



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 Fees, Enrolment Fees, 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 ends in December with 2 terms.
- 1.2. **The Brother President** is the Supervisor of the school (as defined under Section 28 of the Education Act). The Brother President shall advise the Board and Management in the executive interpretation of the School mission and to ensure that the implementation of school policies is consistent with the Catholic and Lasallian ethos.
- 1.3. **The Chief Executive Officer (CEO)** reports to the Chairman and Board of Directors and is expected to maintain academic excellence and lead school operations. The CEO is responsible for the delivery of key strategic initiatives, guiding curriculum advancement and resource optimisation to deliver an inspirational educational experience.
- 1.4. **The Director** is defined as the person who has overall responsibility for admissions and enrolment of students to the relevant School and is a member of the Schools Executive Leadership Team.
- 1.5. **The Principal** is defined as the St. Joseph's Institution International Elementary School Principal and is the person appointed to be responsible for the students and includes those to whom any of the duties of the Principal have been delegated.
- 1.6. **The Parents** are defined as those who have parental responsibility for the Student including any adoptive parent and, or court-appointed legal guardian, who has



accepted responsibility for the Student. All parents shall be jointly and severally liable to the School and comply with the obligation under these Terms and Conditions. Unless otherwise informed in writing with supporting documentary evidence, the parents named in the Student Contract shall be deemed to have equal parental responsibility. For the avoidance of doubt, in the absence of a notice in writing together with such relevant documents as required by the School of a change of family circumstance, the School shall not be responsible for accepting the instructions from one parent without confirmation from the other parent.

Where the Parents of the Student are divorced or separated, the School will follow or seek an order of court to determine which Parent has custody, care and control of the Student and therefore has decision making rights of the Student.

- 1.7. Court-Appointed **Legal Guardian**, where applicable, in relation to the Student, means the person(s) appointed by an Order of Court as the court-appointed Legal Guardian with custody, care and control of the Student. A court-appointed Legal Guardian may also be appointed by a Deed of Guardianship or a Will upon the death of the Student's Parent(s). Legal Guardian(s) accept responsibility for the Student and are responsible, individually or jointly, for complying with their obligations under these Terms and Conditions.
- 1.8. **Changes at the School:** 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.
- 1.9. **Acceptance of Terms and Conditions Governing Enrolment:** Attendance at the School indicates acceptance of current Terms and Conditions and agreement to abide by School Policies. The Fees Schedule and the School Policies as varied from time to time, are part of these Terms and Conditions.



2. Admissions to St. Joseph's Institution International Elementary School

- 2.1. **Admission to the School:** is in accordance with the Admissions Policy, which can be found on our School website. By applying for admission to the School, parents and/or court-appointed legal guardians of the student or prospective student, as the case may be, are deemed to accept that they are bound by the terms of the Admissions Policy and these Terms and Conditions.
- 2.2. **Application Cycle:** Applications for entry in any given academic year will be accepted no more than 2 years before the commencement of that academic year. The School will communicate the opening date for applications for each academic year via its website.
- 2.3. **Application Form:** 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. **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. **Application confidentiality:** An 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, Economic Development Board and any other authorities as directed.
- 2.6. **Application Submission:** When submitting an Application Form, the School assumes that the parent/court-appointed legal guardian signing the form is legally authorised to do so and is doing so with the agreement of the other parent. In the event it is later disclosed that the other parent has not agreed to the application, the application shall be withdrawn and any fees paid are non-refundable. The School will not cancel a student's admissions assessment or enrolment unless the parent/s agree in writing.



- 2.7. **Application information:** 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, 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, physical, emotional, social and mental well-being. 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.
- 2.8. **Enrolment 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 with regard to admission to the School is final.
- 2.9. **Entrance Criteria:** 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 needs and/or academic level.
- 2.10. **Offer and Acceptance:** The applicant is required to formally accept an enrolment offer and make payment of the Enrolment Fee by the date set out in the offer documents and the Term Fees as set out in the Student Contract. Where an offer has not been accepted by the offer deadline, the offer will be regarded as lapsed, and the place will be offered to another applicant.
- 2.11. **Prorated Fees:** Where a student joins partway through the academic year, the fees will comprise the Enrolment Fee, and the prorated Term Fees payable for the term that has commenced. The fees must be paid before the student can commence their enrolment.
- 2.12. **Forfeiture of fees upon cancellation of acceptance:** The Fees, as described in Clauses 2.10 and 2.11 will be immediately forfeited where, for any reason, acceptance of a place is cancelled by the parents or enrolment is cancelled, or an offer is withdrawn, by the School, before the student commences at the School.



The School shall have the sole discretion to consider exceptional cases on written request by the parents.

- 2.13. **Increase in school fees prior to commencement:** Where there is an increase in Term Fees in between the time parents sign a Student Contract and the student starting at the School, the increase will be invoiced separately prior to the student starting at the School.
- 2.14. **Transferring Schools:** When a student is transferring into or out of St. Joseph's Institution International Elementary School, the parents of the student consent to the School communicating with these schools or any other school which the student has attended, currently attends, or to which the student is applying. This communication may include the sharing of confidential information about the student which may be pertinent to the admissions process. It may also include details about fee payments.
- 2.15. **Outstanding financial obligation:** Should a student's current School notify St. Joseph's Institution International Elementary School 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.
- 2.16. **Application Rollover:** Where an applicant is unsuccessful in gaining admission in the academic year applied for, the application will roll over to the next academic year and grade until the end of Term 1 of the year the applicant is eligible for Grade 6 at which time the application will lapse.

3. Residency

- 3.1. **Residential Requirements:** 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.
- 3.2. **Proof of Residency:** Parents who are not Singapore Citizens or Permanent Residents and who do not hold Employment/Dependant's passes or Work Permits must produce a copy of their Long Term Social Visit Pass in addition to any other proof of residency in Singapore as the School may require.



- 3.3. **Grandparent(s) serving in loco parentis in lieu of the parent(s) meeting residency requirements:** 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.
- 3.4. **Temporary absence of parents:** The School acknowledges that under exceptional circumstances, both parents (or court-appointed Legal Guardian) may be temporarily absent from Singapore. For parental absence of between one and five days, the School requires submission of the prescribed form to nominate an adult to whom parental responsibility has been delegated. Parental absence of more than five days and not more than 4 weeks requires prior approval by the relevant School Principal. The School will not accept the delegation of parental responsibility to a domestic helper or to a person under the age of 25. The relevant School Principal has the discretion whether or not to approve the circumstances of parental absence.
- 3.5. **Breach of residency requirements:** If parents are found to be in breach of the Schools Residency Requirements as set out in these Standard Terms and Conditions, the student may be asked to withdraw from the School by the Director without refund of fees or may not be offered a Student Contract for the ensuing academic year.
- 3.6. **Failure to meet residency requirements:** Where it becomes apparent after a place has been offered to an applicant that the residency requirements will not be met, the offer may be withdrawn or acceptance cancelled by the Director without refund of fees.

4. Immigration Status and Nationality

- 4.1. **Valid Pass:** Parents are responsible for ensuring that upon entry to the School and for as long as the student attends the School, the student holds an appropriate pass (or exemption from the Immigration and Checkpoints Authority) that allows them to study full-time in Singapore (a 'valid pass'). A visit pass under regulation 12 of Singapore Immigration Regulations does not constitute a valid pass for these purposes.



4.2. **Copy of valid passes:** The School must hold a copy of the valid pass for the purpose of meeting Government reporting requirements. Parents are responsible for keeping their child's immigration status records up to date, including the submission of copies of current and valid passes and supporting documentation to the Admissions Department. Any student for whom the School does not have a copy of their valid and appropriate immigration pass or status may not attend school until such time as a copy is provided.

4.3. **Exclusion without a valid pass:** A student who is not able to produce a copy of a valid pass will not be permitted to commence or continue to attend the School, or to represent the School in sporting or other activities until such time as a valid pass, or an exemption, is produced. Where this results in the prolonged absence of the student, their enrolment may be cancelled with Term Fees paid to date forfeited.

A student will not be permitted to commence or continue to attend the School, or to represent the School in sporting or other activities, if the parents of the student are unable to reach an agreement regarding the application of a valid pass for the student pursuant to Clause 4.2 and there is no relevant court order in relation to the same.

4.4. **Nationality disclosure:** Parents undertake to make full disclosure as to the nationality/citizenship of all applicants – including dual or multiple nationality. Specifically, any applicant who holds Singapore citizenship, either by birth or registration, must declare this fully at the time of the application.

4.5. **Singapore citizens:**

4.5.1. Singapore Citizens who are 6 years and above require approval from the Singapore Ministry of Education (MOE) to attend the School as such, we generally do not accept applications from Singapore Citizens. Singapore Citizens considering applying to the School should contact the Admissions Team prior to submitting an application. Should an application be submitted without the consent of the Admissions Department, the application shall be withdrawn and any fees paid are non-refundable.

4.5.2. 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.

- 4.5.3. Parents must inform the School where an application for Singapore Citizenship is in process at the time an application is made for their child to join the School or at any time during the admissions process.
- 4.5.4. Failure to disclose that an applicant is a Singaporean Citizen or has an application for Singaporean Citizenship in process at any point during the admissions process or during the period of enrolment, will result in the application being closed or enrolment cancelled, without refund of any fees paid. Additionally, the child shall be prohibited from re-applying to the School for the next two annual admissions cycles from the date of withdrawal.
- 4.5.5. If a child becomes a Singapore Citizen whilst enrolled at the School, parents must inform the School within 3 working days of the notification of the outcome of the Singapore citizenship application. Parents must comply with prevailing Singapore Laws and School policies that this change in citizenship entails. In the event that the child becomes a Singapore Citizen while enrolled at the School and prior to their MOE Primary 1 registration period, the School shall require the withdrawal of the child at the end of the current term. Additionally, the child shall be prohibited from re-applying to the School for the next two annual admissions cycles from the date of withdrawal.
- 4.5.6. If the School assesses that the Singapore Citizen applicant meets the admissions criteria, the School has a vacancy for the grade level of the applicant, and the School is able to support the application to MOE, the School will accept the submission on an application and will, in turn, submit the application to MOE on behalf of the applicant. Whether or not the application to MOE is successful is at the sole discretion of the MOE.
- 4.5.7. Successful applicants, who hold Singapore citizenship will only be able to take up their place at the School after the MOE has issued an approval.
- 4.5.8. An MOE approval is currently not required for Singapore Citizens who are younger than 6 years of age to be enrolled in the School, an approval from the MOE is required for the student to be able to remain enrolled in the



School from the calendar year in which the student turns 7 years of age (Grade 1). The School cannot guarantee a place for Grade 1 nor does it guarantee that an application to the MOE will be made by the School nor that MOE will grant the approval if the application is made.

- 4.5.9. All Singapore citizen Pre-schoolers (Prep 1 and Prep 2) enrolled in the School who will be age-appropriate for the MOE Primary One (P1) Registration in the following year, can only be considered for progression to Grade 1 if (i) the School has places available for Singapore Citizens, and (ii) MOE grants approval. If the School does not have places available for Singapore Citizens, an application to MOE cannot be made and a Student Contract for admission to Grade 1 will not be offered.
- 4.5.10. There is no need for foreign students and Singapore Permanent Residents to seek the Ministry of Education's approval if they have acquired their Singapore Citizenship after being admitted into St. Joseph's Institution International Elementary School at Grade 1 and above. However, the School may not be able to offer continued enrolment if the school does not have places available for Singapore Citizens. This may be subject to change, and Parents are responsible for ensuring they keep abreast of any changes in government policy that may impact their child's continued enrolment.
- 4.6. **Student Pass:** For those students requiring a Student Pass, it is subject to the School having availability of places for Student Pass Holders. The physical card or the virtual card must be issued by and collected/received from the Immigration and Checkpoints Authority (ICA) before the student is permitted to commence their studies.
- 4.7. **Change in immigration status:** Parents must inform the School immediately should there be a change to their or their child's immigration status.
- 4.8. **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.



5. Behaviour for Learning and Duty of Care

- 5.1. **School Policies:** It is a condition of remaining at the School that parents and students accept School policies. School policies are available on the website and portal and amended from time to time.
- 5.2. **Parents' Authorisation:** The parents authorise the relevant Principal to take and/or authorise all decisions that safeguard and promote the student's welfare. Parents consent to such physical contact as the School may deem necessary for teaching and for providing comfort to a student in distress or to maintain safety and good order or in connection with the student's health. The Principal or their delegate may also consent on behalf of the parents to the student receiving medical treatment if the parents cannot be contacted at the time consent is required. All such expenses incurred will be to the parents' account. The School is committed to safeguarding and protecting students from harm.
- 5.3. **Attendance:** In particular, all parents are to ensure that all students attend the School punctually and regularly throughout each term.
- 5.3.1. Parents will use their best endeavours to ensure the student participates in the activities of the School including but not limited to attendance of each school day (unless prevented by illness).
- 5.3.2. The student will be required to maintain a minimum 90% attendance rate (attendance below 90% needs to be certified by a relevant authority and the school needs to be satisfied that the student and parent/Legal Guardians are working in partnership to improve attendance).
- All Student Pass Holders are required to maintain an attendance rate of 90% and above for each month. The School is required to make a report to the Immigration & Checkpoints Authority, Singapore if the monthly attendance percentage falls below 90%. Failure to achieve a minimum attendance of 90% each month may lead to the cancellation of the Student Pass or non-approval of an application to renew a Student Pass.
- 5.4. **Participation in the Learning Experience:** The student is expected to participate in the compulsory Learning Experience including Academic Learning, Outdoor Education, Co-curricular Learning and Service Learning.



