

# 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) Ltd  
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: 2025 – 2026      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) and amendments have been made to the Course as set out in Schedule A unless otherwise permitted by CPE.
- 1.3 The Compulsory Fees payable are set out in Schedule B and 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 Early Withdrawal Notice described in Schedule D, 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 the Early Withdrawal Notice described in Schedule D 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 - Compulsory 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	
2) Course Duration (in months)	10 months
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	August 5, 2025
5) Course Completion Date	May 29, 2026
6) Date of Commencement of Studies	
7) Qualification (Name of award to be conferred on the Student upon successful Course completion)	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) Ltd
9) Organisation which awards/confers the qualification	International Community School (Singapore) Ltd
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 2025-26**

**COMPULSORY FEES**

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.

<b>Fees Breakdown</b>	<b>Semester 1 Fee (including 9% GST where applicable)</b>	<b>Semester 2 Fee (including 9% GST where applicable)</b>
Enrollment Fee (New Students)		
Re-enrollment Fee (Returning Students)		
Facility Fee		
Tuition (Course Fee)		
<b>Total Compulsory Fees Payable by Semester</b>		
<b>Total Annual Compulsory Fees Payable</b>		

**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.

Please check only one of the three payment options below.

- (1) I will pay the Tuition Fee in full according to the applicable Fee Due Date listed above.
- (2) I request to be considered for the pay-by-semester Installment Program (first semester due July 15, 2025), which includes payment of the applicable Installment Program Fee upon signing the Student Contract Addendum from ICS.
- (3) I request to be considered for the monthly GIRO Installment Program (first withdrawal June 1, 2025), which includes payment of the applicable Installment Program Fee upon signing the Student Contract Addendum from ICS. Requests made after May 1, 2025, will be required to pay 2-3 months of outstanding installments via bank transfer as we wait for bank approval of the GIRO application.

\_\_\_\_\_ (initials) I acknowledge that participation in the Installment Program is contingent upon receiving a fully executed and signed Contract Addendum from ICS and paying the Installment Program Fee promptly. If either of these activities are left incomplete or if I have not selected one of the 3 options above, I understand that I am liable to pay the annual Tuition Fee in full by July 15, 2025, and will otherwise incur a \$350 Administrative Fee for any overdue balance.

For families with multiple children and/or multiple outstanding invoices, any payments made by the payee will first be applied to overdue invoices, starting with the longest outstanding amounts regardless of the bank reference. This is to reduce the risk of an Administrative Fee being applied due to overdue invoices as much as possible.

### **Payment Methods**

ICS accepts payment for school fees in the form of cash, bank-to-bank, and 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 [accounts@ics.edu.sg](mailto:accounts@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.

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**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.

**ENROLLMENT FEE FOR LEARNING SUPPORT AND ENGLISH LANGUAGE LEARNER PROGRAMS**

<b>Level of Support Upon Entry</b>	<b>Learning Support Enrollment Fee (Paid in Full)</b>	<b>English Language Learner Enrollment Fee (Paid in Full)</b>
Level 1	S\$2,280	S\$4,260
Level 2	S\$4,250	S\$8,510
Level 3	S\$8,495	S\$11,700

Enrolled students are invoiced an Enrollment Fee according to the level they are assigned upon enrollment to the program, and re-invoiced if they are re-assigned to a higher level of support within the academic year. The Enrollment Fee is due in full before the start of class and is non-refundable. The invoiced rate is intended to reflect the resources and expertise required to achieve the outcome objectives, regardless of how quickly or slowly the student progresses through the levels.

<b>Fee</b>	<b>Amount (S\$)</b>
<b>Application Fee (New Applicants)</b> This fee 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 and 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.	S\$2,000
<b>Enrollment Fee (New Applicants)</b> The <b>Enrollment fee</b> is paid by new students as a means of securing their place in class for the school year and is nonrefundable and not transferable to another student or a future school year. Enrollment in the class will not be secured until the Enrollment Fee is received and this Student Contract is signed.	S\$3,000
<b>Re-enrollment Fee (Returning Students)</b> This fee is paid annually by returning students as a means of securing their place in class and is nonrefundable and not transferable to another student or a future school year. <b>Each February, existing students will be automatically sent a re-enrollment contract and invoice for the upcoming school year,</b> except in certain cases. Re-enrollment fees not received by the re-enrollment deadline (March 17, 2025) will result in the student being automatically withdrawn for the following school year. After the re-enrollment deadline, withdrawn students must pay the Enrollment Fee for New Applicants to secure a space for the following year.	S\$2,030
<b>Facility Fee (New Applicants)</b>	S\$3,000

<b>Facility Fee (Returning Students)</b> This fee supports the ongoing development and improvement of the school's facilities and resources, ensuring a vibrant and enriching learning environment for years to come. It is due in full, along with the first Tuition Fee payment. It is non-refundable and not prorated under any circumstances.	S\$500
<b>Student Leave of Absence (SLA) Fee</b> ICS may agree to offer prioritized re-admission for a student who wishes to take a leave of absence for a flat fee. Under this program, space will be reserved for the student for up to 12 months. 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 SLA to return to the school. If the SLA extends into the following school year, students must still meet the re-enrollment deadlines and pay any associated fees. Missing the re-enrollment deadline may void the SLA and/or result in the need to submit a new student application along with the associated Application Fee. The SLA fee is not prorated nor can it be applied to future invoices. Program application deadlines still apply.  SLA may not be available for students in the English Language Learners program or the Learning Support program.	S\$2,500
<b>Installment Program Fee (GIRO)</b>  <b>Installment Program Fee (by semester)</b> To offset the costs associated with managing installment payments, including processing fees, record-keeping, and customer support, ICS charges a nominal fee for participation in the Installment Program.	S\$980  S\$280
<b>Administrative Fee</b> 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.  An Administrative Fee will be imposed on Tuition and/or Additional Fees that are received after the due date stated on any invoice. This also applies to missed GIRO payments.	S\$350
<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
<b>Online Course</b>	up to S\$3000 Payable to the course provider
<b>Online Course Materials</b>	up to 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\$10 When notified & billed
<b>Lost or Damaged Book</b>	S\$15-S\$500 When notified & billed

<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\$2500 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
<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\$25
<b>Lost/Damaged ID Card Fee</b>	S\$25
<b>Yearbook</b>	S\$60-S\$90
<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**

Withdrawals must be initiated through the ICS website. Follow the below link to the online form.

To avoid any associated fees due to early withdrawal, please complete and submit an Early Withdrawal Notice (link below) before any payment or withdrawal deadlines according to the Refund Schedule. The date stamp noted on the Early Withdrawal Notice will be used to determine whether any refund is due according to the Refund Schedule. Emails or verbal conversations are not considered as proper evidence for notifying the school of a withdrawal. Processing time for withdrawal/transfer requests is seven (7) business days.

The Early Withdrawal Notice link can be found on ICS's website at:

<https://www.ics.edu.sg/parent-portal/financial-information>

#### **REFUND OF FEES**

Only the Tuition Fee is eligible for a refund. Enrollment, Re-enrollment, Learning Support, English Language Learners Support, Facility, Administrative, Installment Program, and all other fees are due in full according to the timeline listed under the Payment Information section in SCHEDULE B.

Refunds of Tuition Fees are made according to the schedule below. This schedule also applies to all withdrawals initiated by the school for any reason, including behavioral, safety, or any other reason. Processing time for refund requests is 7 working days.

% of fee amount refunded under Schedule B	If the Early Withdrawal Notice is submitted after Acceptance Letter	
	Semester 1 Tuition Fee	Semester 2 Tuition Fee
100% Refund	By 15 July 2025	By 30 November 2025
80% Refund	Between 16 July and 4 August 2025	Between 1 December 2025 and 9 January 2026
0% Refund	on or after 5 August 2025	on or after 10 January 2026

The term "refund" (in the table above) refers to the amount due before the withdrawal notification deadline, regardless of whether ICS has received actual payment.

Students who miss the deadline for withdrawal who have unpaid balances will be invoiced according to the schedule above regardless of whether payment has already been made.

\_\_\_\_ (initials) I understand that I must submit an Early Withdrawal Notice using the link on ICS website at <https://www.ics.edu.sg/parent-portal/financial-information>. The time stamp of the submission of the Early Withdrawal Notice will be used to determine my eligibility for any refund.

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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 support the school's policies and procedures and to work together with the school to ensure a positive educational experience for my child.

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

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

**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 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) Ltd.

\_\_\_\_\_  
(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) Ltd.

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

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

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