be added to payments overdue by more than 30 days.

## PAYMENT INFORMATION

### FEE DUE DATES

**For new students**, all fees are due within 30 days of invoicing or the first day of class, whichever comes first.

**For returning students**, all fees are due by July 15.

### Installment Program Request Process

To be considered under the Installment Program, the applicant must make a request via email to [finance@ics.edu.sg](mailto:finance@ics.edu.sg). The Installment Program is a financial service that ICS provides to assist parents and students in regulating their personal cash flow and making on-time payments. Under this program all fees are considered due before the student attends class, even if payments are postponed on an installment basis. Applications will be considered on a case by case basis each year and are not automatic. The Installment Program may not be granted for applicants who have had insufficient funds, cancelled payment transfers, or late payments in the past.

### Installment Program Details

Only the Tuition Fee is eligible for the Installment Program. Fees for Learning Support, English Language Learners Support, Facility Fee, Administrative Fee, and all others are due in full according to the timeline listed under Fee Due Dates above.

Tuition payments may be made in two installments by Semester or via automatic bank deductions via GIRO.

Two installments by Semester:

- 50% due by July 15th or the date of acceptance for students starting after the first day of classes
- 50% by November 30th
- If the 2nd-semester payment is not received by December 1st, ICS will not guarantee placement for the student.

ICS offers families a monthly installment plan through automatic bank deductions via GIRO (not applicable to corporate payers).

- The GIRO Payment Plan incurs a \$200 Setup Fee for all applications received after May 31.
- The Setup Fee is waived for first applications (signed and error free) received by May 31 to [finance@ics.edu.sg](mailto:finance@ics.edu.sg).
- Applications should be submitted before the May 31 deadline to allow time for resubmission in the case of errors.
- The most common reason for bank rejection is when the applicant's signature on the GIRO application does not match the applicant's signature held at their bank.
- A **returning student's** GIRO application that is not received and accepted by their bank by July 15 will incur an Administrative Fee for late payment.
- The first installment will begin August 1 and continue for 10 months through May 1.
- Upon receipt of a student withdrawal notice from classes, the full balance of tuition and fees due may be withdrawn via GIRO immediately.
- Contact the business office, [finance@ics.edu.sg](mailto:finance@ics.edu.sg), for the GIRO application forms.

**Payment Methods**

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. Seniors who have not paid all tuition and fees in full by May 1st will not be allowed to graduate with their class.

## SCHEDULE C

### 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>Administrative Fee for late payments</b>	\$350 or 5% of the outstanding balance as defined in Schedule B
<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 an English language setting. The language assessment fee is not refundable.	S\$280.00
<b>Online Course</b>	S\$0-S\$2500 Payable to the course provider
<b>Online Course Materials</b>	S\$0-S\$1000 Payable to the course provider
<b>Admission Fees to School Events</b>	S\$5-S\$40
<b>Library Fees &amp; Fines</b>	S\$1-S\$5 When notified & billed
<b>Lost or Damaged Book</b>	S\$15-S\$500 When notified & billed by the school
<b>Property or School Equipment Damage Fees</b>	Actual cost of damage
<b>Printed Transcripts or any Student Records</b>	S\$25 per copy plus shipping cost Prior to the issuance of the report
<b>Extra-Curricular or After-School Activities</b>	S\$0-S\$1200 Prior to the commencement of the activity
<b>Examinations (AP, PSAT, Other) per test</b>	S\$0-S\$600 Upon registration for the exam
<b>School owned Laptop &amp; Chromebook Fees:</b> Loss/Damage/Replacement Student to purchase of own device (High School only)	S\$150-S\$2000 When notified & billed by the school S\$1000 to S\$2000
<b>Class Field Trips or Overseas Trips</b>	S\$10-S\$1500 Prior to the Commencement of the activity
<b>Lost Combination Lock Fee</b>	S\$20
<b>Lost/Damaged ID Card Fee</b>	S\$20
<b>Yearbook</b>	S\$60-S\$80
<b>Photocopies/Printing/Faxing</b>	S\$0.10-S\$1 per page
<b>Uniforms</b>	S\$1-S\$300 Upon purchase of uniform
<b>Any Bank Fees or Charges relating to payments</b>	S\$20-S\$500 Varies by bank
<b>Charges</b> incurred for use of Credit Card, PayPal, or online charges	3%-6% of the fee amount payable



**SCHEDULE D**  
**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**

Only the Tuition Fee and Application Fee are eligible for refunds. Fees for Learning Support, English Language Learners Support, Facility Fee, Administrative Fee, and all others are due in full according to the timeline listed under Fee Due Dates above.

Application Fee refunds: A \$1,500 refund will be given for students who 1) are not accepted for reasons not related to waitlists, 2) withdraw before being accepted to the waitlist, or 3) are on the waitlist and are not offered a place within 1 semester. Students who withdraw from the waitlist will not receive a refund.

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

% of fee amount refunded under Schedule B	If written notice of student's withdrawal is received after Acceptance Letter and		Application Fee
	Semester 1 Tuition Fee	Semester 2 Tuition Fee	
100% Refund	By 15 July 2024	By 30 November 2024	n/a
80% Refund	Between 15 July and 1st day of school	Between 1 December 2024 and 1st Day of 2nd Semester January 2025	n/a
0% Refund	After 1st Day of School	After 31 March 2025	<b>Withdrawal Notice after Acceptance Letter Received</b>
\$1500 Refund			<b>Withdrawal Notice before Acceptance Letter Received</b>

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: \_\_\_\_\_



**SCHEDULE E**  
**CONFIDENTIALITY AND SECURITY OF INFORMATION**

ICS will collect, store, disclose, and dispose of the personal information of staff, students, parents, and other members of the school community in a confidential and secure manner.

The personal information that the school collects includes

- Student and parent data: contact details of students and families, students and families' emergency contact details, student's health status, immunization, and developmental records and plans, social/emotional health, custodial arrangements, incident records, medication records, prior student academic records related to admissions.
- Student academic performance: course assessment materials and results (tests, report cards, and transcripts).

ICS shall ensure that all information collected is treated as private and confidential and not disclose information outside of the organization without prior knowledge or consent from the individual or legal representative. For children, their legal representative is their parent or guardian.

ICS shall inform persons, prior to collecting information, of the circumstances where information will be disclosed to other parties, unless otherwise required, permitted, or authorized by law.

Use and disclosure: ICS shall only use or disclose with consent personal and health information for the primary purpose for which it was collected or for a related secondary purpose that the person would reasonably expect the data to be used for. ICS will disclose information as required or authorized by law.

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

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

**SCHEDULE F**  
**Student Handbook Acknowledgement**

I acknowledge keeping up-to-date with the ICS Student Handbook and understand the importance of its contents. I agree to abide by the policies and procedures outlined in the handbook and to support my child in doing the same.

I understand that the school's handbook may be amended during the year without notice and that the latest version of the handbook is available on the ICS parent portal ([www.ics.edu.sg/parent-portal](http://www.ics.edu.sg/parent-portal)). I agree that any changes to the handbook will be applicable to my child upon implementation and that the administration will notify me of any changes in a reasonable timeframe.

By signing this agreement, I affirm my commitment to supporting the school's policies and procedures and to working together with the school to ensure a positive educational experience for my child.

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

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

Specimen

**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 weeks;
- b. The total fees payable, including Tuition 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)

Reviewed on 19/02/2024

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: \_\_\_\_\_

Reviewed on 19/02/2024