6. Health, Medical and Well-being

- 6.1. **Students' health declaration:** In order to promote positive health and well-being within the School community, staff and parents must declare all medical, behavioural, psychological, physical, social and emotional problems and mental well-being needs which might affect the student's capacity to participate in the educational programme or present a greater risk or require individual medical support, and provide a medical report or memo to enable best medical practice is applied and risk of harm or danger is minimised. Failure to provide full disclosure and/or agree to a Medical Action Plan or non-compliance may, at the sole discretion of the School, result in the termination of the student's position at the School and/or barring of that student's participation in school activities and trips.
- 6.2. **Concern for a student's physical or mental health:** Where the School has a reasonable concern about a student's physical or mental health, the School may require the results of a medical or psychological examination before the student is permitted to enter the campus.
- 6.3. **Vaccinations:** As a prerequisite for enrolment, parents are required to declare fulfilment of or exemption from Vaccination Requirements (VR) (for entry to Singapore), which are a mandatory requirement by the Ministry of Health as set out in the Fourth Schedule of the Infectious Diseases Act (Cap 137).

As a prerequisite for school trips outside the campus, the School may also, in its sole discretion, require certain immunisation prior to such school trips. In such an event, parents shall be required to make declarations confirming that the student has obtained all requisite immunisation prior to the school trips. Failure to provide a declaration confirming that the student has obtained all requisite immunisation may result in the student being excluded from the school trip.

- 6.4. **Medical information:** Throughout a student's time at the School, the School shall have the right to disclose information about the student if considered to be in the student's own interests or necessary for the protection of other members of the school community and service providers responsible for the duty of care of students. Such information will be given and shared on a 'need-to-know' basis.
- 6.5. **Medical Action Plan, Duty of Care:** Where a student has a confirmed medical condition, a mutually agreed Medical Action Plan with stated and agreed interventions may be required. It is a condition of continuing admission to the



School that all agreed medical devices and medication required to support the agreed interventions in the Medical Action Plan are provided free of charge to the School and in the quantity stated in the Medical Action Plan or associated policies to School medical staff, whilst the student is in the custody of the School. Where there is concern, the suitability of the student to participate in school activities, including school trips, is for the School Nurse or designate to decide.

- 6.6. **Infection control and student illness:** Parents agree to ensure that the student will not attend school if the student shows symptoms of an infectious disease. Parents are required to provide a medical certificate confirming a contagious condition and detailing when the student is fit to return to school. Parents are required to inform the School if they or the Student have been exposed to a known contagious or communicable disease, illness or virus in Singapore or abroad.
- 6.7. **Medical closure:** In the event of a medical event or circumstance within or affecting Singapore or the School that requires the School to be closed by the relevant authorities of the Singapore Government or by recommendation to break a cycle of infection, the School will not be obliged to refund all or any part of the Fees for any period of closure before or after any such event. In this situation, the School will make arrangements, where practicable, to ensure continuity of the students' education.
- 6.8. **Safeguarding:** SJI International is committed to safeguarding and protecting students and all community members from harm. Child Safeguarding is everyone's responsibility. The School has the sole discretion to collect and share safeguarding information about individual children with schools the child has attended or will attend.

With regard to alleged incidents of child on child abuse, the School may further, in its sole discretion, impose protective and/or supportive interim measures ("Interim Measures") after a child safeguarding report is made and before the investigation result, if any, is reached. Interim measures may include but are not limited to:

- 6.8.1. Imposing non-contact conditions on the student who has been impacted by the safeguarding incident (the "Complainant") and the party against whom an allegation of misconduct relating to safeguarding has been made



- (the “Respondent”), where such non-contact conditions may extend to the close contacts of the Complainant and/or Respondent;
- 6.8.2. Moving the Complainant and/or the Respondent to alternative classes and/or accommodation (for boarding students) if the School is of the sole view that such movement is feasible;
 - 6.8.3. Excluding the Respondent from certain parts of the campus;
 - 6.8.4. Excluding the Respondent from specific school trips and/or activities.
- 6.9. **Community support:** All parents, staff, volunteers and community members are expected to support the safety and well-being of everyone on campus. Access to the campus is at the discretion of the School and may be withdrawn. Any parent who is deemed to be a risk to themselves or others can be excluded from the campus and from contact with the community. The School reserves the right to exclude students from the School as a result of parent behaviour that may pose a risk to the community or which brings the School into disrepute.
- 6.10. **Police Matters:** In the event that police reports have been made in relation to a safeguarding incident, the School may in its sole discretion postpone its inquiry until the police have completed their investigation if the School is of the view that its inquiry may affect the police investigation. The School shall report to the police any alleged incidents that fall within Section 424 of the Criminal Procedure Code (including but not limited to offences affecting the human body).
- 6.11. 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.
- 6.12. 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.
- 6.13. The School has the authority to impose exclusion/suspension sanctions, including (but not confined to) non-payment of fees and School discipline issues. The School is not responsible for a student who is absent from the School or in breach of School discipline or present on-site unsupervised outside of School hours (7:30 am to 4:30 pm Monday to Friday during term time) for reasons other than School related activities.



7. Languages - Mainstream Programme Course

- 7.1. **Prep 1 to Grade 4 2nd Language:** Chinese language is offered as a 2nd language option from Prep 1 to Grade 4 and is compulsory for all students.
- 7.2. **Grade 5 and 6 2nd Language Options:** From Grade 5, applicants have the option of Chinese language or Spanish language.
- 7.3. **Mother Tongue Language Policy:** As Students from the Elementary School have a pathway to admission to St. Joseph's Institution International High School, the 2nd language option that students are able to select is based on the high school's Mother Tongue Language Policy, as required by the Ministry of Education (MOE):
 - 7.3.1. Students who have Singapore Citizenship or Singapore Permanent Residency are required to continue with the Chinese Language as a 2nd language in Grade 5 and Grade 6.
 - 7.3.2. Students who have other residency status in Singapore such as Dependant Pass, Student Pass and Immigration Exemption Order holders, have the option of selecting either Chinese language or Spanish language as their 2nd language.
 - 7.3.3. The School will not approve students to change their 2nd language option during the course of Grade 5 and/or Grade 6 enrolment.
 - 7.3.4. Should a student become a Singapore Citizen or a Singapore Permanent Resident during the Grade 5 or Grade 6 academic year, they will be required change to Chinese as their 2nd language to ensure continuity in learning the language in preparation to transition to St. Joseph's Institution International high school in Grade 7, where they are required to follow the MOE Mother Tongue Language Policy and take Chinese Language as a Mother Tongue Language.

8. Languages - Bilingual Programme Course

- 8.1. **The Course** is a Chinese and English language Programme based on the 50:50 immersion model, where students are taught the full curriculum in both languages.



The Course commences in the 2024 academic year with Bilingual classes in Prep 1, Prep 2, Grade 1 and Grade 2. There after the Course will grow into each subsequent year.

- 8.2. **Expression of interest:** At point of application, parents can express interest in enrolling their child in the Bilingual Programme Course.
- 8.3. **Suitability for admission** to the Course is assessed by the relevant faculty members as part of the admissions process, at point of a place becoming available in the Course. Should applicants be deemed to not meet the criteria, the application will be considered for admission to the Mainstream Programme.
- 8.4. **Course Commitment:** Admission to the Bilingual Programme Course warrants a minimum of a one academic year commitment.
- 8.5. **Course Transfer Policy:**
 - 8.5.1. The School will allow students to transfer from one Course (Mainstream/Bilingual) to another if the School assesses that the Student is more suited academically and emotionally for enrolment in another course offered by the School, and where space is available.
 - 8.5.2. For Students who are already enrolled in the School, the Parents / Legal Guardians are required to notify Admissions by 31 July should they wish to consider transferring their child into or out of the Bilingual Programme Course.
 - 8.5.3. Where a request for transfer of Course is made, the parents acknowledge that this is subject to availability of a place in the corresponding course and the Schools assessment of the request.
 - 8.5.4. Places in either the Mainstream or Bilingual Programme Courses are subject to availability and the student will be assessed in accordance with Clause 2.
 - 8.5.5. If the Student transfers to another Course the Parents/court-appointed Legal Guardians agree that the transfer shall not be deemed a withdrawal from the School and that all existing policies and Terms and Conditions Governing Enrolment continue to apply.



- 8.5.6. The Parents/court-appointed Legal Guardians do not agree to be enrolled in the Course offered by the School and withdraws from the School, the relevant fees paid are non-refundable in accordance with the Refund Policy set out in Clause 5 of the Student Contract and Payment Terms in Clause 2.
- 8.5.7. In the event of a change of Course as mentioned above, a Student Contract Addendum shall be executed between St. Joseph's Institution International Elementary School and the Parents/court-appointed Legal Guardians/Student to reflect the change of Course and change in fees where applicable. A Contract Addendum fee is payable and all the other terms and conditions in the Student Contract shall remain unchanged.

9. English As An Additional Language (EAL)

- 9.1. The EAL is offered for students from Preparatory 1 and above.
- 9.2. Students requiring additional English language support are accepted into the School on a case-by-case basis in accordance with the EAL Programme Policy.
- 9.3. The language support needs of the student are considered against current levels of staffing, expertise and resources within the school.
- 9.4. 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 6 months and agree to the EAL & ELA Programme fees as detailed in the School Fee Schedule.
- 9.5. 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.

10. Disclosure

- 10.1. 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.
- 10.2. 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.



- 10.3. 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.
- 10.4. In the event of withdrawal due to non-disclosure, fees paid are non-refundable.

11. Finance - Fees and Additional Payments

- 11.1. **Payment modes:** The methods of payment can be found on our School website.
- 11.2. **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. Applications will not be processed without this Fee.
- 11.3. **The Enrolment Fee** is payable upon acceptance of a place and is non-refundable.
- 11.4. **Payment of Term Fees:** 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 Term Fees by the due date as set out in the Fess Schedule as published on the School website. Parents agree to use one of the School's accepted payment modes as published in the Fee Schedule. The School does not accept cash payments.
- 11.5. **Undertaking to pay fees:** 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.
- 11.6. **Extended Payment Plan:** Should an extended payment plan be granted for the payment of the Term fees, in the event of withdrawal from the School the parents



are required to pay the outstanding balance before the School can process the withdrawal.

- 11.7. The termly fees, once paid are non-refundable and include:
- 11.7.1. **The Tuition Fee** is payable per student per year and is billed termly.
 - 11.7.2. **The Development Fee** is payable per student per year, is billed termly, and is for the upkeep and maintenance of the school grounds.
 - 11.7.3. **Insurance & Education Materials Fee** includes insurances, associated printing, stationery, annual yearbook and educational materials.
- 11.8. **Items not covered in Tuition Fees:** Tuition Fees cover the majority of expenses for the School's Learning Programme. Details of compulsory items not covered in Tuition Fees are set out in the Fee Schedule and will be charged separately.
- 11.9. **Fees for compulsory learning programmes:** 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.
- 11.10. **English As An Additional Language (EAL)** fees are payable for Students registered in the Programme. These fees will be invoiced together with the School Fees.
- 11.11. **Miscellaneous Fees** include (but not confined to) loss or damage to/of school property, Student Contract Fees (where applicable), requests for re-issuance of School Reports/Transcripts, purchase of school uniform, purchase of books, supervision of sporting/cultural events 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.
- 11.12. **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 and there will be increases from time to time which the parents undertake to pay.
- 11.13. **Installment Plan:** Subject to approval by the Director, the School may extend an instalment payment plan for the payment of the term fees. Such approval is conditional upon the repayments being made via auto deduction such as a GIRO



facility. In the event of a withdrawal from the School, the balance outstanding on the payment plan must be paid in full before the School.

