

## 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 : Stamford American International School  
: Pte Ltd (STAMFORD)  
Registration Number : 200823594D
- (2) Full Name of Student : [REDACTED]  
(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student/Dependent Pass (DP))  
NRIC Number (for SC/PR)\* : [REDACTED]  
Student's Pass Number (if available)/  
Passport Number (for international student)\* : [REDACTED]
- (3) Full Name of Parent/Legal Guardian\* : [REDACTED]  
(if student is under 18 years of age)  
NRIC/Passport Number\* : [REDACTED]

\*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 Council 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 7 days 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 organization stated in Schedule A within any stipulated timeline set by CPE; or

- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA)
- (vii) In relation to Singapore citizens, approval has not been received from Ministry of Education (MOE).

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.

## **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.

## **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.

Notwithstanding Schedule D, the Student will be refunded all 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](http://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** The Stamford terms and conditions form part of the PEI-Student Contract and form the basis of a legal contract for educational services.

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

1) Course Title	International Baccalaureate Primary Years Program (IB_PYP) Grades 1- 5
2) Course Duration (in months)	50 months
3) Full-time or Part-time Course	Full Day
4) Course Commencement Date	On or around August 15 <sup>th</sup> .
5) Course Completion Date	Date of leaving the school or graduating from the relevant grade.
6) Date of Commencement of Studies (Date on which Student starts attending Course, if different from Course Commencement Date)	Date of entry of student to the school
7) Qualification (Name of award to be conferred on the Student upon successful Course completion)	Does not apply.
8) Organization which develops the Course	Stamford American International School (STAMFORD).
9) Organization which awards/ confers the qualification	Stamford American International School (STAMFORD).
10) Course entry requirement(s)	Initial Admission and Entry to the School is defined in STAMFORD terms and Conditions Section C, items 12 to 17. Completion of the previous grade level (or equivalent) and sufficient English language skills to undertake the course, as determined by Stamford, will influence advancement from one grade level to the next.
11) Course schedule with modules and/or subjects	Course schedules are provided in the printed school publications entitled: Elementary School Curriculum Guide
12) Scheduled holidays (public and school) and/or semester/term break for course	The STAMFORD Academic Year runs from August to June and scheduled holidays are published on the school website. Please refer to the school website and

	<p>newsletter for additional information on calendar events.</p> <p>Dates may change from time to time as determined by the School. Additional days may be added in the event that days are lost due to emergencies / inclement weather or other unforeseen events. Public holidays are advised by the Singapore Ministry of Manpower and are sometimes varied or confirmed throughout the year.</p>
13) Examination and/or other assessment period	<p>There is continual assessment of each child's achievements. Teachers use a variety of techniques including testing for knowledge and skills, observations, portfolios of children's work and analysis of book, project and practical work. Attitude, learning skills, social relationships and effort are considered equally important when looking at the overall development of a child. Parent/Student/Teacher conferences are held for discussions of each child's social and academic progress.</p>
14) Expected examination results (for Grade 11 and 12) and report card release date	<p>Detailed descriptive reports are distributed prior to the end of the first semester in January and the end of the school year in June.</p>

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

^ The total course fees payable should be fully protected as required by EduTrust FPS.

Fees Breakdown	Total Payable per annum (with GST, if any) (S\$)
<b>Course Fee for each of Grade 1 to Grade 5</b> Included in Course Fee: Course Material Fee Fee Protection Scheme Insurance Medical Insurance Fee  Technology Fee  GST	31,457.94     794.39  2,257.67
<b>Total Course Fees Payable: ^</b>	34,510.00
<b>No of Instalments:</b>	2

## **INSTALMENT SCHEDULE**

<b>Instalment% Schedule</b>	<b>Amount (with GST, if any) (S\$)</b>	<b>Date Due **</b>
<b>Each of Grade 1 to 5 Course Fee</b>		
1st instalment	17,680.00	01 May#
2nd instalment	16,830.00	01 Oct
<b>Total Course Fees Payable:</b>		<b>34,510.00</b>

% 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\*.

# or such later date as may be specified in your fee invoice.

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

**SCHEDULE C**  
**MISCELLANEOUS FEES<sup>1</sup>**

Purpose of Fee	Amount (With GST, if any) and When Payable (\$\$)
Application Registration Fee (Once only, non-refundable, new enrolment student only)	3,160.00 Upon application
Application Facility Fee (Once only, non-refundable, new enrolment student only)	7,490.00 Upon acceptance of offer / placement
EAL (English as an Additional Language) Fee Mainstream EAL Accelerated Learning Program	4,500 per annum 6,000 per annum
Examination Fee	0 – 2,000.00* Upon registration for examination
Academic Field Studies**	150.00 – 4,000.00** Prior to activity commencement
Co-curricular Activities	5.00 – 2,000.00* Prior to activity commencement
Report Copy Fee	15.00* Prior to issuance of report
Uniforms	0 to 500.00* Upon purchase of uniform
Bank / Transfer Charges	20.00 - 30.00* Varies between banks
Convenience charge where payment of fees are made via credit card	2.5% of the fee amount payable
Penalty fee for loss of library book	20.00 Upon loss of library book.
Penalty fee for loss of family card	30.00 Upon replacement of family card.
Penalty for loss of IT equipment (iPad/MacBook)	iPads (if lost within 3 years of receipt) 100.00 – 1,000.00 MacBook's (if lost within 3 years of receipt) 500.00 – 2,000.00 Upon replacement of lost equipment.
Penalty for late fee payment	2% per month on any overdue amount as per the Course Fee Installment Schedule Due Dates

\* These figures are estimates only and notification will be made of the actual amount prior to payment

\*\* Will be invoiced together with Course Fee, if applicable. Non-refundable and non-transferable

<sup>1</sup> Miscellaneous Fees refer to any 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 to the Admissions department is received:
100%	On or before May 1 <sup>st</sup> in relation to students due to commence during semester 1 (August to December); or On or before Oct 1 <sup>st</sup> for students due to commence in semester 2 (January to June).
0%	After May 1 <sup>st</sup> in relation to students due to commence during semester 1 (August to December); or After Oct 1 <sup>st</sup> for students due to commence in semester 2 (January to June).
0%	After the commencement of a semester. If a student has commenced school during semester 1 or semester 2 there will be no refund of tuition fees for early withdrawal regardless of when notice of withdrawal is given.
<p>The Application Fee is strictly non-refundable and non-transferable except in the following circumstances:</p> <ol style="list-style-type: none"> <li>1) Stamford is unable to offer a place to a student applicant due to denial of student pass or approval by the relevant Singapore authorities</li> <li>2) Stamford is unable to offer a place to a student applicant due to waitlist for the relevant year level and the student applicant elects not to be placed on the waitlist.</li> <li>3) Student applicant does not meet the eligibility criteria for enrolment at Stamford.</li> <li>4) Stamford is unable to offer a place to a student applicant due to sibling priority policy as published by Stamford.</li> </ol> <p>The Application Fee will be refunded in full in the event a student applicant cannot be accepted at Stamford for the reasons set out in 1) to 4) as determined by Stamford in its sole discretion.</p>	
<p>The Facility Fee and the Academic Field Studies Fee are strictly non-refundable and non-transferable in all circumstances.</p>	



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

SIGNED by the PEI



\_\_\_\_\_  
Authorized Signatory of the PEI  
PEI Name: Malcolm J. Kay  
Title: Superintendent  
Date:



\_\_\_\_\_  
Seal of

SIGNED by the Student

\_\_\_\_\_

Name of Student:

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

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

\_\_\_\_\_

Name of Parent or Legal Guardian:

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

SAMPLE

**FORM 12 PRIVATE EDUCATION ACT (No. 21 of 2009)**  
**PRIVATE EDUCATION REGULATIONS**

This note is for a prospective student. You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or program (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.
- h. The degree or diploma or qualifications which will be awarded to you upon successful completion of the course.

If you have any doubts about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertise, you should always seek advice and/ or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract; the student's parent or guardian.

I, \_\_\_\_\_, NRIC/ Passport number \_\_\_\_\_,  
(name of parent/guardian) (parent/guardian NRIC/Passport No.)

have read and understood this advisory note before signing the Student Contract for my child / my ward

\_\_\_\_\_, NRIC/FIN/Passport number \_\_\_\_\_  
(name of child / ward) (NRIC/FIN/Passport Number)

with Stamford American International School.

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

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

PE Regulations 25(5)(a)  
PRIVATE EDUCATION ACT (No. 21 of 2009)  
ADMINISTRATION OF COURSES  
Acknowledgement of Course Commencement

On behalf of my child/dependent, I hereby acknowledge that if the confirmed date of enrolment commencement is after the course commencement date (i.e. August of each academic year), that the course applied will have commenced prior to my child/dependent's enrolment at Stamford American International School.

X

[Redacted Signature]

(Signature of parent / guardian)

Date:

[Redacted Date]

