

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 : NPS International School (NPS)
 Registration Number : 200707600E
- (2) Full Name of Student : _____
*(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)**
 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 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 0 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 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.

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.

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.

SCHEDULE A
COURSE DETAILS

1) Course Title	Kindergarten/Montessori/Grades 1- 8/IGCSE/CBSE/IB Diploma
2) Course Duration (in months)	12
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>	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	NA. If the student was to leave the school, Transfer Certificate will be issued.
8) Organisation which develops the Course	NPS International School
9) Organisation which awards/ confers the qualification	NA
10) Course entry requirement(s)	Refer Attachment A
11) Course schedule with modules and/or subjects	Refer Attachment B
12) Scheduled holidays (public and school) and/or semester/term break for course	Refer Attachment A
13) Examination and/or other assessment period	Refer Attachment C
14) Expected examination results release date	Refer Attachment C
15) Expected award conferment date	NA

ATTACHMENT A
COURSE DETAILS

<p>1) Course entry requirement(s)</p> <ol style="list-style-type: none"> 1. Age appropriacy as on 31st March of the relevant year 2. Obtaining “Pass Grades” in the preceding year’s examination 3. Securing adequate marks in the entrance test
<p>2) Course learning outcome(s)</p> <p>Refer Syllabus Attached-Attachment B</p>
<p>3) Module synopses</p> <p>Refer Syllabus Attached-Attachment B</p>
<p>4) Course schedule with modules and/or subjects</p> <p>Refer Syllabus Attached- Attachment B</p>
<p>5) Scheduled holidays (public and school) and/or semester/term break for course</p> <p>Public Holidays: 1 May 2018 Labour Day* 29 May 2018 Vesak Day 15 June 2018 Hari Raya Puasa (during summer break) 9 August 2018 National Day 22 August 2018 Hari Raya Haji 6-7 November 2018 Deepavali 25 December 2018 Christmas (during winter break) 1 January 2019 New Year’s Day (during winter break) 4-6 February 2019 Chinese New Year</p> <p>Term Breaks Summer break Grade 11&12 CBSE/ IB - 14 June 2018 to 17 July 2018 Early Years to Grade 10 - 14 June 2018 to 24 July 2018 Mid term break Whole school – 13 October 2018 to 28 October 2018 Winter break Whole school – 15 December 2018 to 6 Jan 2019</p> <p>School reopens: Grade 11 CBSE – 15 April 2019 Grade 12 CBSE, Grade 11 & 12 IB – 8 April 2019 Grade 2 to Grade 10 - 15 April 2019 Early Years and Grade 1 - 16 April 2019 Note: You will be intimated of amendments if any.</p>
<p>6) Examination and/or other assessment period</p> <p>Refer Attachment C</p>
<p>7) Expected examination results release date</p> <p>Refer Attachment C</p>

SCHEDULE B
COURSE FEES

Fees Breakdown <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (with GST, if any) (S\$)
1. Course fee 2. Course material fee 3. Facility Fee 4. Sibling Concession 5. Medical Insurance Premium and Administration charges 6. FPS Insurance Premium and Administration charges 7. Cost Towards Field Trips, Annual Day etc	Included Included
(A) Total Course Fees Payable:	
(B) No of Installments:	3
(C) Installment Amount (C = A/B)	

INSTALMENT SCHEDULE

Instalment% Schedule	Amount (with GST, if any) (S\$)	Date Due[^]
1 st installment 2 nd installment 3 rd installment		
(A) Total Course Fees Payable:		

%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*.

[^] Each instalment after the first shall be collected within one week before the next payment scheduled.
Bus /transportation charges/Cost of Uniforms not included

SCHEDULE C
MISCELLANEOUS FEES¹

Purpose of Fee	Amount (with GST, if any) (S\$)
Late Payment Fees	\$107 for the first month or part thereof \$214/month for the consecutive months or part thereof
Outbound Fee	Variable – Parents will receive 7 days prior notice before due date
Examination Fee (estimated)	IB - \$1250 IGCSE - \$105 (per subject) 9 CBSE (preregistration) - \$15 10 CBSE - \$130 12 CBSE - \$135
Lost Library Book	Variable
Lost Locker Lock	\$10.70
Lost ID Card	\$10.70
Photographs/DVDs of events	Variable
Year Book	Included
ECA	Variable – Will be notified prior to the starting of ECA semester

¹ Miscellaneous Fees refer to any optional 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:
[100%]	("Maximum Refund") More than [7] days before the Course Commencement Date
[100%]	Before, but not more than [7] days before the Course Commencement Date
[NIL]	On or after, but not more than [60] days after the Course Commencement Date
[NIL]	More than [60] days after the Course Commencement Date, but not more than [180] days after the Course Commencement Date

Course Commencement Date=Commencement of Fee term i.e 1stApr,1stAug,1st Dec

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

SIGNED by the PEI

 Authorised Signatory of the PEI
 Name:
 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)

-NA-

 Name of Student:
 Date:

 Name of Parent or Legal Guardian:
 Date: