



Stamford American
INTERNATIONAL SCHOOL

Date

Parent: Add name

Student: Add name

Dear 'Parent name'

Letter of Offer – Stamford American International School Student Boarding Program

We are pleased to welcome 'Student name' to participate in the Stamford American International School ("SAIS") Student Boarding Program, Academic Year 2022/23. Your child will be housed at SAIS' designated student boarding facility located at ACS Oldham Hall, 80 Barker Road, Singapore 309937, throughout the duration of your child's participation in the SAIS Student Boarding Program of the Academic Year 2022/23.

We would like to highlight the importance placed on participating student boarders' good conduct and adherence to the SAIS Student Boarding Program Code of Conduct as listed in the Boarding Handbook.

SAIS reserves the right to review the residency of student boarders at ACS Oldham Hall who fail to meet the standards expected of them. The SAIS Student Boarding Program Terms and Conditions ("SAIS Student Boarding Program T&Cs") are set out in Annex A of this Letter. SAIS reserves the right to make amendments to the SAIS Student Boarding Program T&Cs with one (1) month's prior written notice.

The charges and invoicing schedule for boarding are set out in Annex C. The invoice for Section A will be issued once the signed contract has been returned and is due for payment within seven days.

Please ensure that you have read, fully understand, and are satisfied with all the SAIS Student Boarding Program T&Cs before you accept this offer for your child.

To confirm your acceptance and agreement to be bound by all the terms and conditions of this Letter, please return to us your fully completed, signed, and dated contract, including the signed and dated Declaration and Undertaking Form set out in Annex B to this Letter.

For further queries, please contact me at boarding@sais.edu.sg

We look forward to having your child with us.

Yours sincerely,

Catherine Verango
Head of Boarding and Guardianship



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Annex A

ACS Oldham Hall ("Boarding House") is the preferred and recommended Boarding Hall for all student boarders studying at Stamford American International School ("SAIS", UEN 200823594D), referred to as "The School". Please find below the terms and conditions governing the Boarder's stay, his/her use and access of the facilities in The Boarding House and all services provided by The Boarding House.

By signing the Application Form and/or by paying the Fees, the Parent/Guardian (as defined below) enters into a contract with the School on the terms and conditions defined and hereby acknowledges to have read and accepted the said terms and conditions without qualification.

1. DEFINITIONS

In this Agreement, the following capitalized terms shall have the following meanings, except where the context otherwise requires:

"SAIS", "we", "us", or "our" means the School and its affiliates and related entities and/or corporations;

"Application Form" means the form provided by The School for parents to complete when making an application for a place for the Boarder (as defined below) at The Boarding House through the School;

"Boarder" is the child / individual named on the Application Form;

"Fee" and "Fees" include each of the following charges where applicable: Application Fee, Registration & Miscellaneous Fee; Boarding Fees; Bus Fare; Fees payable for the Boarder's Personal Accident Insurance, Hospitalization & Surgical Insurance, Fees to be payable for Vacation Boarding all of which as indicated in the Application Form or as may be notified to the Parents from time to time; Fees for any other items ordered by the Parents or Boarders; any Services provided by The Boarding House and/or the School and expenses incurred by the School in the provision of the Services at The Boarding House; compensation for loss and damage to property belonging to any person by the Boarder; late payment charges if incurred and Fees in lieu of notice if timely written notice of termination or cancellation has not be given;

"Parent(s)" / "Guardian(s)" / "You" means any person, including a sponsor or an agent who has signed the acceptance statement on the Application Form and/or who has accepted responsibility for the Boarder's attendance at The Boarding House;

"Personal Data" means information about a person, from which he or she is identifiable, including but not limited to his or her name, nationality, address, telephone number, bank details, credit card details, gender, resident status, financial background, personal interests, email address, occupation, photo and any other information about the



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person which may be provided by the Parents or Boarders to the School in registration forms, application forms or any other similar forms and/or requests for information that has been or may be collected, stored, used and/or processed by the School from time to time, and includes sensitive personal data such as identification card numbers, driving license numbers, birth certificate numbers, passport numbers, race, ethnic origin, date of birth, marital status, education background, credit rating / score and data relating to health, religious or other similar beliefs;

“Subsequent Term” has the meaning ascribed to it in Clause 7.2.1; and

“Term” is defined in Clause 3.1;

2. ADMISSION INTO BOARDING AT THE BOARDING HOUSE

- 2.1 A Boarder will be considered for admission into The Boarding House upon the return of a complete and signed Application Form and the receipt of payment of the non-refundable Admission Fee as notified to the Parent on the Application Form to the School directly.
- 2.2 On admission of the Boarder into The Boarding House, the School requires payment as per Annex C. The Fees of such amount may be determined by The School and is subject to change. In the event that Fees are not paid the School reserves the right to deny a place to the Boarder.
- 2.3 Non-refundable Fees paid will not be refunded to the Parent or Boarder under any circumstances.

3. TERM

- 3.1 The Term of this Agreement shall be for a fixed period of the academic year as indicated in the Application Form (the “Term”).
- 3.2 Boarders will be asked to renew the agreement on an annual basis, until the Boarder graduates or the Agreement is otherwise terminated in accordance with the provisions as set out in Clause 9 below.

4. PARENT’S OBLIGATIONS

- 4.1 The Parents agree to: (i) fulfill their obligations under this Agreement (including paying the Fees on time); (ii) do all that they reasonably can to ensure the Boarder takes full part in any activities organized by The Boarding House and/or the School; (iii) do all that they reasonably can to ensure that the Boarder is well-behaved and complies with the rules and regulations of The Boarding House and/or the School; (v) provide cooperation and assistance to The Boarding House and/or the School to enable the Boarder to participate and benefit from The Boarding House’s provision of its Services; (v) keep the School informed



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of matters which The Boarding House and/or the School needs to be aware, including but not limited to granting the School to provide to The Boarding House the necessary permission required to access the Boarder's academic results so The Boarding House and/or the School can monitor their academic performance.

- 4.2 The Parents shall further inform the School of any change in the Parents' or the Boarder's circumstances of which the School reasonably needs to be aware, including but not limited to any change to information about the Parents or the Boarder that has previously been notified to the School (e.g. contact details).

5. HEALTH AND MEDICAL MATTERS

- 5.1 The Parents are obliged to provide The School with a declaration of the complete medical records of the Boarder on admission to The School. Failure to disclose medical or mental health records may be grounds for withdrawal. The Parents further agree that if there are any changes in the Boarder's medical status, the Parents shall notify The School of such changes without delay.

- 5.2 All Boarders will automatically be enrolled with The School's health insurance provider upon acceptance into The School unless otherwise notified to the Parents.

- 5.3 The Parents hereby authorize The Boarding House and/or the School to act on their behalf in obtaining emergency medical treatment as may be required for the health/welfare of the Boarder. The Boarding House and/or the School's staff shall inform the Parent or any other designated emergency contact persons of the situation. Any expenses incurred because of the emergency will be borne by the Parents and the Parents waive all claims against Boarding House and/or the School for assisting in any medical emergencies.

- 5.4 The Boarding House and/or the School may at any time exercise the right in its sole and absolute discretion to withdraw the Boarder should there be medical, psychological/psychiatric, disciplinary or other conditions (whether previously unknown, undeclared or declared) causing the Boarder to be considered unsuitable for boarding.

6. PASTORAL CARE

- 6.1 Ordinarily, The Boarding House and/or the School only provides information about a Boarder to the persons who signed the Application Form in respect of the Boarder; however, The Boarding House and/or the School is not obliged to provide information about a Boarder to such a person where: (a) a court order has been made to the contrary; or (b) The Boarding House and/or the School does not believe the person in question has legal or parental responsibility for the Boarder. At the same time, The Boarding House and/or the School reserves the right to give information about a Boarder to another person where: (i) The Boarding House and/or the School believes that that person has legal or parental responsibility for that



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Boarder; and (ii) The Boarding House and/or the School believes that providing the information to that person is in the Boarder's best interests.

7. BEHAVIOR AND DISCIPLINE

7.1 The Parents have read and agree with the rules and regulations of The Boarding House and the School and will use their best endeavors to ensure that the Boarder abides by the rules and regulations of The Boarding House and the School at all times.

7.2 The Boarding House and the School may at any time exercise the right to expel the Boarder for any misdemeanor or offense. Upon expulsion, the Deposit will be forfeited and no refund of the Boarding Fee will be allowed. All expenses related to the expulsion of the Boarder will be charged to the Parents.

8. FEES

8.1 Fees on renewal

8.1.1 The Fees (plus applicable supplemental charges and goods and services tax) to be payable for any renewal of the term of this Agreement ("Subsequent Term") shall accrue on a per day pro rata basis.

8.1.2 The Fees for each Subsequent Term shall be paid at least 30 days prior to the commencement of the Subsequent Term. In the event that the Parent fails to pay the Fees in accordance with this provision, The Boarding House and the School has the right to deny the Boarder a place in the Hall for the Subsequent Term.

8.2 Fees for School Holidays

8.2.1 The Fees (plus applicable supplemental charges and goods and services tax) to be payable for school holidays shall accrue on a per day pro rata basis and such Fees shall be based on school holiday rates as notified to the Parent.

8.3 Boarding fees will be based on semester and not daily rates. New Boarders who check-in 29 days or earlier after the start of the Semester will pay 100% of the Semester Fees. New Boarders who check-in 30 days till 89 days after the start of the Semester will pay 80% of the Semester Fees. New Boarders who check-in 90 days or more after the start of the Semester will pay 60% of the Semester Fees.

8.4 Boarding fees will include 3 extra days before and after the start of the school semester.



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- 8.5 Each person who has signed the Application Form is jointly and severally liable for the whole of the Fees. The persons who have signed the Application Form remain liable to The School for the Fees, unless otherwise agreed in writing.
- 8.6 Fees are reviewed from time to time and may be increased by such amount as The School considers reasonable. Any increase in Fees will usually be on 30 days' notice in writing given to the Parents.
- 8.7 All payments shall be made in accordance with the payment instructions. All bank charges incurred are to be borne by the Parent.
9. TERMINATION BY PARENTS
- 9.1 No termination prior to, or prior to expiry of the Term: As stated at Clause 3 above, this Agreement is for a fixed Term of one (1) academic year commencing from date of admission as indicated in the Application Form. If, for any reason, the Parent decides to terminate this Agreement and withdraw the Boarder from The Boarding House and/or the School before the beginning or during the Term, there shall be no claim for the reimbursement or return of any portion of the Fees, including but not limited to the Boarding Fees and any fixed charges payable for the Term (if any). Where the Agreement has been terminated under this Clause 9.1, the Deposit shall be automatically forfeited in full. The School may consider any request for the refund of the Deposit and may choose to refund the Deposit (or a part thereof) to the Parent in its sole and absolute discretion.
- 9.2 Termination upon the expiry of the Term
- 9.2.1 If the Parent wishes to terminate this Agreement and withdraw the Boarder from The Boarding House, the Parent must give The School at least 30 days' notice in writing prior to the Boarder's last day of stay in The Boarding House (the "Last Date"). The said notice shall be given by completing, signing and returning the withdrawal form provided to the Parent to The School.
- 9.2.2 If the Parent fails to give 30 days' notice prior to the Last Date, Fees in lieu of notice will be immediately due and payable as a debt at the rate applicable to the Term on a pro rata basis and may be deducted from the Deposit.
- 9.3 If the Boarder is suspended from The Boarding House for 14 consecutive days by reason of non-payment of Fees by the Parents, he/she will be deemed to have been withdrawn by the Parents (without notice) on the expiry of that 14-day period and the provisions in Clause 9.1 or Clause 9.2 (as the case may be) shall apply, unless The School agrees otherwise.
- 9.4 To facilitate the withdrawal of the Boarder from The Boarding House, the Parent shall ensure that the Boarder is physically present at The Boarding House on the Last Date.



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9.5 In the event that Clause 9.5 is not complied with, The School shall be entitled to carry out acts necessary to remove the Boarder's belongings from The Boarding House's premises and the Parent agrees to bear the costs.

10. LIMITATION OF LIABILITY

The Parents shall, to the fullest extent permitted by law, indemnify, defend and hold harmless The Boarding House and the School, its officers, employees, directors, affiliates, authorized representatives and agents from any and all damages, including property damage and personal injury (and any resulting or related claim, action, loss, liability, or reasonable expense, including attorney's fees and other fees and court and other costs) occurring on or arising out of activities taking place on any portion of The Boarding House's facilities or property.

11. PERSONAL DATA PROTECTION

11.1 The Boarding House and the School must comply with the Singapore Personal Data Protection Act 2012 ("PDPA") (as may be amended from time to time) relating to the collection, use, disclosure, and security of the Boarder's and Parent's Personal Data.

11.2 The Parent hereby agrees and consents to The Boarding House and the School using and processing the Boarder's and the Parent's Personal Data for the following purposes:

11.2.1 to assess whether the Boarder meets the eligibility criteria for admissions at The Boarding House;

11.2.2 to fulfill The School's obligations under this Agreement or in respect of any other agreement of the Parent and Boarder (if any);

11.2.3 to provide the Parent or Boarder with the Services, including management and administration of the Boarders' rooms, dormitories and other facilities, management and administration of clubs, interest groups and events, including school trips and roll calls, catering and any other service the Parent or Boarder have requested;

11.2.4 to process any payment(s) made by the Parent or Boarder;

11.2.5 to recover or facilitate the recovery of any payment(s) due from the Parent;

11.2.6 to commence legal or enforcement proceedings against the Parent for purposes of enforcing the terms of this Agreement;

11.2.7 to understand and analyze The School's performance in the provision of Services as well as the Parent or the Boarder's needs and preferences;



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- 11.2.8 to develop, enhance and provide the Services to meet the Parent and Boarder's needs;
- 11.2.9 to enhance The School's processes, notifications, authentication, security and compliance, analytics and preference management;
- 11.2.10 to respond to questions, comments and feedback from the Parent or Boarder;
- 11.2.11 to communicate with the Parent or Boarder for any purpose in relation to this Agreement;
- 11.2.12 for internal administrative purposes, such as auditing, data analysis, database records;
- 11.2.13 for purposes of detection, prevention and prosecution of crime;
- 11.2.14 for purposes of bringing disciplinary action against the Boarder;
- 11.2.15 to maintain the safety and security of The Boarding House premises and Services;
- 11.2.16 for The Boarding House and the School, its officers, employees, directors, affiliates, authorized representatives and agents to comply with their obligations under law; and
- 11.2.17 for any other purposes that the School may deem to be necessary or beneficial to achieving the mutual goals of the parties in this Agreement.
- 11.3 The Parent may at any time request for access to or correction of Boarder's and the Parent's Personal Data; and/or make any inquiries regarding Boarder's and the Parent's Personal Data by notifying The School in writing. In respect of the Parent's right to access and/or correct the Boarder's and the Parent's Personal Data, The School has the right to refuse the Parent's requests to access and/or make any correction to the Boarder's and the Parent's Personal Data for the reasons permitted under law, such as where the expense of providing access to the Parent is disproportionate to the risks to the Parent, the Boarder or another person's privacy.
- 11.4 The Parent hereby consents to the Boarder's and the Parent's Personal Data being transferred, accessed by or disclosed to various third parties for the purposes listed in Clause 11.2 above, or if the said third parties are engaged by The School to perform various functions on its behalf. The third parties include, without limitation:
 - 11.4.1 The Boarding House's and the School's partners, which include parties with whom The Boarding House and the School collaborates with for certain events, programs and activities;
 - 11.4.2 event management companies and event sponsors;



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- 11.4.3 service providers, including information technology (IT) service providers for infrastructure, software and development work;
 - 11.4.4 professional advisors and external auditors, including legal advisors, financial advisors and consultants;
 - 11.4.5 The School's related corporations (as defined in the Companies Act (Cap. 50));
 - 11.4.6 governmental authorities to comply with any statutory, regulatory and governmental requirements;
 - 11.4.7 the Singapore courts for purposes of any legal proceedings;
 - 11.4.8 other corporate entities in connection with a corporate transaction, such as a potential joint venture, sale of a subsidiary or a division, merger, consolidation, or asset sale; and
 - 11.4.9 in the event The Boarding House and the School is wound-up, The Boarding House's and the School's liquidator and creditors.
- 11.5 The Parent may also withdraw their consent to the collection, use, disclosure and processing of the Boarder's and the Parent's Personal Data at any time and The School will advise the Parent of the consequences of withdrawing their consent.

12. NOTICES

- 12.1 Any notice or other communication to be made under or in connection with this Agreement may be given in any manner described below to the address or email of the Parent maintained in The School's records and the address or email of The School as notified to the Parent, as the case may be (or any substitute address or email as each party may notify to the other in writing from time to time) and will be deemed effective as indicated:
- 12.1.1 if in writing and delivered by person or by courier, on the date it is delivered;
 - 12.1.2 if sent by certified or registered mail (airmail, if overseas), on the date it is delivered or its delivery is attempted; or
 - 12.1.3 if sent by email, on the date it is delivered.

13. SEVERANCE

If any provision or part-provision of this Agreement is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a



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provision or part-provision under this clause shall not affect the validity and enforceability of the rest of this Agreement.

14. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

15. AMENDMENTS

We reserve the right to modify, vary and change the terms and conditions relating to the provision of the Services at any time as we deem fit. Such modifications, variations and or changes to the Agreement or its policies relating to the Services shall be effective upon giving the Parent notice. The Parent agrees that the Boarder's continued stay at The Boarding House and/or the continued use of the Services after any such changes, whether or not reviewed by the Parent, shall constitute the Parent's consent and acceptance to these changes.

16. GOVERNING LAW & DISPUTE RESOLUTION

This Agreement, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with the law of Singapore and parties hereby submit to the non-exclusive jurisdiction of the Singapore courts.

17. PREVAILING LANGUAGE

The English language version of this Agreement shall be controlling in all respects and shall prevail in case of any inconsistencies with translated versions, if any.

Annex B

Declaration and Undertaking Form

Before completing this form:

It is important that the Parent reads carefully and understands the terms, declarations and undertakings contained in this form. By signing this form, the Parent acknowledges that they have read and understood all the terms, declarations and undertakings contained in this form and agree to be bound by the same.

Please note that by admitting the Student to the Stamford American International School Student Boarding Program (Academic Year **2022/23**), the Parent is agreeing that:



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- a. The Student will be housed at our designated student boarding facility located at ACS Oldham Hall, 80 Barker Rd, Singapore 309937, throughout the duration of the Student's participation in the Stamford American International School Student Boarding Program (Academic Year 2022/23); and
 - b. The Parent authorizes Stamford American International School to designate a Stamford American International School staff member to act as the Student's guardian and perform in loco parentis duties in the Parent's absence.
1. The Parent requests and authorizes the School to appoint a School staff member to act as the Student's guardian and take on in loco parentis duties in their absence and who shall have the authority to make all such decisions in relation to the Student, including but not limited to matters relating to the Student's education, health, welfare, safety, medical procedures and security. The Parent confirms that the School will be in contact with them in respect of such decisions, directions and instructions by the appointed School staff member.
 2. The Parent understands that the Student will be admitted into the School's Student Boarding Program (Academic Year 2022/23) upon their acceptance of offer by the School and the arrangement will remain unless the Parent becomes a resident of Singapore, in which case documents will have to be submitted in support of the application to withdraw the Student from the School's Student Boarding Program (Academic Year 2022/23). All withdrawals from the School's Student Boarding Program (Academic Year 2022/23) will be done in writing with supporting documents at least 30 days before the Student's intended last day of residency at the School's designated student boarding facility located at ACS Oldham Hall, 80 Barker Rd, Singapore 309937, or two (2) months before the first day of the next academic year.
 3. The Parent is responsible to inform the School immediately, and in any case, within seven (7) days should there be any change to their contact details.

