

**SJI INTERNATIONAL**  
**HIGH SCHOOL 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 SkillsFuture Singapore (SSG). 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 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 Application Form 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 Legal Guardians 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). Court-appointed 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 High 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 admission for all Grades will open up to 10 months before the scheduled admission. During the application window, applications can be made online

via the School website. Please refer to the website for details of the application opening and closing dates.

**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 during the respective application window..

**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.

2.4.1. The Application Fee is not payable for students of St. Joseph's Institution Elementary School in accordance with the High School Transition Programme.

**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, 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.

2.9.1. In applying to the School, Applicants acknowledge that all students are required to undertake two languages. Predominantly English is the primary language and the 2nd language is either an approved Mother Tongue Language or a Home Language in accordance with the Ministry of Education Mother Tongue Language Policy and the School's respective Language Policy.

**2.10. Offer and Acceptance:**

The applicant is required to formally accept an enrolment offer and make payment of the Enrolment Fee (not applicable to students of St. Joseph's Institution International Elementary School) and the Security Deposit by the date set out in the offer documents. Where an offer has not been accepted by the offer deadline, the offer will be regarded as lapsed and the place may 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 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 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. Catholic Students:**

It is compulsory for Catholic students who have received admission priority to take part as required in the Lasallian Catholic Youth Programme in Grade 7 and Grade 8. It is an expectation that those admitted to Grade 9 and above will volunteer to serve the formation, worship and fellowship of the Catholic community in school as required.

#### **2.17. Closure of application:**

Where an applicant is unsuccessful in gaining admission in the academic year applied for, the application will automatically be cancelled at the end of the academic year for which the applicant had applied for.

### **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 Long Term Passes, at a Singapore registered residential address for the duration of their enrolment. Alternatively, boarding is an option from Grades 9 and above (as per Clause 8).

#### **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. (This is not applicable for parents of students who reside in the School's appointed boarding house).

**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 Father, or Grandparents subject to the Mother or Father or Grandparents 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.

**4. Temporary absence of parents:**

The School acknowledges that under exceptional circumstances, parents (or court-appointed Legal Guardians) may be temporarily absent from Singapore. To ensure the continued Safety and Wellbeing of your child and facilitate partnership with the School on time-sensitive matters during your absence, please adhere to the following:

- 4.1. **Nomination of an Interim Carer:** Parents must nominate an Interim Carer (a trusted family member or friend, aged 25 or over, excluding domestic helpers) who is authorised, able, and willing to assume parental responsibility and collaborate with the School.
- 4.2. **Timely Submission:** Submission of the completed form via the Parent Portal is required at least five working days before the planned departure.
- 4.3. **Information for Interim Carer:** Parents are to ensure the Interim Carer is provided with essential information, such as the students NRIC/FIN/Student Pass and Medical Insurance details.
- 4.4. The School will not accept the delegation of parental responsibility to a domestic helper or to a person under the age of 25.
- 4.5. The School Principal retains the discretion to approve the circumstances of parental absence and the nominated Interim Carer.

**4.6. 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 by the Director or Head of Admissions without refund of fees or may not be offered a Student Contract for the ensuing academic year.

**4.7. 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 or Head of Admissions without refund of fees.

## **5. Immigration Status and Nationality**

### **5.1. 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.

### **5.2. 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.

### **5.3. 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.

### **5.4. 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.

### **5.5. Singapore citizens:**

- 5.5.1. Singapore Citizens do not require an approval from the Ministry of Education (MOE) to enrol in St. Joseph's Institution International High School.
- 5.5.2. 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, holds an In-Principle Approval for Singapore Citizenship, or is a Singapore Citizen who has dual citizenship by holding a passport of another country. Applications cannot be made under the child's non-Singapore passport.

5.5.3. If at any time during the period of enrolment a student's residency status changes to that of a Singapore Permanent Resident or a Singapore Citizen, the parents are required to notify the Admissions Department immediately and acknowledge that the change in residency status may have an impact of the ability for the students to continue with their chosen second language and/or their continued enrolment.

**5.6. Student Pass:**

For those students requiring a Student Pass, it is subject to the School having availability of places for Student Pass Holders. The digital card must be issued and received from the Immigration and Checkpoints Authority (ICA) before the student is permitted to commence their studies.

A student on a Student Pass, who has come to Singapore for the purpose of their education, may reside with their Mother or Father or Grandparents, subject to the Mother or Father, or Grandparents having obtained a Long-Term Visit Pass (LTVP) from the Immigration and Checkpoints Authority. This is subject to approval by the School.

**5.7. Change in immigration status:**

Parents must inform the School immediately should there be a change to their or their child's immigration status.

**5.8. 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.

## **6. Behaviour for Learning and Duty of Care**

**6.1. 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.

**6.2. 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.

### **6.3. Attendance:**

In particular, all parents are to ensure that all students attend the School punctually and regularly throughout each term.

- 6.3.1. 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).
- 6.3.2. 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/ court-appointed 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.

### **6.4. 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.

### **6.5. Vaping and Prohibited Substances:**

The use, possession, or distribution of vapes, e-cigarettes/cigarettes or any related paraphernalia is strictly prohibited on school grounds, during school-supervised activities, and in school-provided transport. Any student found in violation of this policy may face immediate suspension or expulsion, at the School's discretion. The School is obligated to report all instances of such violations to the relevant Singaporean authorities, including but not limited to the Health Sciences Authority (HSA), in accordance with the law. All fees paid are non-refundable in the event of withdrawal due to a violation of this clause.

## **7. Authorised Carer:**

7.1. As a condition to a student's admission to and continued enrolment with the School, the School requires that all students not residing with a parent as detailed in Clause 3.1, shall have an appointed Authorised Carer who is registered with the School by the parent for the whole duration of the student's enrolment, subject to the terms and conditions in the Authorised Carer Policy which is on the school website, which must be fully complied with by both the parent and the Authorised Carer, where applicable.

7.2. Parents who wish to register an Authorised Carer with the School must

personally submit a duly completed and signed Authorised Carer Registration Form (which Includes A Statutory Declaration to be duly made by the Authorised Carer). The School will only accept submission of the required documents from a parent (i.e. the School will not accept any attempted submission by a purported Carer).

- 7.3. Any person to be registered with the School as an Authorised Carer must:
- 7.3.1. be at least 30 years of age (exceptions may be made, but only in special circumstances);
  - 7.3.2. be a Singapore Citizen, Singapore Permanent Resident or for Student Pass holders, be a holder of an LTVP in accordance with the ICA guidelines;
  - 7.3.3. reside in Singapore;
  - 7.3.4. not have any more than 5 students under his/her care at any point in time;
  - 7.3.5. have made a Statutory Declaration in the form provided; and
  - 7.3.6. have undertaken a Background Screening check within a recent time period.

## **8. Boarding**

- 8.1. Residential boarding is offered at St. Andrew's Hall Hostel for students from Grade 9 onwards.
- 8.2. All students not residing with a parent in Singapore as per Clause 6.6 will be required to board.
- 8.3. An application will need to be submitted to St. Andrew's Hall Hostel to confirm a boarding place.
- 8.4. Applicants are required to inform, at point of application, that they will be a boarding student.
- 8.5. Any offer of admission for applicants who require boarding, will be conditional to the successful application to St. Andrew's Hall Hostel.
- 8.6. The minimum residency at St. Andrew's Hall Hostel (SAH) is 6 months. Should there be a need for early withdrawal, parents are to inform both the School's Admission Department and SAH at least one month in advance of the intended withdrawal and complete the required Forms.
- 8.7. All boarding students must have an Authorised Carer appointed by their parents in accordance with the Authorised Carer Policy for the duration of the student's residency. The Authorised Carer will be the parent's representative for matters pertaining to, but not limited to:
  - 8.7.1. Provide the Parents with regular communication and updates on the student's progress.

- 8.7.2. Provide the Parents and students with administrative support such as attending Parent-Student-Teacher Conferences, completing forms required for consent for activities, trips, events, etc.
- 8.7.3. Provide the student with dedicated attention and care with regard to the student well-being and medical attention required.
- 8.8. The School has a dedicated section reserved for St. Joseph's Institution International students with a Resident Mentor residing at St. Andrew's Hall Hostel to provide supervision of the students.
- 8.9. The Resident Mentor, may or may not be a member of staff of St. Joseph's Institution International.
- 8.10. Each student will be assigned to either the boys or girls wing of the section allocated to the School and will be supervised by the corresponding Resident Mentor.
- 8.11. The students during their stay in St. Andrew's Hall Hostel (SAH), are to abide by all rules and regulations set by SAH that are documented in the Boarding Handbook given to all students upon check in. Failure to adhere to these rules may require a student to leave SAH leading to an automatic withdrawal from St. Joseph's Institution International.
- 8.12. Boarding fees and miscellaneous costs are borne by the Parent/court-appointed Legal Guardian. Students on the SJI International Scholarship Programme may have all or part of the Boarding fees covered by the Scholarship award, which will be detailed in the Scholarship Contract.
- 8.13. Students are required to have a comprehensive international medical insurance plan in place for the duration of the residency period at St. Andrew's Hall Hostel. This is to be arranged by the Parents/court-appointed Legal Guardians ahead of the student's admissions to St. Andrew's Hall, with a copy submitted to the Admissions Office.
- 8.14. Students admitted on condition that they reside in St Andrew's Hall will automatically lose their place at St. Joseph's Institution International should they withdraw from the boarding house, unless approved by the Principal and the Director of Admissions, prior to leaving the boarding house.

## **9. Scholarship Programme**

- 9.1. Scholarships are available for entrance to Grade 7, Grade 10 Foundation Course and Grade 11. Full details of the Scholarship Programme is available on the school website.
- 9.2. Scholarship applicants will be assessed to have excellent quality of mind, active participation in non-academic activities, positive personal qualities, outstanding

communication abilities and demonstrated academic achievement.

- 9.3. Application for the Scholarship Programme is an online application via the school website. Only completed applications will be considered.
- 9.4. Applicants to the Scholarship Programme are subject to the Admissions Policy and need to meet the Entrance Criteria in addition to any financial means-testing where applicable, at point of application and through out the duration of the Scholarship. Should there be a change in financial circumstances during the Scholarship, the parents will be informed and adjustment to the scholarship benefits will be made.
- 9.5. Applicants applying for a means-tested scholarship, in addition to the Scholarship Application will be required to submit a Financial Statement together with supporting documents.
- 9.6. Scholarship applicants will undergo a Scholarship Admission Assessment.
- 9.7. The Scholarship Review Committee will review all applications following the Scholarship Admission Assessment and go through a shortlisting process. Only shortlisted applicants will proceed to the interview stage.
- 9.8. The Scholarship Review Committee will select the successful applicants to award a Scholarship and make a decision on the scholarship amount determined by the applicants demonstrated need where applicable.
- 9.9. International Scholars will reside at St. Andrew's Hall Hostel and will be required to adhere to the Boarding terms and conditions as outlined in Section 12.
- 9.10. International Scholars must have an appointed Authorised Carer for the duration of their scholarship.
- 9.11. Non-disclosure of an applicant's additional learning, medical, social and/or emotional needs at the application stage may lead to the application being void or, if once enrolled, will lead to the withdrawal of the Scholarship and enrolment.
- 9.12. The following are not eligible to apply for a Scholarship:
  - 9.12.1. Children of members of the St. Joseph's Institution International Board of Governors and St. Joseph's Institution International Preschool Board of Governors.
  - 9.12.2. Children of members of the various St. Joseph's Institution International and and St. Joseph's Institution International Preschool Board Committees.
  - 9.12.3. Children of employees of St. Joseph's Institution International (Elementary School and High School) who receive an education

subsidy.

- 9.13. Renewal of the Scholarship at the end of the academic year will be subject to good conduct, acceptable academic achievement and an exemplary attitude towards constructive activities and study.
- 9.14. The Scholar agrees to uphold the values and ideals of the School and displays an attitude that will enhance the prestige of the Scholarship Programme.
- 9.15. Parents and Scholars agree to support the promotion of the Scholarship Programme and acknowledge and consent to the School using photographs, videos, images, personal stories, and academic achievement of the Scholars to be used in School 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 the Scholarship Programme and school events and activities only. Any other third-party usage is not permitted without the School's and parent's written consent.
- 9.16. Should the School exercise the right to terminate the Scholarship in accordance with these Terms & Conditions, or the Parents terminate the Scholarship, the Parents will be required to repay monies spent on the Scholarship (where applicable, including but not limited to school fees, trips, boarding fees, flights, uniform, etc) up to and including the date of termination of the Scholarship.

## **10. Health, Medical, Well-being, and Safeguarding**

### **10.1. 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.

### **10.2. 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.

### **10.3. 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](#). Applicants are required to provide vaccination records to be considered for admission.

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.

### **10.4. 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.

### **10.5. 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.

### **10.6. 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.

### **10.7. 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.

#### **10.8. 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:

- 10.8.1. 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;
- 10.8.2. 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;
- 10.8.3. Excluding the Respondent from certain parts of the campus;
- 10.8.4. Excluding the Respondent from specific school trips and/or activities.

#### **10.9. 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).

#### **10.10. Student Expectations:**

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.

#### **10.11. Behaviour For Learning Policy:**

The Behaviour For Learning 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.

10.11.1. 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 (7:45 am to 4:45 pm Monday to Friday during term time) for reasons other than School related activities.

## **11. Languages:**

All students are required to undertake two languages. Predominantly English is the primary language and the 2nd language is either an approved Ministry of Education (MOE) Mother Tongue Language or a Home Language in accordance with the language policies posted on the [School website](#).

### **11.1. Mother tongue Language:**

It is compulsory for Singapore Citizens and Singapore Permanent Residents to study an official Mother Tongue Language (MTL) at St. Joseph's Institution International, as required by the Ministry of Education (MOE). Where applicable, an approved Foreign Language or Asian Language may be approved. Mother Tongue Languages consist of Chinese, Malay, Tamil or non-Tamil Indian Language, and are generally taken as a second language. Where applicable, an approved Foreign Language or Asian Language may be taken in school; this requires approval from the MOE and will be at the discretion of the School as to whether it will be able to support an application to MOE.

### **11.2. Home Language Programme.**

Students who are not subject to the Mother Tongue Language policy, other than Singapore Citizens and Singapore Permanent Residents will undertake a language that is deemed to be their home language or that they may have a cultural connection to. For those that do not have a home language (their only language and cultural heritage is from English speaking countries), can choose a 2nd language from those on offer. Some Home Languages have additional fees.

## **12. English As An Additional Language (EAL) & English Language Acquisition (ELA) Programme.**

12.1. Students requiring additional English language support are accepted into the school on a case-by-case basis in accordance with the EAL & ELA Programme Policy.

12.2. The language support needs of the student are considered against current levels of staffing, expertise and resources within the school.

12.3. Parents of an EAL & ELA student (including English for Academic Purposes (EAP), and IGCSE support for second language) acknowledge that acceptance of a place is on condition of being enrolled in the Programme for a minimum of 12 months and agree to the EAL & ELA Programme fees as detailed in the School Fee Schedule.

- 12.4. 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.

### **13. Disclosure**

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.
- 13.4. In the event of withdrawal due to non-disclosure, fees paid are non-refundable.

### **14. Finance - Fees and Additional Payments**

#### **14.1. Payment modes:**

The methods of payment can be found on our [School website](#).

#### **14.2. The Application Fee:**

The Application fee is payable per applicant, is non-refundable and is payable when the application is submitted. This fee does not apply to students who transition from St. Joseph's Institution International Elementary School.

#### **14.3. Enrolment Fee:**

The Enrolment Fee is payable upon acceptance of a place and is non-refundable. This fee does not apply to students who transition from St. Joseph's Institution International Elementary School.

#### **14.4. The Security Deposit:**

The Security Deposit is payable on acceptance of a place and is non-refundable prior to the applicant's enrolment. Additionally, the Security Deposit is non-refundable if a new student, regardless of attendance, withdraws from the School before the 28th of February. During the course of enrolment, the Security Deposit will be automatically

refunded to the parents upon their child's graduation from St. Joseph's Institution International, at the end of Grade 12 in accordance with the following conditions:

- 14.4.1. In the event of early withdrawal for students in Grade 7 to 10, notice must be given in writing to the Head of Admissions by 28 February (if the student is leaving in the term that ends in June of the same year) or by 31 of August (if leaving in the Term that ends in November/December of the same year). Failure to provide notice by these deadlines will result in the School retaining the Security Deposit.
- 14.4.2. The Security Deposit for any student starting Grade 11 or 12 will only be refunded upon completion of the full two-year IB Diploma Programme. St. Joseph's Institution International will retain the Security Deposit for any Grade 11 or 12 students who leave the course before completing the full two-year programme.

**14.5. Payment of 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 agree to use one of the School's accepted payment modes as published in the Fee Schedule. The School does not accept cash payments.

**14.6. Undertaking to pay fees:**

Parents undertake to pay the Term Fees by the due date as set out in the Fee Schedule as published on the School website, and acknowledge that these fees are payable regardless of the respective length of each term and where students are not attending formal classes.

**14.7. The termly fees, once paid are non-refundable and include:**

- 14.7.1. **The Tuition Fee** is payable per student per year and is billed termly.
- 14.7.2. **The Development Fee** is payable per student per year, is billed termly, and is for the upkeep and maintenance of the school grounds.
- 14.7.3. **Insurance & Education Materials Fee** includes insurances, associated printing, stationery, annual yearbook and educational materials.

**14.8. 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.

#### **14.9. 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.

#### **14.10. English As An Additional Language (EAL) & English Language Acquisition (ELA) Programme**

EAL and ELA fees (including English for Academic Purposes (EAP), and IGCSE support for second language) are payable for Students registered in the Programme. These fees will be invoiced together with the School Fees.

#### **14.11. Home Language Programme**

Home Language Programme fees are payable, where applicable for Students undertaking a Home Language. The fees are not included in the school fees invoice and are billed separately at the appropriate time of the year. In the event a student should withdraw from the Programme or the School, fees must be paid in full and are non-refundable.

#### **14.12. Examination Fees**

Examination Fees are applicable for students in Grade 10 IGCSE and Grade 12 IB Diploma Programme and fees are payable per subject. The fees are set by the respective examination boards.

#### **14.13. Miscellaneous Fees**

Miscellaneous Fees include (but not confined to) loss or damage to/of school property, requests for re-issuance of School Reports/Transcripts, purchase of school uniform, purchase of books, supervision of Admissions Tests for entry to other schools, 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.

#### **14.14. 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 second 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.

#### **14.15. Installment Plan**

Subject to approval by the Director or Head of Admissions, 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.

**14.16. 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.

**14.17. Right to exclude**

The School reserves the right to exclude any student for whom any part of the Term Fees is unpaid.

**14.18. 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.

**14.19. Fee payment**

Fees are the joint and several responsibilities of the parents or whomever has parental responsibility for the student. The School reserves the right to withhold any information or property while fees are unpaid.

**14.20. Payment by a third party**

Payment of any fees by a third party, 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.

**14.21. 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.

**14.22. Discretion to prioritise payment:**

In the event that a family makes only a partial payment of the total Term Fees due for all children attending 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.

## **15. Removal or Suspension of a Child**

### **15.1. 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:

- 15.1.1. Where the student's attendance, academic progress or behaviour is unsatisfactory in any way;
- 15.1.2. 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.
- 15.1.3. 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
- 15.1.4. 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.
- 15.1.5. 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.

### **16. Criteria for Transition to the next education phase:** will require a student to:

- 16.1. Make sustained academic progress completing all assessments to the stipulated level.
- 16.2. Participate in the Field Trips and the Expedition Programme as required.
- 16.3. Achieve a minimum 90% attendance rate (attendance below 90% 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).
- 16.4. 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.
- 16.5. The behaviour or social/emotional needs of the student does not place them or other members of the community at significant risk of harm.

16.6. Ensure all School fees and administration are fulfilled on time as required.

## **17. Notification of Withdrawal**

### **17.1. 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. It is acknowledged that the parent submitting the Withdrawal Form is doing so with the consent of the other parent (where applicable). In the event that the Withdrawal Form is received after the stipulated deadline, parents are required to pay the next Term fees for the subsequent Term.

### **17.2. 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:

17.2.1. 28 February (if leaving in the term that ends in June of the same year) or

17.2.2. 31 August (if leaving in the Term that ends in December of the same year).

### **17.3. Prescribed Withdrawal Form of notice:**

Notice of withdrawal must be submitted by parents using the online Withdrawal Form accessed via the [School 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.

## **18. General Conditions**

### **18.1. 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.

### **18.2. 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.

### **18.3. Complaints Procedure.**

Disputes between the school and family must follow the complaints procedure found on the School's website [here](#).

### **18.4. 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.

### **18.5. 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.

### **18.6. 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.

### **18.7. 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.

### **18.8. 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.

## **18.9. Parents' Code of Conduct**

- 18.10. 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.
- 18.11. 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:
  - 18.11.1. Working in partnership with the School to enhance learning and the environment for its students;
  - 18.11.2. Supporting the School's policies and procedures for student well-being and positive behaviour;
  - 18.11.3. Encouraging respectful and responsible behaviour of the School's students when outside of School;
  - 18.11.4. Respect and comply with reasonable requests or directions from School staff;
  - 18.11.5. Address concerns or complaints via the appropriate member staff or by following the Complaints Policy.
  - 18.11.6. It is not acceptable to lobby support from other parents or the public in pursuit of a private or individual concern;
  - 18.11.7. Refrain from the use of threatening language or behaviour of any kind;
  - 18.11.8. 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.
  - 18.11.9. The School does not support or promote the use of private communication groups in relation to school matters expressed on any non-school platforms
- 18.12. 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.

## **19. Campus Access**

### **19.1. ID Card to access campus:**

Parents/court-appointed Legal Guardians require an ID card to gain access to the School Campus.

### **19.2. Parent Identification (ID) Card:**

- 19.2.1. 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.
- 19.2.2. 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.
- 19.2.3. 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/court-appointed Legal Guardians for each and subsequent losses.

### **19.3. Campus Access:**

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.

## **20. Personal Data Protection**

### **20.1. Data Protection:**

The Parents and the student hereby consent to St. Joseph's Institution International 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.

- 20.1.1. 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'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 or overseas, in conjunction with or organised by St. Joseph's Institution

International Elementary School, St. Joseph's Institution International, St. Joseph's Institution International Preschool, 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 Preschool, to St. Joseph's Institution International Elementary School and St. Joseph's Institution International Elementary School to St. Joseph's Institution International once the student has graduated or is graduating from either St. Joseph's Institution International Preschool to St. Joseph's Institution International Elementary School and St. Joseph's Institution International Elementary School to St. Joseph's Institution International. For more details, please refer to the School's Data Protection Policy listed on the school website.

- 20.1.2. 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.
- 20.1.3. 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.
- 20.1.4. These Terms and Conditions shall be governed and constructed in accordance with the laws of the Republic of Singapore.

## **21. School Liability**

### **21.1. 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:

- 21.1.1. 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.
- 21.1.2. 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.
- 21.1.3. 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.

- 21.1.4. 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.
- 21.1.5. 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.
- 21.1.6. 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.
- 21.1.7. 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.

## **22. Force Majeure**

### **22.1. 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.

### **22.2. Force Majeure Defined**

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.

## **23. Versions**

### **23.1. Version Control:**

These Terms and Conditions will be posted on the School website under the [Policies & 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.

**-END**