- 11.14. **Non-payment of fees.** A student will be deemed withdrawn from the School without notice if fees for the following term remain unpaid by the due date stipulated on the invoice. Once a student is regarded as withdrawn from the School, that student's place in the following term will be offered to another applicant.
- 11.15. **Right to exclude:** The School reserves the right to exclude any student for whom any part of the Term Fees is unpaid.
- 11.16. **Term Fees paid for a partially completed term are non-refundable:** Fees will not be refunded or waived for a term that a student has commenced but did not complete for any reason including, but not limited to, absence through sickness, if a term is shortened or vacation extended, or if a student is released before the scheduled end of term.
- 11.17. **Fee payment.** Fees are the joint and several responsibilities of each person who has signed the Student Contract or who has parental responsibility for the student. The School reserves the right to withhold any information or property while fees are unpaid.
- 11.18. **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.
- 11.19. **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.
- 11.20. **Discretion to prioritise payment:** In the event that a family makes only a partial payment of the total Term Fees due for all children attend the School, the School has the sole discretion to prioritise any Term Fees paid to students who are graduating (sitting external examinations) in the academic year for which the Term Fees are due.



- 11.21. **Refund of Fees.** Within the 7 working days 'cooling off' period upon signing of the Student Contract, 100% of Tuition fees will be refunded less any applicable bank and administration charges. If the student has started School, or a withdrawal is received after 7 days of the signing of the Student Contract, no refund of fees will be given. Please refer to Schedule D – Refund of Fees within the Student Contract.

12. Removal or Suspension of a Child

- 12.1. **Suspension or expulsion:** 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:
- 12.1.1. Where the student's attendance, academic progress or behaviour is unsatisfactory in any way;
 - 12.1.2. 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.
 - 12.1.3. 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; OR
 - 12.1.4. Where there has been a breach or failure by a student and/or his/her parent(s) to comply with any obligation or requirement under the Student Contract and these Terms and Conditions Governing Enrolment.
 - 12.1.5. 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.

13. Academic Criteria

- 13.1. **Transition to next education phase:** Transition through to the next education phase will require a student to:



- 13.1.1. Make sustained academic progress completing all assessments to the stipulated level.
- 13.1.2. Participate in the Field Trips and the Expedition Programme as required.
- 13.1.3. 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/court-appointed Legal Guardians are working in partnership to improve attendance). All Student Pass Holders are required to maintain an attendance record of 90% and above for each month. The School is required to make a report to the Immigration & Checkpoints Authority, Singapore if the monthly attendance percentage falls below 90%. Failure to achieve a minimum attendance of 90% each month may lead to the cancellation of the Student Pass or non-approval of an application to renew a Student Pass.
- 13.1.4. The behaviour or social/emotional needs of the student does not place them or other members of the community at significant risk of harm.
- 13.1.5. Ensure all School fees and administration are fulfilled on time as required.

14. Notification of Withdrawal

- 14.1. **Withdrawal from the School:** Notice must be given in the prescribed Withdrawal Form on or before the published dates of notification before a student is withdrawn from the School. Both parents' consent is required before a student will be withdrawn.
- 14.2. **Withdrawal deadline:** The withdrawal deadline for each term is the date published in the Fee Schedule for each academic year by which notice of withdrawal must be received, in the prescribed Withdrawal Form, for students leaving at the end of that term (the 'Withdrawal Deadline') (HS only: in order to secure a refund of the Security Deposit). The duly completed and signed Withdrawal Form must be submitted to the Admissions Department by the published deadlines:
 - 14.2.1. 28 February (if leaving in the term that ends in June of the same year) or
 - 14.2.2. 31 August (if leaving in the Term that ends in December of the same year).



- 14.3. **Prescribed Withdrawal Form of notice:** Notice of withdrawal must be submitted by parents using the online Withdrawal Form accessed via the [School's Website](#) on or before the published date of notification for withdrawal. No other form of notice, written or verbal, will be deemed to constitute effective notice for the purposes of these Standard Terms and Conditions.

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 court-appointed Legal Guardian and payment made.
- 15.2. **Change of particulars:** Change of Name, Parental Custodianship (in the event one parent is assigned court-appointed 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.
- 15.3. **Complaints Procedure.** Disputes between the school and family must follow the complaints procedure found on the School website. 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>).
- 15.4. **Personal Property:** 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.
- 15.5. **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.

- 15.6. **Photographs, videos and images:** Parents agree to the School using images of your child that may be taken by the school from time to time. Photographs and filming that include your child's image may be used in the School's displays, presentations, publications or related materials, in any format (print, electronic, web, social media or other media), for the purposes of documentation or marketing the School and school events and activities only. Any other third party usage is not permitted without the School's and parent's written consent.
- 15.7. **Intellectual Property Rights:** 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.
- 15.8. **Acceptable Use Policy:** Parents have to read and agree to the School's Acceptable Use Policy (AUP) - Chromebooks, Technology and the Internet, which includes subscribing the students to use approved online education resources and digital tools through the creation of student accounts for the core suite of tools as listed in the Acceptable Use of IT Policy, which may be amended from time to time and where otherwise reasonably necessary for the school to provide appropriate services.
- 15.9. **Parents' Code of Conduct**
- 15.9.1. All adults including staff, parents, court-appointed legal guardians 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.
- 15.9.2. 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:
- 15.9.2.1. Working in partnership with the School to enhance learning and the environment for its students;



- 15.9.2.2. Supporting the School's policies and procedures for student well-being and positive behaviour;
 - 15.9.2.3. Encouraging respectful and responsible behaviour of the School's students when outside of School;
 - 15.9.2.4. Respect and comply with reasonable requests or directions from School staff;
 - 15.9.2.5. Address concerns or complaints via the appropriate member staff or by following the Complaints Policy.
 - 15.9.2.6. It is not acceptable to lobby support from other parents or the public in pursuit of a private or individual concern;
 - 15.9.2.7. Refrain from the use of threatening language or behaviour of any kind;
 - 15.9.2.8. To not issue, via email, phone, social media or other platforms, abusive, aggressive, defamatory, critical, inflammatory, malicious or threatening messages or statements in relation to the School or any staff member.
 - 15.9.2.9. The School does not support or promote the use of private communication groups in relation to school matters expressed on any non-school platforms
- 15.9.3. All Parents and court-appointed legal guardians shall abide by the Parents' Code of Conduct and the Schools Visitor Management Policy. In the event of any breach, the School reserves the right to exclude the offending parent or court-appointed legal guardian 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.

16. Campus Access

- 16.1. **ID Card to access campus:** Parents/court-appointed legal guardians require an ID card to gain access to the School Campus.
- 16.2. **Parent Identification (ID) Card:**



- 16.2.1. Each Parent/court-appointed Legal Guardian will be provided with a Parent ID Card upon submission of a passport sized photo. The ID Card must be worn at all times as it is used for identification purposes on campus. Each family is entitled to a maximum of 2 ID cards.
- 16.2.2. Parent/court-appointed Legal Guardian access to the campus is by appointment or to attend School events and parents are required to register via the School visitor management system link issued by the School.
- 16.2.3. Parents/court-appointed Legal Guardians whose Parent Cards are lost are required to report the loss and apply for a replacement card. A replacement fee as set out in Fee Schedule, shall be borne by the Parents/Legal Guardians for each and subsequent losses.

17. Personal Data Protection

- 17.1. **Data Protection:** 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 the Student Contract and personal data provided in or along with the Online Application Form and such other personal data collected from time to time.
 - 17.1.1. 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 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.

- 17.1.2. The Parents further confirm that by signing the Student 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.
- 17.1.3. These Terms and Conditions Governing Enrolment and the online application submitted by the parents supersede any other prior agreements, either oral or in writing, between the parents and the School.
- 17.1.4. These Terms and Conditions shall be governed and constructed in accordance with the laws of the Republic of Singapore.

18. School Liability

- 18.1. **Parent's assumption of risk:** 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:
 - 18.1.1. 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.
 - 18.1.2. 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.
 - 18.1.3. 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.

- 18.1.4. 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.
- 18.1.5. Except for cases of gross negligence by the School, Parents agree that the student in attending the School or so participating in School activities does so at the student's own risk and that the School shall not be liable or responsible for any accident, personal injury or death sustained or suffered by the student or any damage to property caused while the student is participating in School expeditions or any other School-related activity.
- 18.1.6. Parents further agree to indemnify the School from all claims whatsoever and howsoever caused, sustained or suffered by the student whilst participating in School expeditions or any other School-related activity, whether under contract or tort law or otherwise.
- 18.1.7. Whilst the School will take reasonable steps to screen all adults who come into contact with students, parents accept that students will work with both School staff and external service providers as well as volunteers when participating in School expeditions and other School-related activities.

19. Force Majeure

- 19.1. **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.
- 19.2. **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.

20. Versions

- 20.1. **Version Control:** These Terms and Conditions will be posted on the School website under the [Policies and Procedures](#) and will be updated as and when necessary. All parents and court-appointed legal guardians who sign these Terms and Conditions are therefore agreeing to the updated Terms and Version Control.

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