

## AIS-Student Contract



Dear Parents,

Please find enclosed your child's Student Contract. In accordance with the Private Education Act of Singapore (2009) and the Council for Private Education (CPE), AIS is required to execute this Student Contract prior to a student being enrolled in the School. The AIS-Student Contract is an important legal agreement between the AIS and you, the parent. Students are not considered fully enrolled at AIS until a duly-executed contract and Form 12 Advisory Note is returned by the Parent to the School. You are required to sign 2 sets of contracts, one of which you must return to AIS and please keep the other copy for your own records. **Please read carefully and sign ALL the pages below.**

- Pg 12 of 13 Student Contract
- Pg 13 of 13 Student Contract - yourself and a witness
- Pg 2 of 2 Advisory Note

**You must return one full original document (no scanned or faxed copies).**

**Please return to the school reception at your child's entrance interview or via post to the address below:**

**Attn: Lynne Capstick, Education Compliance Officer  
Australian International School Pte Ltd  
1 Lorong Chuan, Singapore 556818**

You should only sign this Contract if you fully understand and are satisfied with all of the terms and conditions detailed therein. By signing the Student Contract you agree to be bound by: the contents of this Student Contract (signed upon entry to AIS) and the AIS Terms and Conditions (available at [www.ais.com.sg](http://www.ais.com.sg)). If you have any doubts about the contents of the contract, you should seek advice and clarification before signing. Please do not hesitate to contact the AIS Compliance Office at +65 63192927 or [cpe\\_enquiries@ais.com.sg](mailto:cpe_enquiries@ais.com.sg) should you require any additional information.

Best regards,

Damian Ferguson  
General Manager, Finance & Administration



1 Lorong Chuan,  
Singapore 556 818  
T: +65 6883 5155  
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E: [enquiries@ais.com.sg](mailto:enquiries@ais.com.sg)  
[www.ais.com.sg](http://www.ais.com.sg)



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One Seebeck Place, Knowlhill, Milton Keynes MK5 8FR, UK

**Australian International School Pte Ltd - PEI Student Contract**

Contract Number: \_\_\_\_\_

This Contract is dated \_\_\_\_\_ (DD/MM/YYYY) and made between:

(1) The Australian International School Pte Ltd ("AIS"), UEN 199204405H, CPE Registration Number 199204405H, EduTrust Certificate Number (EDU-2-2037) of 1 Lorong Chuan, Singapore 556818, Telephone +(65) 6883 5155;

**AND**

(2)

Full Name of Parent/Legal Guardian \*# : \_\_\_\_\_  
Passport Number : \_\_\_\_\_  
Nationality : \_\_\_\_\_  
Address : \_\_\_\_\_  
  
Contact Number : \_\_\_\_\_  
Email Address : \_\_\_\_\_

**FOR THE PROVISION OF TUITION FOR:**

Full Name of Student ("Student")^ # : \_\_\_\_\_  
NRIC/FIN/Student Pass Number : \_\_\_\_\_  
Nationality : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Singapore Address : \_\_\_\_\_  
  
Contact Number in Singapore : \_\_\_\_\_  
Email Address : \_\_\_\_\_

\* Please delete as appropriate.

^ References to "Student" in this Agreement shall be deemed to include references to the student's parent or guardian, as the case may be.

# Please provide any particulars that are blank or incorrect.

**1. COURSE INFORMATION AND FEES**

**1.1 Name of Course:**

Course applied for (the "Course") :

AIS hereby confirms that the Course and its content have been permitted by the Council for Private Education and other relevant authorities. The course information and fees for each subsequent academic year shall be set out in an Addendum to this contract to be signed by AIS and the student on/before the commencement of each subsequent academic year in January.

**1.2 Full-Time or Part-Time Course** :

**1.3 Date of Course Commencement and Completion**

Date of commencement of the **AIS Course** :

Date of completion of the Course :

**1.4 Annual Course Duration (in months)** :

**1.5 Course Details**

**Schedule 1** sets out the details of the course including but not limited to:

- (i) Course entry requirement(s);
- (ii) Course learning outcome(s);
- (iii) Module synopses;
- (iv) Course schedule with modules and/or subjects;
- (v) Scheduled holidays (public and school) and/or semester/term break for course;
- (vi) Examination and/or other assessment period; and
- (vii) Expected examination results release date.

AIS hereby confirms that it has verified that the Student has met the course entry requirement(s) and is informed of the course details stated in Schedule 1 prior to signing this Agreement.

**1.6 Type of Qualification**

Name of award to be conferred on the Student upon successful Course completion :

-Year / Course Completion for all students.  
-Year 10 IGCSE students will be awarded, if successful, with the appropriate certificate.  
-Year 12 students will be awarded, if successful, with the relevant Higher School Certificate or International Baccalaureate Diploma.

Type of award :

-School Report for all students.  
-Year 10 IGCSE students will be awarded, if successful, with the appropriate certificate.  
-Year 12 students will be awarded, if successful, with the relevant certificate or diploma.

**1.7 Organization which Develops the Course** :

Australian International School Pte Ltd

- 1.8 Organization which Awards/Confers the Qualification** : -**Australian International School Pte Ltd** awards all student reports.  
: -**Cambridge IGCSE** awards Year 10 certificates  
: -**International Baccalaureate Organisation** awards Year 12 Diploma.  
: -**New South Wales (AUS) Board of Studies** awards Year 12 Certificate.
- 
- 1.9 Expected Award Conferment Date** : School reports will be issued at the end of each academic year (December). Year 10 results will be released usually within 2 months from assessment/examination. Year 12 student results will be released by the New South Wales Board of Studies and IBO usually within 2 months from award assessment/examination.
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- 1.10 Student Arrival:** : -Year 12 HSC: January of the course academic year.  
Latest date on which Student has to commence residence in Singapore (applicable for international students) : -Year 12 IBDP: January of the course academic year.  
: -All other Yr levels: November of the course academic year.  
:
- 
- 1.11 Course Fees:**  
The course fees shall be apportioned as set out in Schedule 2.1 (“Course Fees”) and shall, subject to Clauses 2 and 3, be payable on or before the dates set out therein. The course fees for each subsequent academic year shall be set out in an Addendum to this contract, in similar form to Schedule 2.1 to be signed by AIS and the student before the commencement of each subsequent academic year in January.
- 1.12 Miscellaneous Fees:**  
In addition to the Course Fees, the miscellaneous fees set out in Schedule 2.2 may be payable by the Student (the “Miscellaneous Fees”). The miscellaneous fees for each subsequent academic year shall be set out in an Addendum to this contract, in similar form to Schedule 2.2 to be signed by AIS and the student before the commencement of each subsequent academic year in January.
- 1.13 Payment of Course Fees and Miscellaneous Fees:**  
The Course Fees set out in Schedule 2.1 shall be paid on or before the dates specified therein as set out in Clause 3.3. All other fees payable (being the Miscellaneous Fees set out in Schedule 2.2) and the Addendum (where applicable) shall be paid to AIS on or before the dates specified in Schedule 2.2 or the Addendum respectively.
- 1.4 Issue of Receipts:**  
For every payment made by the Student to AIS, AIS shall issue a receipt to the Student including but not limited to the following:  
(i) Student’s name;  
(ii) Student’s identification number;  
(iii) Payment intention;  
(iv) Amount paid;  
(v) Payment breakdown;  
(vi) Date of payment;  
(vii) Course name; and  
(viii) Course identification number.

## **2. REFUND POLICY**

### **2.1 Notification and Arrangement**

AIS shall inform the Student immediately within three (3) working days if

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;

- (iii) It fails, for any reason, to complete the Course by the Course Completion Date;
- (iv) It terminates the Course, for any reason, prior to Course Completion Date; or
- (v) The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).

AIS shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (v), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

**2.2 Withdrawal for Cause:**

Subject to Clause 9, the Student shall be entitled to immediately withdraw from the Course by giving written notice to AIS of his/her intention to do so if AIS is in breach of any of its obligations under this Agreement or fails to perform its obligation(s) under the circumstances in Clause 2.1 (i) to (v).

**2.3 Refunds for Withdrawal for Cause:**

For circumstances under Clause 2.1, AIS shall, within seven (7) working days after notifying the Student, refund to the Student the entire amount of the Course Fees; and AIS shall also, as soon as practicable after receiving the Student's notice of withdrawal under Clause 2.2 (and in any event no later than seven (7) working days after receiving such notice) refund to the Student the amounts stated in this Clause 2.3.

**2.4 Refunds for Withdrawal Without Cause:**

Where the Student withdraws from the Course for any reason other than those set out in Clause 2.2 or Clause 9, AIS shall, subject to Clause 3.4, as soon as practicable after receiving the Student's written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice) refund to the Student the sums (less any applicable bank administrative charges properly paid/payable under Clause 3) as provided for in Clauses 2.4.1, 2.4.2 and 2.4.3.

**2.4.1 Course Fees**

The AIS conducts a two semester academic year. Tuition fees are charged on a per semester basis and are to be paid in advance of the semester commencement.

- (i) Upon the provision of 90 days notice of withdrawal provided prior to commencement of a semester, there is a Maximum Refund of 100% of that semester's course fees already paid.
- (ii) For withdrawal after commencement of a semester, there is NO REFUND of any portion of that term's course fees

**2.4.2 Miscellaneous Fees**

The Application (Registration) Fee is payable to AIS at the time the application form is submitted for enrolment. No application is considered until the Application (Registration) Fee is paid. This fee applies to each student.

- (i) Should withdrawal occur after the course commencement, no refund will be given for the Application (Registration) Fee.
- (ii) The Application (Registration) Fee is non-refundable and non-transferrable for any student who is accepted into AIS but declines the acceptance by not attending AIS.
- (iii) Students who are not accepted into AIS at the time of application for reasons not related to waitlists will receive the full refunded Application (Registration) Fee.
- (iv) Should a withdrawal occur prior to the agreed enrolment date and prior to a place being offered, the Application (Registration) Fee will be refunded minus a \$500.00 (plus GST) Administration Fee.
- (v) Students who are not offered a place within two terms will be refunded the Application (Registration) Fee minus a \$500.00 (plus GST) Administration fee.

AIS will apply a 50% Application (Registration) Fee discount for the 3rd family member enrolling.

AIS will apply a 100% Application (Registration) Fee discount for the 4th family member enrolling.

**Application (Facility) Fee**

The Application Facility Fee is payable to AIS after the offer of a place is made and BEFORE the student joins the School. Commencement of classes will be deferred until the Application Facility Fee is paid. This Fee applies to each student.

Should withdrawal occur after the course commencement, no refund will be given for the Application Facility Fee. AIS will apply a 50% Application Facility Fee discount for the 3rd family member enrolling. AIS will apply a 100% Application Facility Fee discount for the 4th family member enrolling.

#### **Other Miscellaneous Fees**

Other Miscellaneous Fees payable to the AIS shall be due for payment by the later of:

- (i) The commencement of the current school term in which the fee is incurred; or
- (ii) The due date as indicated on the invoice.

Where the Miscellaneous Fees relate to the provision of a good or service on a quarterly basis, no refund or reversal of the fee shall be made where the student withdraws after the term course commencement.

Where the Miscellaneous Fee relates to the provision of a good or service on a singular use or sale basis, no refund or reversal of the fee shall be made where the student has withdrawn after the good or service has been provided to the student.

**In addition to the above “2.4 Refunds for Withdrawal Without Cause”, each student and parent agrees to be bound by the “AIS Terms and Conditions” document, in particular Section H (Provision of Notice) and Section I (Fees).**

#### **2.4.3 Refundable Deposits lodged prior to 21st December 2009**

Where a Refundable Deposit is being held for a student enrolled prior to 21st December 2009, the Deposit will be returned in full upon return of the Certificate of Guarantee and payment of any outstanding course or Miscellaneous Fees.

#### **2.5 Cooling-Off Period**

AIS shall provide the Student with a cooling-off period of seven (7) working days after signing this Agreement. Within these 7 days and regardless whether the Course Commencement Date has passed, the Student can submit written notice of withdrawal to AIS and receive the Maximum Refund amount stipulated by AIS under Clause 2.4 (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, any administrative charges which are stipulated in the Miscellaneous Fees and any applicable bank administrative charges properly paid/payable under Clause 3). Any dispute in respect of how much Course Fees have been consumed pursuant to this clause may be referred to mediation at the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre pursuant to Clause 5.3, and only in respect of such decision, the decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) shall be final and binding on all parties.

AIS shall also bring to the Student's notice **Schedule 3** by notifying the student of his rights under the cooling-off period, and receive written acknowledgement as provided therein by the Student that **Schedule 3** has been brought to his notice. In the event that the notice in **Schedule 3** has not been brought to the Student's attention, the cooling-off period of 7 working days shall only commence from the date that **Schedule 3** has been brought to the Student's notice, and the Student has acknowledged the same. The Student shall have the right to withdraw from the Course and receive a refund as stated in this Clause 2.5 anytime before the notice in **Schedule 3** has been brought to the Student's attention.

#### **2.6 Deemed Withdrawal:**

A Student who transfers from the Course to another course with AIS shall, for the purposes of this Clause 2, be deemed to have withdrawn from the Course and the provisions of Clause 2.4 shall apply save as otherwise agreed between AIS and the Student.

#### **2.7 Change of Course:**

Further to Clause 2.6, any change of course information and consequent fee changes shall be set out in an Addendum to this contract to be signed by AIS and the student.

### **3 FEE PROTECTION SCHEME (FPS)**

#### **3.1 Undertaking to have FPS:**

AIS hereby confirms and undertakes to the Student that it has in place a Fee Protection Scheme as stipulated by the Council for Private Education (CPE) (the “FPS”) by way of an insurance facility.

AIS-appointed FPS provider: Lonpac Insurance Bhd

- 3.2** AIS hereby undertakes to the Student that as stipulated under the FPS, AIS shall collect tuition course fees in equal instalment amounts from the Student with each collection not exceeding the collection cap calculated according to the following formula:

$$\frac{\text{EduTrust-certified PEI (12-month)}}{Z} \times 12 = \text{Collection Cap Amount}$$

where X is the total amount of the payable Tuition Course Fees set out in **Schedule 2.1**; and  
Z is the total duration of Course (in months) as stipulated in Clause 1.4.

- 3.3** A copy of the master insurance agreement between CPE and Lonpac Insurance Bhd (the “**Master Insurance Agreement**”) and acceded to by AIS for the purpose of insuring, among other things, the Student is available on AIS’s website at [www.ais.com.sg/Enrolments/CPE.aspx](http://www.ais.com.sg/Enrolments/CPE.aspx). The Master Insurance Agreement sets out, among other things, the events under which Lonpac Insurance Bhd shall indemnify the Student for Fees paid to AIS.

The Student acknowledges that he/she has read and has understood the terms of the Master Insurance Agreement and hereby agrees to the terms and conditions therein.

AIS hereby undertakes that:

- (i) The cover under the Master Insurance Agreement shall be extended to the Student;
- (ii) The Student receives the certificate of insurance on the same day the Student pays the fee; and
- (iii) The insured period should commence from the fee payment date to the last day of term for which the fees have been paid.

- 3.4 No Double Claim:**

For the avoidance of doubt, if the Student receives any payment from AIS or the Insurance Company pursuant to a provision of this Agreement or the Master Insurance Agreement in respect of any matter or damage, then the Student shall not be entitled to claim against AIS or the Insurance Company for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Insurance Agreement.

#### **4. MEDICAL INSURANCE SCHEME**

- 4.1 Undertaking to provide medical insurance coverage:**

AIS hereby confirms and undertakes to the Student that it has in place a medical insurance scheme for all its students as required by CPE under EduTrust certification scheme. This medical insurance scheme shall minimally provide for an annual coverage limit of not less than S\$20,000 per student, at least B2 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration, and the Student is encouraged to seek advice on whether more comprehensive insurance cover is required or desired.

AIS-appointed medical insurance provider: AXA Insurance Singapore Pte Ltd.

#### **5. GOVERNING LAW AND DISPUTE RESOLUTION**

- 5.1 Governing Law:**

This Agreement shall be governed by, and construed in accordance with, the laws of Singapore.

- 5.2 Grievance Procedure:**

AIS shall, within seven (7) working days of this Agreement and in any event no later than the Course Commencement Date, provide the Student with a copy of its student handbook or such other document which shall prescribe a formal grievance procedure for the purpose of providing a timely and fair method of resolving disputes arising from this Agreement or such other matter as may relate to the Student’s enrolment at AIS.

The terms of this contract shall take precedence over any provision in the student handbook or any other document provided by AIS.

- 5.3 Third Party Mediation:**

In the event that the Student and AIS are unable to resolve a dispute in accordance with the grievance procedure referred to in Clause 5.2, the Student and AIS may refer the dispute to the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre for mediation prior to instituting any legal action. The Student and AIS hereby agree to such procedures and to pay such fees as the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) may prescribe from time to time for the purpose of resolving their dispute.

**5.4 Dispute Resolution:**

In the event that the Student and AIS are unable to resolve a dispute in accordance with the grievance procedure referred to in Clause 5.2, the Student and AIS shall not proceed to litigation or any other form of dispute resolution without first referring the dispute to the Singapore Mediation Centre through the CPE Student Services Centre for mediation. A party who receives a notice for mediation from the other party shall consent and participate in the mediation process, and the costs of the mediation shall be split equally between the parties. In the event that the mediation is unsuccessful within thirty (30) days, then such dispute shall be referred and finally determined by arbitration at the Singapore International Arbitration Centre ("SIAC") and in accordance with its Domestic Arbitration Rules. Any reference to arbitration under this Clause shall be a submission to arbitration within the meaning of the Arbitration Act (Cap. 10) for the time being in force in Singapore.

**6. INTERNATIONAL STUDENTS (where applicable)**

**6.1 Student's Pass Application:**

AIS undertakes to use best efforts to assist the Student if he/she requires a Student's Pass from the ICA. This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student's enrolment and immigration status, and doing all such things as may be necessary to procure the Student's Pass on behalf of the Student.

**6.2 Student's Pass Not Transferable:**

The Student's Pass issued under Clause 6.1 is not transferable and will expire upon the Student ceasing to be a student of AIS. AIS is under an obligation to inform the ICA of the Student's withdrawal from, or completion of his/her course of study at AIS, and the Student shall deliver to AIS, within seven (7) working days of the Student ceasing to be a student of AIS, the passport and Student's Pass of the Student for cancellation of the Student's Pass.

A Student who withdraws from AIS to enrol with another school shall be deemed to have withdrawn from AIS under Clause 6.2 and the provisions of Clause 6.2 shall apply.

**6.3 Withdrawing from AIS:**

A Student who withdraws from AIS to enrol with another school shall be deemed to have withdrawn from AIS under Clause 6.2 and the provisions of Clause 6.2 shall apply.

**7. CHANGE IN OWNERSHIP / MANAGEMENT**

AIS shall inform the Student in the event of any:

- (a) Change in ownership or shareholding structure of AIS, and/or
- (b) Change in the management of AIS.

AIS shall inform the Student of such changes as soon as practicable, and in any event no later than fourteen (14) days after the change has been effected. The School's medium of communication shall be via School website, School newsletter and School email.

**8. CONFIDENTIALITY**

AIS is committed to maintaining the confidentiality of all information provided by the student and undertakes not to divulge any of this information to any third party without the prior written consent of the Student, save where such information is required to be disclosed pursuant to applicable law, statute, regulation, court order or notice of public authorities or statutory body.

**9. FORCE MAJEURE**



In the event that any party shall be rendered unable to carry out the whole or any part of its obligations under this Agreement for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable despatch.

**10. PRECEDENCE TO OTHER AGREEMENTS**

In the event of there being any inconsistency between the terms of this Agreement and the terms of any other agreement (oral or written) entered into between AIS and the Student either before or after the making of this Agreement, the terms of this Agreement shall prevail and the terms of such other agreement shall be deemed to be amended to the extent necessary for it to be read as being consistent with this Agreement.

**11. MISCELLANEOUS**

**11.1 Indulgence, Waiver, etc.:**

No failure on the part of any party to this Agreement to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this Agreement preclude any other or further exercise of it.

**11.2 Modification:**

Any amendment or modification to this Agreement shall only be binding upon the written consent of both AIS and the Student.

**11.3 Severability of Provisions:**

If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions of this Agreement.

**11.4 Successors and Assigns:**

This Agreement shall be binding upon, and ensure for the benefit of, the successors, personal representatives and permitted assigns of the parties PROVIDED THAT neither AIS nor the Student shall be entitled to assign its rights and/or obligations under this Agreement without the prior written consent of the other party. In addition, AIS shall not be entitled to assign its rights and/or obligations under this Agreement without the prior consent of the Council, irrespective of any consent or waiver by the Student.

**11.5 Rights of Third Parties:**

A person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act (Cap 53B) to enforce any of its terms.

**SCHEDULE 1**  
**COURSE DETAILS**

<p><b>1) Course entry requirement(s)</b> Completion of the previous grade level (or equivalent) and sufficient English Language skills to undertake the course, as determined by the Australian International School Pte Ltd.</p>
<p><b>2) Course learning outcome(s)</b> All courses: Completion of the course curriculum for the indicated grade level. Greater detail of these outcomes can be found at <a href="http://www.ais.com.sg">www.ais.com.sg</a> IGCSE encourages learner-centred and enquiry-based approaches to learning. It develops learners' skills in creative thinking, enquiry and problem solving, giving learners excellent preparation for the next stage in their education. IBDP: Designed as an accessible and holistic pre-tertiary experience, the DP is internationally recognised by leading universities around the world. Students choosing the DP are challenged to maintain the study of a broad range of subjects from six curriculum groupings. In the second year of the DP, three of these subjects are chosen for higher level study. The central core of the DP is Creativity, Action, Service (CAS), Theory of Knowledge (TOK) and Extended Essay (EE). HSC: The internationally recognised HSC program of study is designed to provide a curriculum structure designed to complete secondary education, foster intellectual, social &amp; moral development of students, provide a flexible structure for post school learning, and provide formal assessment &amp; certification of student achievements.</p>
<p><b>3) Module synopses</b> From Preschool to Year 12, AIS students experience a variety of learning options which develop their talents and challenge their minds. From PreSch to Year 5 students take part in the International Baccalaureate Primary Years Programme (PYP) and from Years 6-8 the Australian Curriculum. Year 9 students engage in the International General Certificate of Secondary Education and AIS is pleased to announce the introduction of the second year of the IGCSE for year 10 students from January 2014. Year 11 students are able to select either The New South Wales Board of Studies Higher School Certificate or the IB Diploma Programme to complete their Secondary education. Greater detail of these courses is available on the AIS website: <a href="http://www.ais.com.sg">www.ais.com.sg</a></p>
<p><b>4) Course schedules with modules and/or subjects</b> Course schedules are displayed each year in the subschool handbooks. These can be viewed on the AIS website at <a href="http://www.ais.com.sg/Publications.aspx">http://www.ais.com.sg/Publications.aspx</a></p>
<p><b>5) Scheduled holidays (public and school) and/or semester/term break for course</b> The AIS Academic Year runs from January to December and scheduled holidays are published on the school website. Please refer to the AIS website and newsletter for additional information on calendar events. Dates may be changed from time to time as determined by the School. Additional days may be added in the event that school 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>
<p><b>6) Examination and/or other assessment period</b> There is continual assessment of each child's achievements. Teachers use a variety of assessment 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 the child. Parent / student / teacher conferences are held in August for discussions of each child's social and academic progress. Formal assessments are made in May and November.</p>
<p><b>7) Expected examination results release date</b> Detailed descriptive student reports are distributed to parents prior to the mid calendar year break (June) and the end of the course year (December). Year 12 student results will be released by the New South Wales Board of Studies and IBO usually within 2 months from award assessment/examination.</p>

**SCHEDULE 2**  
**Schedule 2.1 Breakdown of Course Fees 2014**

<b>Course Tuition Fees (\$\$)</b>								
	PreSch 3day	PreSch 4day	PreSch 5day	Y0 to Y5	Y6 to Y9	Y10	Y11 (HSC & IB)	Y12 (HSC & IB)
Course Fee	16,125.23	20,429.91	24,738.32	27,760.75	33,355.14	35,216.82	35,216.82	35,216.82
Course Material Fee	*	*	*	*	*	*	*	*
FPS Insurance Fee	*	*	*	*	*	*	*	*
Medical Insurance Fee	*	*	*	*	*	*	*	*
GST	1,128.77	1,430.09	1,731.68	1,943.25	2,334.86	2,465.18	2,465.18	2,465.18
<b>(A) Total Tuition Course Fees Payable<sup>#</sup></b>	<b>17,254.00</b>	<b>21,860.00</b>	<b>26,470.00</b>	<b>29,704.00</b>	<b>35,690.00</b>	<b>37,682.00</b>	<b>37,682.00</b>	<b>37,682.00</b>
(B) No. of Instalments	2	2	2	2	2	2	2	2
(C) Tuition Course Fee Instalment Amount (C=A/B) <sup>%</sup>	8,627.00	10,930.00	13,235.00	14,852.00	17,845.00	18,841.00	18,841.00	18,841.00

\*Included in course fee

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

<sup>#</sup> The prevailing Good and Services Tax (GST) is excluded from the FPS.

<sup>%</sup> School tuition fees are charged on a per month pro-rata basis if the student begins their tuition after the academic semester has commenced.

**Technology Fee: Annual**

-The technology fee is not included in the Tuition Instalments above. Students who commence their tuition AFTER the commencement of an academic semester will incur the full Technology Fee, chargeable with their first instalment invoice  
 -Students commencing enrolment between January and June in the 2014 academic year will be charged within their first semester fee invoice  
 -Students commencing enrolment between July and December in the 2014 academic year will be charged within their second semester fee invoice

	PreSch 3day	PreSch 4day	PreSch 5day	Y0 to Y5	Y6 to Y9	Y10	Y11 (HSC & IB)	Y12 (HSC & IB)
Technology Fee	N/A	N/A	N/A	500.00	900.00	900.00	900.00	900.00
GST	N/A	N/A	N/A	35.00	63.00	63.00	63.00	63.00
Technology fee total (D)	0	0	0	535.00	963.00	963.00	963.00	963.00

**Total Instalment Schedule= C+D**

2014	Date Due	PreSch 3day	PreSch 4day	PreSch 5day	Y0 to Y5	Y6 to Y9	Y10	Y11 (HSC & IB)	Y12 (HSC & IB)
1 <sup>st</sup> Instalment	01/12/2013	8,627.00	10,930.00	13,235.00	15,387.00	18,808.00	19,804.00	19,804.00	19,804.00
2 <sup>nd</sup> Instalment	01/06/2014	8,627.00	10,930.00	13,235.00	14,852.00	17,845.00	18,841.00	18,841.00	18,841.00

Settlement of payment is expected by the due date in order for the student to be eligible for continuing enrolment at the School.

**Course (Tuition) Fee Discounts:**

Whilst all children are continuously enrolled at AIS, 10% discount for the third child in a family and 20% for the fourth child and subsequent children. This discount is not shown in the figures above (in Schedule 2.1) however this will be displayed in your tuition fee invoices each semester.

**SCHEDULE 2.2- MISCELLANEOUS FEES \*^**

Purpose of Fee	Amount (S\$) and When Payable
Application Registration Fee (Once only, non-refundable, new enrolment student only)	3,160.00 (GST inclusive) Upon application
Application Facility Fee (Once only, non-refundable, new enrolment student only)	6,420.00 (GST inclusive) Prior to course commencement
EAL (English as an Additional Language) <b>Top Up Fee</b>	Elementary School – 4,756.00 per annum Secondary School – 4,756.00 per annum  GST inclusive
ILC (Intensive Language Centre) Fee	Elementary School – 34,460.00 per annum Secondary School – Yr 6 to 9 – 40,446.00 per annum Secondary School – Yr 10 to 11 – 42,438.00 per annum  All are GST inclusive All values are Technology Fee Exclusive
Examination Fee	0 - 2000.00* Upon registration for examination
Classroom Excursions / Classroom Camps	5.00 - 2000.00* Prior to activity commencement
Co-curricular Activities	5.00 - 500.00* Prior to activity commencement
Report Copy Fee	15.00* Prior to issuance of report
Uniforms	0.0 to 500.00* Upon purchase of uniform
Bank / Transfer Charges	20.00 - 30.00 Varies between banks
Late Payment Fee	1.5% per month on any overdue amount as per the Course Fee Instalment Schedule Due Dates
Reimbursement of credit card charges where payment of fees is made via credit card	1.75% of the fee amount payable
Reimbursement of bank charges where payment of fees is made via bank transfer	20.00 – 30.00 dependent on bank charges

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

^All miscellaneous fees quoted are in Singapore Dollars (S\$) and are exclusive of current Singapore Goods and Services Tax (GST) unless specified.

**Miscellaneous Fee Discounts:** Application (Registration) & Application (Facility) Fees: 50% discount third child and a 100% discount for the fourth child and subsequent children.

## STUDENT'S RIGHTS TO CANCEL AGREEMENT

### SCHEDULE 3.1

1. You, the Student, shall have the right to cancel this Agreement within seven (7) working days **from signing the Agreement, or within seven (7) working days from the date this notice has been brought to your attention**, whichever is the later (the "Cooling-Off Period").
2. You are entitled to cancel this Agreement during the Cooling-Off Period for any reason, and are not obliged to give any reasons to AIS for doing so.
3. You have to write to AIS to cancel the Agreement within the Cooling-off Period. You may use the form provided on the AIS website at <http://www.ais.com.sg/Enrolments/WithdrawalPolicy.aspx> . You must send such Notice of Cancellation by email or fax to the Director of Marketing and Enrolments:  
  
AIS email address: rene\_kragelund@ais.com.sg  
  
AIS fax number: +65 62855255
4. You are advised to keep a copy of the email or fax confirmation slip. If the Notice of Cancellation is left with AIS office, AIS office is to acknowledge receipt of the Notice by signing on it and returning one copy of the Notice to you. If AIS office does not do so, you are advised to inform AIS immediately by writing to this email address: enquiries@ais.com.sg
5. Upon cancelling the Agreement, AIS must refund you the monies paid in accordance to Clause 2.5 of AIS-Student Contract.

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I, \_\_\_\_\_ [parent/guardians name], hereby acknowledge that on this \_\_\_\_\_ [date in DD/MM/YYYY format], AIS has brought to my attention my rights under the Cooling-Off Period and that I fully understand these rights.

**SIGNED by the Student's parent or legal guardian**

x

\_\_\_\_\_

Name of Parent or Legal Guardian:

NRIC / Passport No:

**AIS-STUDENT CONTRACT SIGNATORY PAGE**

I confirm that I have read the AIS-Student Contract and understand the contents and agree to be bound by its terms and conditions. I have, where required, sought advice and clarification of any terms and conditions within the AIS-Student Contract from AIS ( cpe\_enquiries@ais.com.sg ) prior to the signing of this document.

I confirm that I have read and signed at the following pages of the document:

- Page 2 of 2 (Form 12 Advisory Note)**
- Page 12 of 13 - (Student's Rights to Cancel Agreement)**
- Page 13 of 13 - (Contract Signatory Page (Yourself and a Witness))**

Under CPE requirements, AIS must receive an original copy of the entire AIS - Student Contract document and the Form 12. Please arrange personal delivery or posting to:

Australian International School Pte Ltd  
1 Lorong Chuan, Singapore 556818  
Attn: Education Compliance Officer

**SIGNED by the Student's parent or legal guardian**

x

\_\_\_\_\_

Name of Parent or Legal Guardian:

NRIC / FIN/ Passport No:

Date:

**SIGNED by Witness (any person, over 18 years of age, witness to the signature above)**

x

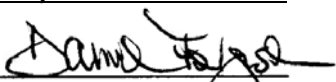
\_\_\_\_\_

Name of Witness:

NRIC / FIN/ Passport No:

Date:

**SIGNED by and on behalf of AIS**



Authorized Signatory of AIS

Name: Damian Ferguson

Date: 10/02/2014

**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 programme (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.

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*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 ward

(\_\_\_\_\_ (Passport Number) \_\_\_\_\_)

with Australian International School Pte Ltd (Name of PEI)

X

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

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