

Dear Parents and Guardians,

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. Students are not considered fully enrolled at AIS until a duly-executed contract is returned by the Parent to the School.

**Please read carefully and complete ALL pages below.**

- € **Pg 1 of 10** Complete personal detail fields
- € **Pg 8 of 10** Sign and date the Refund Table
- € **Pg 9 of 10** Complete details and sign Advisory Note
- € **Pg 10 of 10** Sign and date the Acknowledgment of course commencement

You should only submit this Contract online if you fully understand and are satisfied with all of the terms and conditions detailed therein. If you have any doubts about the contents of the contract, you should seek advice and clarification before submission. Please do not hesitate to contact the AIS Compliance Office at +65 67094815 or [cpe\\_enquiries@ais.com.sg](mailto:cpe_enquiries@ais.com.sg) should you require any additional information.

Best regards,



Andre Casson  
Principal



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Singapore 556 818  
T: +65 6664 8127  
F: +65 6285 5255  
E: [enquiries@ais.com.sg](mailto:enquiries@ais.com.sg)  
[www.ais.com.sg](http://www.ais.com.sg)

## AUSTRALIAN INTERNATIONAL SCHOOL PTE LTD – 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 : Australian International School Pte Ltd (“AIS”)

Registration Number : 199204405H

(2) Full Name of Student : [REDACTED]

(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student/Dependant Pass holder (DP))\*

NRIC Number

(for Singapore Citizen/Permanent Resident)\* : [REDACTED]

Student’s Pass Number (if applicable)/

Passport Number (for international student)\* : [REDACTED]

(3) Full Name of Parent/Legal Guardian\* : [REDACTED]

(if student is under 18 years of age)

Parent NRIC/Passport Number\* : [REDACTED]

\* Where non-applicable, put “N.A.”. Leave no fields blank.

### 1. COURSE INFORMATION AND COURSE 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 Fees are reviewed annually and subject to increase from time to time. Fees (including course fees) advised to parents at the time of application may not reflect actual Fees payable prior to commencement at the school. Application Registration Fees and Application Facility Fees are non-refundable in all circumstances except as provided in this contract.

1.5 The PEI considers payment made 7 days after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course completion (if applicable).

### 2. REFUND POLICY

2.1 Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;

- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organization stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).
- (vii) In relation to Singapore citizens, approval has not been received by the Ministry of Education (MOE).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

#### 2.2 Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

#### 2.3 Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

Notwithstanding Schedule D, the Student will be refunded all fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

### **3. ADDITIONAL INFORMATION**

- 3.1 The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2 If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 3.3 If the Student and the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.cpe.gov.sg](http://www.cpe.gov.sg)).
- 3.4 All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5 Any agreement other than this Contract is invalid if it is administered without the written permission of CPE. If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6 If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7 If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.
- 3.8 The AIS terms and conditions form part of the PEI-Student contract and form the basis of a legal contract for educational services

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

|  |  |
|--|--|
| 1) Course Title  | International Baccalaureate Primary Years Programme Year Preparatory – Year 5  |
| 2) Course Duration (in months)   | 12   |
| 3) Full-time or Part-time Course   | Full Time  |
| 4) Course Commencement Date  | On or around 19 January  |
| 5) Course Completion Date  | Date of leaving the school or graduating from the relevant grade   |
| 6) Date of Commencement of Studies (Date on which Student starts attending Course, if different from Course Commencement Date) | Date of entry of the student to the school   |
| 7) Qualification (Name of award to be conferred on the Student upon successful Course completion)                              | Year / Course Completion   |
| 8) Organization which develops the Course  | Australian International School  |
| 9) Organization which awards/ confers the qualification  | Australian International School awards school reports  |
| 10) Course entry requirement(s)  | Completion of the previous year level (or equivalent) and sufficient English Language skills to undertake the course, as determined by AIS   |
| 11) Course schedule with modules and/or subjects   | Course schedules are displayed each year in the sub school 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>  |
| 12) Scheduled holidays (public and school) and/or semester/term break for course   | 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.                            |
| 13) Examination and/or other assessment period   | 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. |
| 14) Expected student report or examination results release date  | Detailed descriptive student reports are distributed to parents prior to the mid calendar year break (June) and the end of the course year (December).   |

**SCHEDULE B  
COURSE FEES**

| Course Fees (with GST, if any) (\$\$)                                 |                          |
|---|--------------------------|
|   | IBPYP Year Prep – Year 5 |
| Course Fee  | 30,586.92                |
| Included in Course Fee:   |                          |
| Course Material Fee   |                          |
| Fee Protection Scheme Insurance Fee                                   |                          |
| Medical Insurance Fee   |                          |
| GST   | 2,141.08                 |
| <b>Total Course Fees Payable<sup>*%<sup>^</sup><sup>§</sup></sup></b> | <b>32,728.00</b>         |
| No. of Instalments  | 2                        |

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

**Billing**

\*Settlement of payment of Fees must be by the due date in order for the student to be eligible for continuing enrolment at the School.

<sup>%</sup>For new families only, course fees are charged on a per month pro-rata basis (irrespective of start date within the month) if the student begins their course after the academic semester has commenced.

**EAL, PMC and ILC Fees**

<sup>^</sup>The fees displayed in Schedule B exclude English as an Additional Language Support (EAL), Partial Mainstream Class (PMC) and Intensive Language Course (ILC) fees (outlined in Schedule C). These fees will be communicated in the course fee invoice following the appropriate testing.

**Course 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 B) however this will be displayed in your course fee invoices each semester.

## INSTALMENT SCHEDULE

| Total Instalment Schedule <sup>%</sup> – IBPYP Year Prep, Year 1, Year 2, Year 3, Year 4 & Year 5 |                         |                    |
|---|-------------------------|--------------------|
|   | Date Due**              | Instalment amounts |
| 1st Instalment  | 10/10/2016 <sup>#</sup> | 16,364.00          |
| 2nd Instalment  | 10/04/2017              | 16,364.00          |

<sup>%</sup>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> or such later date as may be specified in your fee invoice.

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

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

| Purpose of Fee   | Amount (with GST, if any), (\$\$) and When Payable   |
|--|--|
| Application Registration Fee<br>(Once only, non-refundable, new enrolment student only)  | 3,360.00<br>Payable upon application<br>(50% discount for the 3 <sup>rd</sup> enrolled family member<br>100% discount for the 4 <sup>th</sup> and subsequent enrolled family members)  |
| Application Facility Fee<br>(Once only, non-refundable, new enrolment student only)  | Nursery / Preschool – 2,675.00<br>Year Prep to Year 12 – 6,420.00<br>Payable prior to course commencement<br>(50% discount for the 3 <sup>rd</sup> enrolled family member<br>100% discount for the 4 <sup>th</sup> and subsequent enrolled family members) |
| Technology Fee   | Nursery / Preschool – 0.00<br>Year Prep to Year 5 – 535.00<br>Year 6 to 12 (School Provided Laptop) – 963.00<br>Year 6 to 12 (Bring Your Own Device - BYOD) – 250.00   |
| Examination Fee<br>(IGSCE, HSC and IBDP courses)   | 0 - 2000.00*<br>Upon registration for examination  |
| Classroom Excursions / Classroom Camps   | 5.00 - 2000.00<br>Prior to activity commencement   |
| English as an Additional Language Support (EAL) Fee,<br>Partial Mainstream Class (PMC) Fee,<br>Intensive Language Course (ILC) Fee | 2,621.00   |
| Co-curricular Activities<br>(Registration, equipment, donations, trips/tours,<br>instrument hire)                                  | 5.00 - 500.00*<br>Prior to activity commencement   |
| Sports / Sports CCA / Non-Sports CCA (Registration,<br>equipment, donations, trips/tours, instrument hire)                         | 10.00 – 3000.00*<br>Prior to activity commencement   |
| Tickets<br>(Theatre/drama, dinner, gala/ball, fundraising,<br>graduation, valedictory dinner)                                      | 20.00 – 500.00*<br>Prior to activity commencement  |
| Books and Stationery   | 2.00 – 200.00* Upon purchase   |
| Replacement for lost items:  | Upon loss of item  |
| ICT  | 0.0 - 3000.00*   |
| Library book   | 0.0 - 200.00*  |
| Text Book  | 0.0 - 200.00*  |
| Smart Card   | 10.00  |
| Report Copy Fee  | 15.00<br>Prior to issuance of report   |
| Uniforms   | 1.0 - 500.00*<br>Upon purchase of uniform  |
| Bank / Transfer Charges  | 20.00 - 30.00<br>Varies between banks  |
| Late Payment Fee   | 1.5% per month on any overdue amount as per the Course<br>Fee Instalment Schedule Due Dates  |
| Convenience charge where payment of fees is made via<br>credit card  | 2.5% of the fee amount payable   |
| Convenience charge where payment of fees is made via<br>bank transfer  | 20.00 – 30.00<br>dependent on bank charges   |

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

<sup>1</sup> Miscellaneous Fees refer to any fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.

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**SCHEDULE D**  
**REFUND TABLE**

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

| % of the amount of fees paid under Schedules B and C | If Student's written notice of withdrawal to the Admissions department is received:  |
|--|--|
| 100% Course Fees                                     | On or before 19 <sup>th</sup> October in relation to students due to commence during semester 1 (January to June); or<br>On or before 13 <sup>th</sup> April for students due to commence in semester 2 (July to December).  |
| 0% Course Fees                                       | After 19 <sup>th</sup> October in relation to students due to commence during semester 1 (January to June); or<br>After 13 <sup>th</sup> April for students due to commence in semester 2 (July to December).  |
| 0% Course Fees                                       | After the commencement of a semester. If a student has commenced school during semester 1 or semester 2, there will be no REFUND of any portion of that semester's course fees regardless of when notice of withdrawal is given.   |
| 0% Application Registration Fee                      | <p>The Application Registration Fee is strictly non-refundable and non-transferable except in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. AIS is unable to offer a place to a student applicant due to denial of student pass or failure to obtain approval by the relevant Singapore authorities</li> <li>2. AIS is unable to offer a place to a student applicant due to waitlist at AIS and the student elects not to be placed on the waitlist</li> <li>3. Student applicant does not meet the eligibility criteria for enrolment at AIS</li> <li>4. AIS is unable to offer a place to a student applicant due to sibling priority policy as published by AIS</li> </ol> <p>The Application Registration Fee will be refunded in full in the event a Student application cannot be accepted at AIS for the reasons set out in 1) to 4) as determined by AIS in its sole discretion.</p> |
| 0% Application Facility Fee                          | The Application Facility Fee is strictly non-refundable and non-transferable in all circumstances.   |

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

SIGNED by the PEI

SIGNED by the Student's parent or legal guardian  
(please print and sign original)



\_\_\_\_\_  
(Authorised Signatory of the PEI)

Name: Andre Casson

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

\*State all dates in the format of DD/MM/YYYY

\_\_\_\_\_

Name: \_\_\_\_\_

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

SAMPLE

**Regulation 25(5)(b)**  
**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

(student name \_\_\_\_\_ (Passport Number) \_\_\_\_\_ )

with Australian International School Pte Ltd (Name of PEI)

\_\_\_\_\_  
(Signature of parent / guardian)  
(Please print and sign original)

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

