



ST. JOSEPH'S
INSTITUTION
INTERNATIONAL
ELEMENTARY SCHOOL

Student Contract

Our Vision:

To learn, inspire and serve.

SJI International is a Catholic Lasallian School.

Our Mission is to:

Enable students to learn how to learn and to learn how to live, as Lasallian people for others.

Therefore, SJI International highly values:

Faith

Service

Community

Excellence

Respect

Our aim, as Lasallians, is never to discriminate which aligns with our Diversity, Equity and Inclusion position statement.

This Student Contract policy has been written taking into account all of the above.

A School of the De La Salle Brothers

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St. Joseph's Institution International Elementary School Ltd.: PEI Registration Number, Co. Reg & GST No. 201009321K

APPROACH

1. Execution of Student Contract

- a. Execution of the **student contract** shall be accordance to the process below.
- b. Each enrolled student of the School will electronically sign the standard PEI-**Student Contract**, and Terms and Conditions Governing Enrolment document.
- c. Each **student contract** is meant for admission to one course only and individual student contracts will be entered with each student admitted into the course offered.
- d. The terms and conditions of the student contract are to be explained to students' parents and it is the responsibility of the School to ensure that each student/parent fully understands them.
- e. A breakdown of all fees (inclusive of any non-refundable fees, discounts/rebates and grants/funding given) are declared in the student contract and marketing collaterals.
- f. Any amendments made to the student contract must be accompanied with an acknowledgement signatory by both the school and the student's parents via an electronically sent Addendum.
- g. Students are given a **7 working day** cooling off period from the date of signing the **student contract**, whereby should they decide to withdraw from the course, they will be refunded the highest percentage stated in Schedule D.

2. Availability of student contract to prospective students

- a. A copy of the **student contract** is made available for prospective students on the school's website.

3. Review of student contract execution procedure for continual improvement

- a. The **student contract** execution procedure would be reviewed once every two years using the platforms of Internal Reviews (carried out by process owners) and once every year through Internal Assessments (carried out by **QA Staff**).

PROCESS

Write-up: Process Steps & Details	Documentation / (Responsibility)
<p>1. Execution of student contract</p> <p>1.1 Students are informed on the details and clauses of the Standard PEI-Student Contract through the various stages. They are as such: -</p> <ul style="list-style-type: none"> ● Pre-application stage ● Pre-course counselling stage ● Acceptance and admission stages <p>1.2 The various platforms / materials or documents that should capture information on the Student Contract are as such (not limited to): -</p> <ul style="list-style-type: none"> ● School's Official Website <p>1.3 All original copies of the student contracts must be kept in the School's Google Drive which are archived for a minimum of 5 Years.</p> <p>1.4 The signed student contract is a legal document that will be used as the basis in the event of any disputes / conflicts.</p> <p>1.5 The terms and conditions of the student contract is listed as one of the checklist items under the Pre-Course Counselling Checklist. The prospective student's parent is to indicate on the same form to confirm that they have fully understood the terms and conditions provided.</p> <p>1.6 Upon the School's approval of the prospective student and the student's acceptance of offer, the Admissions Department will proceed to send the Form 12 – Student Advisory Note, Standard PEI-Student Contract and Terms and Conditions Governing Enrolment document and Medical Form to the parent via DocuSign for their signature.</p> <p>1.7 The Admissions Department must also check / ensure the following as part of the procedures for executing the student contract:</p>	<p>Student Contract (Admissions Department)</p> <p>School's Official Website (Communications Department)</p> <p>School's P-Files / iSAMS (Admissions Department)</p> <p>Application Form (Admissions Department)</p> <p>Form 12- Student Advisory Note / Standard PEI-Student Contract / Terms and</p>

Write-up: Process Steps & Details	Documentation / (Responsibility)
<ul style="list-style-type: none"> ● Each student has an individual student contract for the course they are admitted to ● Each student contract sign is meant for admission to one course only ● That any amendments made in the student contract are executed in the form of an addendum and acknowledged by both parties ● Explaining to students that there is a cooling off period where a maximum refund (less any non-refundable fees) is allowed within 7 working days after signing the Student Contract – Refer to C4.4 Student Refund manual for more details ● Payment due dates are not earlier than the contract sign date and that no payments are to be collected prior to signing of the Student Contract ● Students are to sign on the Form 12— Student Advisory Note to document that they have fully understood the student contract. ● A parent / guardian is required to sign on the student contract for students below the age of 18 ● Breakdown of all fees (inclusive of any non-refundable fees, discounts/rebates and grants/funding given) are declared in the contract and marketing collaterals. ● Students who enrolled after the course has already commenced is required to sign the Late Enrolment Declaration Letter <p>1.8 The Admissions Department is required to check that all forms and contracts are duly completed. Documents with incomplete information should be sent back to the student’s parent before they can be further processed.</p> <p>1.9 The Admissions Department is to keep the duly executed original copy of the Form 12 – Student Advisory Note, Student Contract and Terms and Conditions Governing Enrolment in the School’s Google Drive.</p>	<p>Conditions document / Medical Form (Admissions Department)</p> <p>Late Enrolment Declaration Letter (Admissions Department)</p>

Write-up: Process Steps & Details	Documentation / (Responsibility)
<p>2. Availability of student contract to prospective students</p> <p>2.1 During pre-application stage, prospective students can refer to the School's official website for a copy of the school's student contract.</p> <p>2.2 The School's website also provides a link to CPE's website to find out more details of the student contract.</p>	<p>School's Official Website (Communications Department)</p>
<p>3. Review of student contract execution procedure for continual improvement</p> <p>3.1 The student contract execution procedure would be reviewed through the following platforms: -</p> <ul style="list-style-type: none"> ● Internal review by respective process owners using the Internal Review Form ● Internal assessment by QA Staff using the Internal Assessment Report 	<p>Internal Review Form/ Internal Assessment Report (QA Staff)</p>