



ST. JOSEPH'S  
INSTITUTION  
INTERNATIONAL  
ELEMENTARY SCHOOL

## **STUDENT CONTRACT**

**Between**

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

**And**

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**Academic Year: January 2025 - December 2025**

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

490 Thomson Road, Singapore 298191 | +65 6353 9383 | [www.sji-international.com.sg](http://www.sji-international.com.sg)

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

**ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL****STUDENT CONTRACT**

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

This contract ("**Contract**") is made BETWEEN:

- (1 Registered Name of Private Education Institution (PEI)  
) : St. Joseph's Institution International  
Elementary School Ltd
- Registration Number : 201009321K  
(the "PEI")
- Registered Address : St. Joseph's Institution International  
Elementary School Ltd 490 Thomson  
Road, Singapore 298191

**(To be used if the Student is 18 and above years of age).**

- (2 Full Name of Contracting Party  
) : \_\_\_\_\_  
(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.) : —
- NRIC/FIN/Passport Number : \_\_\_\_\_  
(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.) : —
- (the "**Contracting Party**")

OR

**(To be used if the Student is under 18 years of age).**

- (2 Full Name of Contracting Party (Parent/Legal Guardian)  
) : \_\_\_\_\_  
(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.) : —
- NRIC/FIN/Passport Number : \_\_\_\_\_  
(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.) : —
- (the "**Contracting Party**") on behalf of
- Full Name of Student : \_\_\_\_\_  
(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.) : —
- NRIC/FIN/Passport Number : \_\_\_\_\_  
(NRIC number is meant to be stated where the Student is an SC/PR. FIN/Passport Number is meant to be stated where the Student is not an SC/PR. Please delete as appropriate by striking through.) : —
- (the "**Student**")

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## 1. DEFINITIONS

1.1 In the Contract, the following words and expressions shall have the following meanings:

<b>“Cooling-Off Period”</b>	Shall refer to the period of ten (10) calendar days commencing from and including the date of this Contract.
<b>“Course”</b>	Shall refer to the course described in Schedule A.
<b>“Course Fee”</b>	Shall refer to the compulsory fees to be charged by the PEI on account of the Student’s undertaking of the Course and as stated in Schedule B.
<b>“Course Commencement Date”</b>	Shall refer to the date of commencement of the Course as scheduled by the PEI and shall be as stated in Item 4 of Schedule A.
<b>“Course Completion Date”</b>	Shall refer to the date of completion of the Course as scheduled by the PEI, and shall be as stated in Item 5 of Schedule A.
<b>“Developer/Proprietor”</b>	Shall refer to the person who developed the Course, or who is the proprietor of the Course, as stated in Item 8 of Schedule A.
<b>“ICA”</b>	Shall have the meaning assigned to it in Clause 3.1(e).
<b>“Miscellaneous Fees”</b>	Shall refer to non-compulsory fees potentially chargeable by the PEI on account of, or arising from, the Student’s undertaking of the Course, and as described in Schedule C.
<b>“Permitted Course Duration”</b>	Shall refer to the permitted duration of the Course starting on and from the Course Commencement Date and ending on the Course Completion Date (both dates inclusive).
<b>“Private Education Arbitration Scheme”</b>	<b>Mediation-</b> Shall refer to the dispute resolution scheme under the <i>Private Education (Dispute Resolution Schemes) Regulations 2016</i> .
<b>“Refund Event”</b>	Shall have the meaning assigned to it in Clause 3.1.
<b>“SSG”</b>	Shall refer to the SkillsFuture Singapore Agency established pursuant to Section 3 of the <i>SkillsFuture Singapore Agency Act 2016</i> .
<b>“Student Pass”</b>	Shall be as described on <a href="http://www.ica.gov.sg">www.ica.gov.sg</a> or such other website which operates in lieu thereof.



## 2. COURSE INFORMATION AND FEES

2.1 St. Joseph's Institution International Elementary School Ltd shall provide the Course as set out in Schedule A to the Student. St. Joseph's Institution International Elementary School Ltd shall not make any change to any detail of the Course set out in Schedule A unless it has obtained the prior written consent of the Contracting Party and, where required under the *Private Education Act 2009* or the subsidiary legislation thereunder, the prior written consent of SSG.

For the avoidance of doubt, if it is stated in Schedule A that the Course includes industrial attachment, St. Joseph's Institution International Elementary School Ltd shall use reasonable endeavours to ensure that such industrial attachment is provided to the Student.

2.2 St. Joseph's Institution International Elementary School Ltd represents and warrants that:

- (a) The person stated in Item 8 of Schedule A is the Developer/Proprietor of the Course and that St. Joseph's Institution International Elementary School Ltd has obtained all necessary permissions, licenses and approvals for the provision of the Course to the Student.
- (b) It has obtained SSG's permission to conduct the Course and that it has not made any such changes to the Course which would require it to re-apply to SSG for permission to conduct the Course.
- (c) St. Joseph's Institution International Elementary School Ltd has verified that the Student meets the Course entry requirements set out in Item 10 of Schedule A.
- (d) The information set out in Items 1 to 5 and 7 to 17 of Schedule A is correct, complete and not inconsistent with the details submitted to the SSG to obtain its permission to provide the Course.

2.3 St. Joseph's Institution International Elementary School Ltd undertakes that the Student will be awarded or conferred the qualification stated in Item 7 of Schedule A by the organisation named in Item 9 of Schedule A upon the Student's successful completion of the Course, and having met all the requirements of the award/qualification.

2.4 The parties agree that Schedule B and Schedule C set out all fees payable (potentially or otherwise) by the Contracting Party to St. Joseph's Institution International Elementary School Ltd for the Course or arising from the Student's undertaking of the Course.

2.5 The Contracting Party shall pay the Course Fees in the amount and by the timelines as stated in the instalment schedule in Schedule B and the Miscellaneous Fees as per the timelines stated in each invoice for the Miscellaneous Fees issued by St. Joseph's Institution International Elementary School Ltd to the Contracting Party.

St. Joseph's Institution International Elementary School Ltd considers a payment made [ 1 ] day/~~month~~ after the scheduled due date(s) in Schedule B for the Course Fees and [ 1 ] day/~~month~~ after the scheduled due date(s) in the invoices for the Miscellaneous Fees as late. The St. Joseph's Institution International Elementary School Ltd will explain to the Student its policy for the late payment of Course Fees and Miscellaneous Fees, and any impact on the Course/module completion (if applicable).

## 3. TERMINATION AND REFUND POLICY (Please refer to the diagram in Schedule E)

3.1 St. Joseph's Institution International Elementary School Ltd will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a "Refund Event"):

- (a) It cannot commence the provision of the Course on the Course Commencement Date;
- (b) It cannot complete the provision of the Course by the Course Completion Date;

- (c) The Course will be terminated before the Course Completion Date;
- (d) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
- (e) The Immigration & Checkpoints Authority of Singapore (the “ICA”) rejects the Student’s application for the Student Pass.

**3.2** Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:

- (a) St. Joseph’s Institution International Elementary School Ltd shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.
- (b) If the Contracting Party accepts such alternative study arrangements, St. Joseph’s Institution International Elementary School Ltd shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect.
- (c) If St. Joseph’s Institution International Elementary School Ltd does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 3.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to St. Joseph’s Institution International Elementary School Ltd.

**3.3** Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, St. Joseph’s Institution International Elementary School Ltd shall forthwith terminate this Contract by way of a written notice to the Contracting Party.

**3.4** If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), St. Joseph’s Institution International Elementary School Ltd shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

**3.5** If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), St. Joseph’s Institution International Elementary School Ltd shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

**3.6** If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), St. Joseph’s Institution International Elementary School Ltd shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

**3.7** If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), St. Joseph’s Institution International Elementary School Ltd shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

**3.8 Refund for Withdrawal During the Cooling-Off Period:**

Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to St. Joseph’s Institution International Elementary School Ltd, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to St. Joseph’s Institution International Elementary School Ltd. St. Joseph’s Institution International Elementary School Ltd shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.

### **3.9 Refund for Withdrawal Outside the Cooling-Off Period:**

Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to St. Joseph's Institution International Elementary School Ltd. Upon receipt of such notice, St. Joseph's Institution International Elementary School Ltd shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

## **4. ADDITIONAL INFORMATION**

**4.1** This Contract shall be interpreted in accordance with the laws of Singapore. Subject to the *Private Education (Dispute Resolution Schemes) Regulations 2016*, the courts of Singapore shall have exclusive jurisdiction to settle any claim, dispute or disagreement arising out of or relating to this Contract.

**4.2** If any provision of this Contract is adjudged to be illegal, invalid or unenforceable, in whole or in part, such provision or part of it shall, to the extent that it is illegal, invalid or unenforceable, be deemed not to form part of this Contract and shall not affect the validity, legality and enforceability of the remainder of this Contract.

**4.3** St. Joseph's Institution International Elementary School Ltd shall treat all personal information provided by the Student or Contracting Party as strictly confidential and shall not disclose any such personal information to any third-party, unless it has obtained the prior written consent of the Contracting Party or such disclosure is required under the law.

**4.4** This Contract contains the whole agreement between the parties in respect of its subject matter and supersedes all previous discussions, correspondences and understanding between the parties in respect of such subject matter.

**4.5** In no event shall any delay, failure or omission on the part of either party in exercising any right, power, privilege, claim or remedy arising under or pursuant to this Contract constitute a waiver of that right, power, privilege, claim or remedy, unless expressly given in writing. No waiver of a breach of this Contract shall be deemed to be a waiver of any other or subsequent breach of this Contract.

**4.6** If this Contract is also signed in or translated into any language other than English, the English language version shall prevail in the event of any inconsistency.

**4.7** A person who is not a party to this Contract shall have no right under the *Contracts (Right of Third Parties) Act 2001* to enforce any of its terms.

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

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

### **4.9 Personal Data Protection**

- a) The Parents and the student hereby consent to St. Joseph's Institution International Elementary School collecting, using and disclosing personal data

relating to the Parents and the student, before, during or after the student's enrolment with the School, including such personal data set out in this Contract and personal data provided in or along with the Online Application Form and such other personal data collected from time to time.

- b) The consent of the Parents and student given herein is strictly on the condition that the foregoing personal data are required to be collected and used solely for purposes of St. Joseph's Institution International Elementary School's operations and activities that directly advance the educational and developmental potential of the student insofar as these are clearly within the curriculum for which the student is enrolled, whether relating to academic, co-curricular, cultural or sporting activities held in Singapore in conjunction with or organised by St. Joseph's Institution International Elementary School, St. Joseph's Institution International, its affiliates, or other schools whether located in or outside of Singapore. For the avoidance of doubt, this will include the disclosure and transferring of personal data from St. Joseph's Institution International Elementary School to St. Joseph's Institution International once the student has graduated or is graduating from St. Joseph's Institution International Elementary School to St. Joseph's Institution International. For more details, please refer to St. Joseph's Institution International Elementary School Data Protection Policy listed on the school website; <https://www.sji-international.com.sg/>
- c) The Parents further confirm that by signing this Contract, the Parents are giving consent for themselves as well as on behalf of the student with respect to the collection, use and disclosure of personal data relating to them.



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

(1)	Course Title	:	<b>St. Joseph’s Institution International Elementary School Grade 2 Curriculum</b>
(2)	Permitted Course Duration (in months)	:	Twelve Months
(3)	Full-time or Part-time Course	:	Full-time course
(4)	Course Commencement Date (DD/MM/YYYY)	:	<b>Grade 2 - Monday, 13/01/2025</b>
(5)	Course Completion Date (DD/MM/YYYY)	:	Friday, 05/12/2025
(6)	Date of Commencement of Studies if later than Course Commencement Date	:	Monday, 14/07/2025
(7)	Qualification  <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	:	N.A.
(8)	Developer/Proprietor of the Course	:	<b>St. Joseph’s Institution International Elementary School Grade 2 Curriculum</b> Mathematics – Modules as set by the MOE guidelines St. Joseph's Institution International Elementary School – English Language Arts, Chinese, Digital Technologies, Religious and Moral Education, Health and Wellbeing, Speech and Drama
(9)	Organisation which awards/confers the qualification	:	St. Joseph’s Institution International Elementary School
(10)	Course entry requirement(s)	:	<b>Grade 2</b> Successful completion of an Admission Observation for new students
(11)	Course schedule with modules and/or subjects	:	<b>Grade 2</b> <u>International Primary Curriculum, International Curriculum Association, Milepost 2 Curriculum</u> with the following subjects: Science, History, Geography, Art and Design Technology, Music, Physical Education, International, Society and Health and Wellbeing  <u>Mathematics</u> Modules as set by the MOE guidelines  <u>St. Joseph’s Institution International Elementary School</u> English Language Arts, Chinese, Digital Technologies, Religious and Moral Education, and Health and Wellbeing, Speech and Drama
(12)	Scheduled holidays (public and school) and/or semester/term break for course	:	<b><u>Term 1</u></b>  <b>Term 1 begins for all Elementary School students:</b>

		<p>Monday, 13 January (Grade 1 to Grade 6)  Tuesday, 14 January (Prep 1 and Prep 2)  <b>Chinese New Year Eve:</b> Tuesday, 28 January (<u>Half Day</u>)  <b>Chinese New Year:</b> Wednesday, 29 January to Friday, 31 January  <b>February Holiday:</b> Monday, 24 February to Friday, 28 February  <b>Easter Holiday:</b> Monday, 14 April to Friday, 25 April  <b>Good Friday:</b> Friday, 18 April  <b>Hari Raya Puasa:</b> Monday, 31 March  <b>Labour Day:</b> Thursday, 01 May  <b>Vesak Day Holiday:</b> Monday, 12 May  <b>Founders Day:</b> Friday, 16 May (<u>Half day</u>)  <b>Term ends:</b> Thursday, 05 June (<u>Half day</u>)  <b>Hari Raya Haji:</b> Friday, 06 June  <b>Mid-year school holiday for Elementary School:</b> Monday, 09 June to Thursday, 10 July</p> <p><b>Term 2</b>  <b>Term 2 begins for all Elementary School students:</b> Monday, 14 July (Prep 1 to Grade 6)  <b>National Day:</b> Saturday, 09 August  <b>Teacher’s Day:</b> Friday, 05 September (<u>Half day</u>)  <b>September Holiday:</b> Monday, 08 September to Friday, 12 September  <b>Deepavali:</b> Monday, 20 October  <b>October Holiday:</b> Tuesday, 21 October to Friday, 24 October  <b>Term 2 ends for all Elementary School students:</b> Friday, 05 December (<u>Half day</u>)</p> <p><i>Dates published are subject to change, please check <a href="https://www.sji-international.com.sg/">https://www.sji-international.com.sg/</a> for regular updates</i></p>
(13)	Examination and/or other assessment period(s)	Grades 2 to 6 undergo IQ tests and computerised tests in Maths and English each academic year
(14)	Expected examination results release date (DD/MM/YYYY)	N.A.
(15)	Expected award conferment of qualification (DD/MM/YYYY)	N.A.
(16)	Does the Course include any industrial attachment?	<del>Yes</del> /No (delete as appropriate)
(17)	Duration of the industrial attachment	N.A

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

Fees Breakdown	Amount (S\$)	
	Grade 2	
	S\$	GST
Tuition Fees	16,329.72	1,469.68
Development Fees	1,513.22	136.19
Insurance and Educational Materials	304.34	27.39
<b>(A) Total Course Fees Payable (inclusive 9% GST):</b>	<b>19,780.54</b>	
<b>(B) Instalment Schedule:</b>	<b>Amount (S\$)</b>	<b>Due Date</b>
1st instalment (inclusive 9% GST)	19,780.54	15 May 2025

1. Each instalment amount shall not exceed the following:
- **12 months' worth of fees for EduTrust certified PEIs\***; or
  - ~~6 months' worth of fees for non-EduTrust certified PEIs with Industry Wide Coverage (IWC)\*; or~~
  - ~~2 months' worth of fees for non-EduTrust certified PEIs without IWC\*.~~

\* Delete as appropriate by striking through.

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

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

Miscellaneous Fees are those that may be incurred during the enrolment period, and payable in addition to the school fees, which include, but are not limited to the following:

Purpose of Fee	Amount (S\$) inclusive of GST
Field Trips/Day Camps/Expeditions/CCAs	\$1 to \$2,000 Costs for outdoor education trips, overseas sports and optional trips as well as paid activities and events on offer by the school will be notified by the relevant departments at the appropriate time in the school year.
Technology	Students from Grade 1 to Grade 6 are provided a Chromebook for use in school to support their learning. Replacement of lost or damaged Chromebooks are to be funded by the student/family.
Canteen Service	Students can choose to access the food services provided by the canteen operator with payment being made directly to the canteen service provider.
Books and other school resources	School fees include textbooks and exercise books. Replacement of lost or damaged textbooks, exercise books, library books and other school resources are to be funded by the student/family.
School Uniforms	Uniforms are sold by the uniform provider and payment is made directly to the uniform provider. Please check for our Uniform Policy <a href="#">HERE</a> .
External School Admission Assessments	Billed at \$60 per hour.
Copies of School Reports	\$20 per report (soft or hardcopy)
Replacement of lost/damaged Student ID Card/Lanyard	\$50 per set
Convenience Fee for Visa/Master Credit Card Payment	2.04% of invoice amount charged
Late Payment Fees	\$200 This is subjected to an interest charge

**SCHEDULE D****REFUND TABLE**

<b>% of [the amount of Course Fees paid under Schedule B]</b>	<b>If Student's written notice of withdrawal is received:</b>
100%	Within the 10 calendar days 'cooling off' period upon signing of the Contract, 100% of course fees and miscellaneous fees will be refunded
0%	After the 10 calendar days 'cooling off' period

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

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

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

**Withdrawal Notice**

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

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

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

**DEADLINES**

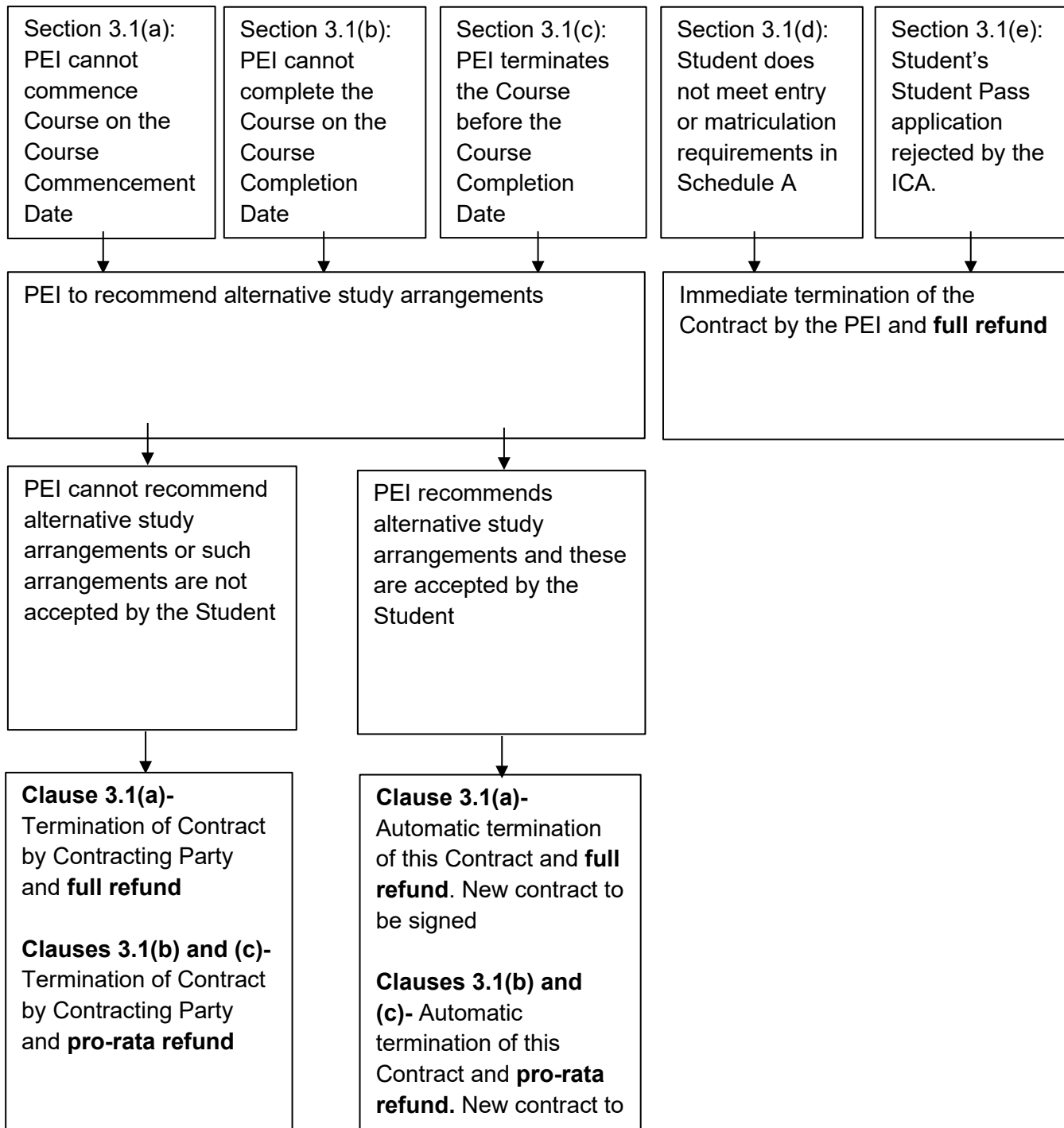
28 February if leaving in June and not returning back for Term 2 in July/August

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

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

**SCHEDULE E**  
**SECTION 3**

**REFUND EVENTS**



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

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

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



Name : Maria Ciola  
Director of Advancement Communications & Admissions

Date : **Wednesday, 16 April 2025**

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



**SIGNED by Parent or Legal Guardian:**

Parent or Legal Guardian :

Name :

Date :