The Parent declares that they have read and fully understand the Stamford American International School Student Boarding Program Terms & Conditions, rules and regulations, and agree to all terms and conditions of the Stamford American International School Student Boarding Program (Academic Year 2022/23).

The Parent acknowledges and agrees that while the Student is under the care of the School during his/her stay at the School's designated student boarding facility, there will be times when the Student will spend personal time outside of the School and the School's designated student boarding facility compound. While the School will do its best within reason to provide duty of care for the Student, the Parent will not hold the School responsible for any personal injury or loss of personal belongings which may be suffered by the Student outside the School and/or the School's designated student boarding facility compound, outside of School hours or during activities which are not organized by the School.



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The Parent agrees to compensate the School in full on demand for all losses and expenses incurred by the School in respect of any false declaration or breach by the Parent or the Student of any term(s) as laid out in this Declaration and Undertaking.

The Parent acknowledges that the School reserves the right to remove the Student from the School in accordance with the School's terms and conditions should it be found, in the School's professional judgment, that the Student has not complied with the terms and conditions of residency at the School's designated student boarding facility, or is deemed a threat to self and the School's designated student boarding community.

The Parent accepts and acknowledges the above terms. The Parent confirms that the information as set out in this form is to the best of their knowledge, true and correct.

I / WE, PARENT(S) / GUARDIAN(S) *

OF _____ (name of Boarder),

HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS AND CONDITIONS, A COPY OF WHICH HAS BEEN GIVEN TO ME / US. IN PARTICULAR, I / WE, HAVE READ, UNDERSTOOD AND AGREED THAT:

- this Agreement is for fixed term of one (1) year and if I / We, wish to terminate this Agreement prior to the expiry of the one (1) year period, the Fees and Deposit paid will be forfeited and all fixed expenses for the Term (if any) will be charged to me / us;
- I / We are required to give notice of termination in accordance with Clause 9 to withdraw our child from The Boarding House;
- I / We agree that Fees paid are not refundable under any circumstances; and
- I / We will grant The Boarding House and the School the necessary permission required to access our child's academic results.

I / WE DECLARE THAT ALL PARTICULARS GIVEN BY ME / US ON THE ATTACHED APPLICATION FORM ARE TRUE AND CORRECT TO THE BEST OF MY / OUR KNOWLEDGE.

Signature of Parent / Guardian

Signature of Applicant

Date: _____

Date: _____



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Annex C

Boarding Fee Structure:

Section A		
	Payment	All charges are expressed in Singapore Dollars (SGD) including GST of 7%. GST is subject to change following the announcement from the Singapore Government that GST is increasing to 8% effective from 1 January 2023. For payments received/invoices issued after 1 January 2023, the price is subject to 8% GST.
(i)	Application fee (One-time Fee)	SGD 200.00
(ii)	Registration and Miscellaneous fee (Yearly Fee)	SGD 500.00
(iii)	Student Boarding fee (per annum)	SGD 27,485.00
	Total amount payable	SGD 28,185.00
	No. of Installments	2
	1. The Application Fee is strictly non-refundable and non-transferable. 2. Registration and Miscellaneous fee are strictly non-refundable and non-transferable	

Section B		
(i)	Refundable Deposit ((1) one calendar year)	SGD 3,000.00
	1. Refundable Deposit is payable to ACS Oldham Hall upon successful enrollment. A separate invoice from Oldham Hall will be sent to the Parent. 2. Deposit is refundable by ACS Oldham Hall when the Student leaves "The Boarding House" on full compliance of the terms and conditions stipulated on the Boarding Contract.	

Installment Schedule	Amount (with GST, if any) (\$\$)	Due Date
1st installment	\$13,742.50	Upon enrollment
2nd installment	\$13,742.50	Two months following enrollment

Dates the fees cover: SAIS school Semester +3 days before start and +3 days after the last day.