

## 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](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.

**SCHEDULE A  
COURSE DETAILS**

1) Course Title	
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	<b>NPS International School</b>
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**

1) Course entry requirement(s)  1. Age appropriacy as on 31 <sup>st</sup> March of the relevant year 2. Obtaining “Pass Grades” in the preceding year’s examination 3. Securing adequate marks in the entrance test
2) Course learning outcome(s)  <b>Refer Syllabus Attached-Attachment B</b>
3) Module synopses <b>Refer Syllabus Attached-Attachment B</b>
4) Course schedule with modules and/or subjects  <b>Refer Syllabus Attached- Attachment B</b>
5) Scheduled holidays (public and school) and/or semester/term break for course <b>Public Holidays:</b>           <b>Term Breaks</b> . .
6) Examination and/or other assessment period Refer Attachment C
7) Expected examination results release date Refer Attachment C

## **SCHEDULE B COURSE FEES**

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

### **INSTALMENT SCHEDULE**

<b>Instalment% Schedule</b>	<b>Amount (with GST, if any) (S\$)</b>	<b>Date Due<sup>^</sup></b>
1 <sup>st</sup> installment	-	23 MAR
2 <sup>nd</sup> installment	-	23 JUL
3 <sup>rd</sup> installment	-	23 NOV
<b>(A) Total Course Fees Payable: (Payable By GIRO)</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\*.

<sup>^</sup> Each instalment after the first shall be collected within one week before the next payment scheduled.

\*All Term fee to be paid by GIRO

Bus /transportation charges/Cost of Uniforms not included

### **SCHEDULE C**

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

Purpose of Fee	Amount (with GST, if any) (S\$)	
Late Payment Fees	1 <sup>st</sup> -15 <sup>th</sup> Apr/Aug/Dec	\$80.25
	16 <sup>th</sup> -30 <sup>th</sup> Apr/31 <sup>st</sup> Aug/ 31 <sup>st</sup> Dec	\$171.20
	After 30 <sup>th</sup> Apr/ 31 <sup>st</sup> Aug/ 31 <sup>st</sup> Dec	\$171.20 + 53.50 per week and part thereof.
Outbound Trip 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	\$21.40	
Lost ID Card	\$53.50	
Photographs/DVDs of events	Variable	
Year Book (One copy per family)	Included	
ECA & Sports Academy	Variable – Will be notified prior to the starting of ECA semester	
Fee for external testing and competitions	Variable - will be notified prior to registration	
Sports Jersey	Variable – Will be notified prior to sale	

<sup>1</sup> 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**

<b>% of (the amount of fees paid under Schedules B &amp; C)</b>	<b>If Student’s written notice of withdrawal is received:</b>
100%	( <b>“Maximum Refund”</b> ) before the Course Commencement Date.
NIL	On or after the Course Commencement Date.

**Course Commencement Date= Commencement of Fee term i.e. 1st Apr, 1st Aug, 1st Dec.**

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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

-NA-

\_\_\_\_\_  
 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: