

PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

This Contract is made between:

- | | | | |
|---|--|---|---------------------------------|
| (1) | Registered Name of PEI | : | Integrated International School |
| | | : | Pte Ltd |
| | Registration Number | : | 201012199C |
| (2) Full Name of Student : _____ | | | |
| | <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> | | |
| | NRIC Number (for SC/PR)* | : | _____ |
| | Student's Pass Number (if available)/ | : | _____ |
| | Passport Number (for international student)* | : | _____ |
| (3) Full Name of Parent/Legal Guardian* : _____ | | | |
| | (if Student is under eighteen (18) years of age) | : | _____ |
| | NRIC/Passport Number* | : | _____ |

* *Delete as appropriate by striking through.*

Where non-applicable, put "N.A.". Leave no fields blank.

State all dates in the format of DD/MM/YYYY.

1. COURSE INFORMATION AND FEES

- 1.1 The PEI will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2 The PEI confirms that the Course has been permitted by the Committee for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3 The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.4 The PEI considers payment made 30 days/month* after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).

2. REFUND POLICY

2.1 Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;

- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice. The period for refund excludes the publicised school holiday periods when the school is closed and staff are away.

2.2 Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D. The period for refund excludes the publicised school holiday periods when the school is closed and staff are away.

2.3 Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

3. ADDITIONAL INFORMATION

- 3.1** The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2** If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 3.3** If the Student and the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
- 3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5** If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.
- 3.8** This Agreement (as well as the Integrated International School Student Handbook) constitutes the entire understanding of the Parties on the student's conduct, school's disciplinary and behaviour modification policies.

SCHEDULE A

COURSE DETAILS

Note: The information provided below should be the same as that submitted to the CPE.

1) Course Title	
2) Course Duration (in months)	12 (each grade level)
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	N.A.
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Upon request, Certificate of Completion of the course will be given to the student who has successfully completed the course.
8) Organisation which develops the Course	Integrated International School
9) Organisation which awards/ confers the qualification	Integrated International School awards the Certificate of Completion upon request from the student who has successfully completed the course.
10) Course entry requirement(s)	Please visit the IIS official website www.iis.edu.sg for the entry requirements for the concerned course
11) Course schedule with modules and/or subjects	Course schedules are updated every term and current schedules can be requested from the relevant Grade Teacher. Please see attached current course schedule.
12) Scheduled holidays (public and school) and/or semester/term break for course	The academic calendar of IIS, which details public and school holidays as well as school events, is updated regularly and can be found at the following URL: https://www.iis.edu.sg/calendar-events
13) Examination and/or other assessment period	Students in each course are continually assessed. Grade Teachers use a variety of assessment techniques including evaluation of schoolwork, observations and testing for knowledge and skills. Attitude, learning skills, social relationships and effort are also considered when measuring the overall development of the student. Periodic tests will be announced 7 days ahead of time, where

	<p>relevant. Parent-teacher meetings are held each semester for students in the Mainstream approach and each term for students in the Support approach to discuss the student's social and academic progress. Students in Grades 3,5,7 and 9 who are deemed ready to sit IIS tests are administered these exams according to the schedule of IIS.</p>
<p>14) Expected examination results release date</p>	<p>Examination results are released within 3 weeks of the following term for IIS internal examination.</p> <p>External examination results are released within 5 working days after IIS receives the results if applicable.</p>
<p>15) Expected award conferment date</p>	<p>Upon request, the school will give the student Certificate of Completion of the course within 7 working days of the request.</p> <p>External examination award conferment date is specified by the external examination body if applicable.</p>

**SCHEDULE B
COURSE FEES**

Fees Breakdown	Total Payable (with GST, if any) (S\$)

SUPPORT INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (S\$)	Date Due

- 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 Course Fee Insurance Scheme (IWC)*; or~~
 - ~~2 months' worth of fees for non-EduTrust certified PEIs without IWC*.~~

* Delete as appropriate by striking through.

- Each instalment after the first shall be collected within one week before the next payment scheduled.

**Invoices dated the same date as the due dates will be sent out on that day.
Please make payment only on or after the due date.
You are given 30 days from the due date to make a payment.**

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
Book and Resource Fees	S\$200.00-800.00 (dependant on grade)
Examination Fee	S\$107.00
Late Payment Fee	S\$267.50
Course Transfer Fee	S\$250.00
Results Appeal Fees	S\$250.00
Transportation Fee (for 4 Terms)	Up to S\$6,000.00
School Uniform Fee (mandatory 3 sets)	Up to S\$250.00
Sports Uniform Fee (mandatory 1 set)	Up to S\$100.00
Extra-curricular Activities (prior to activity commencement)	S\$200.00 – S\$1,000.00
Damages to School Items/Property	S\$100.00 – S\$5,000.00
Copies of School Reports	S\$16.05 – S\$53.50
School Yearbook	S\$50.00 – S\$100.00
Therapy Fees (per session)	S\$100.00 – S\$150.00
End of Year Performance/Graduation	S\$15.00 – S\$50.00
Adhoc Event/Activity Fee	Up to S\$1,000.00
Admin Fee (due to late commencement)	S\$200.00
Student Pass Application Fee	S\$321.00
Student Pass Renewal Fee	S\$160.50
LOC Application Fee	S\$107.00
LOC Renewal Fee	S\$53.50
Shadow Support Specialist	S\$3,000.00 – S\$8,000.00/month
Trial Lessons (1/2 Day)	\$337.05

3. Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises

SCHEDULE D
REFUND TABLE

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
60%	more than 30 days before the Course Commencement Date
[0%]	before, but not more than [30] days before the Course Commencement Date
[0%]	after, but not more than [7] days after the Course Commencement Date
[0%]	more than [7] days after the Course Commencement Date

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

SIGNED by the PEI

 Authorised Signatory of the PEI
 Name: Dr. Vanessa von Auer
 Date:

 Seal of PEI

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

 Name of Student:

 Name of Parent or Legal Guardian:

Date:

Date: