

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 and Form 12 Advisory Note 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 signing. 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  
Head of School



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Singapore 556 818  
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[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 : \_\_\_\_\_

(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)\* : \_\_\_\_\_

Student’s Pass Number (if applicable)/  
Passport Number (for international student)\* : \_\_\_\_\_

(3) Full Name of Parent/Legal Guardian\* : \_\_\_\_\_  
(if student is under 18 years of age)

Parent NRIC/Passport Number\* : \_\_\_\_\_

\* 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. Enrolment Fee is 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	Australian International School Infant Care Program
2) Course Duration (in months)	Up to a maximum of 16 months, subject to a minimum of 2 months
3) Full-time or Part-time Course	Part-Time (full day) = 2 days per week on working days only (8.00am to 6.00pm) Part-Time (full day) = 3 days per week on working days only (8.00am to 6.00pm) Full-Time (full day) = 5 days per week on working days only (8.00am to 6.00pm)
4) Course Commencement Date	On or around 21 January
5) Course Completion Date	Date of leaving the school or graduating from the relevant grade
6) Qualification (Name of award to be conferred on the Student upon successful Course completion)	Does not apply
7) Organization which develops the Course	Australian International School
8) Organization which awards/confers the qualification	Australian International School
9) Course entry requirement(s)	As determined by AIS, are based on students' age (2 months to 18 months of age), readiness and the physical classroom availability. Once a parent submits the required admissions forms and documents and the Application Registration Fee has been received, the Admissions Office and the appropriate school administration will review the application file. More information, tests or interviews may be requested.
10) Course schedule with modules and/or subjects	The AIS Infant Care Program children will be catered in a specifically designed environment for babies and toddlers to provide a stimulating, safe space for children to learn, explore and grow. The AIS Infant Care Program offers parents a unique space in which to care for and support the development of their baby/infant.  <a href="https://www.ais.com.sg/early-years/infant-care-village">https://www.ais.com.sg/early-years/infant-care-village</a>
11) Scheduled holidays (public and school) and/or semester/term break for course	The AIS Infant Care Program runs every working day except on gazetted Singapore public holidays for forty-seven (47) weeks every calendar year, from 8.00am to 6.00pm each working day that the AIS Infant Care Program runs. Public holidays are advised by the Singapore Ministry of Manpower and are sometimes varied or confirmed throughout the year.
12) Expected student report or examination results release date	Electronic portfolio updates, which follow each child's personal development and share these moments through photographs, videos and text, will be provided to parents at periodic intervals to be determined by AIS.

**SCHEDULE B**

**COURSE FEES**

Course Fees (with GST, if any) (S\$)	
	<b>AIS Infant Care Program 2 days (Part-Time, Full Day)</b>
Course Fee  Included in Course Fee: Consumables (excluding infant diapers, infant milk formula and infant feeding bottles to be supplied by parents) Catering Fee Protection Scheme Insurance Fee Medical Insurance Fee	S\$1,121.50 per month
Late Pick Up Charge	S\$10.00 per 10 minute block will be charged for children who are picked up after 6.00pm each working day that the AIS Infant Care Program runs
GST	S\$78.50
Total Course Fees Payable*\$\$%	S\$1,200.00 per month
No. of Payments	Monthly (payable 2 months in advance)
	<b>AIS Infant Care Program 3 days (Part-Time, Full Day)</b>
Course Fee  Included in Course Fee: Consumables (excluding infant diapers, infant milk formula and infant feeding bottles to be supplied by parents) Catering Fee Protection Scheme Insurance Fee Medical Insurance Fee	S\$1,523.36 per month
Late Pick Up Charge	S\$10.00 per 10 minute block will be charged for children who are picked up after 6.00pm each working day that the AIS Infant Care Program runs
GST	S\$106.64
Total Course Fees Payable*\$\$%	S\$1,630.00 per month
No. of Payments	Monthly (payable 2 months in advance)

	<b>AIS Infant Care Program 5 days (Full-Time, Full Day)</b>
<b>Course Fee</b>  Included in Course Fee: Consumables (excluding infant diapers, infant milk formula and infant feeding bottles to be supplied by parents) Catering Fee Protection Scheme Insurance Fee Medical Insurance Fee	S\$2,336.45 per month
<b>Late Pick Up Charge</b>	S\$10.00 per 10 minute block will be charged for children who are picked up after 6.00pm each working day that the AIS Infant Care Program runs
<b>GST</b>	S\$163.55
<b>Total Course Fees Payable*<sup>§</sup>%</b>	S\$2,500.00 per month
<b>No. of Payments</b>	Monthly (payable 2 months in advance)

§ 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.

% For new families only, course fees are charged on a per month pro-rata basis (irrespective of start date within the month)

**Course Fee Discounts:**

Children enrolled in the AIS Infant Care Program do not qualify for any other discount schemes in place at AIS which are not related to the AIS Infant Care Program. Any promotion or discount that AIS may offer to children enrolled in the AIS Infant Care Program from time to time is not shown in the figures above (in Schedule B), however this will be displayed in your course fee invoices as applicable.

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

Purpose of Fee	Amount (with GST, if any), (S\$) and When Payable
Registration Fee (Once only, non-refundable, new enrolment student only)	S\$500.00 Payable upon application  (If an AIS Infant Care Program student is enrolled for more than 6 consecutive months, the application fee and enrolment fee for AIS' Nursery Program (for students above 18 months of age) will be waived)
Bank / Transfer Charges	S\$20.00 - 30.00* Varies between banks
Late Payment Fee	1.5% per month on any overdue amount
Convenience charge where payment of fees is made via credit card	2.5% of the fee amount payable
Convenience charge where payment of fees is made via bank transfer	S\$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.

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

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

The AIS Infant Care Program runs every working day except on gazetted Singapore public holidays for forty-seven (47) weeks every calendar year, from 8.00am to 6.00pm each working day that the AIS Infant Care Program runs. Course fees are charged on a monthly basis and are to be paid two (2) months in advance of the actual commencement date.

% 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 the expiry of the seven (7) working day cooling-off period after this AIS Infant Care Student Contract is signed, there will be a full refund of any Course Fees paid.
0% Course Fees	After the expiry of the seven (7) working day cooling-off period after this AIS Infant Care Student Contract is signed, there will be NO REFUND of any Course Fees paid.
0% Registration Fee	<p>The 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; or</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 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>

A formal notification of withdrawal from the AIS Infant Care Program is required at least two (2) calendar months in advance of the intended withdrawal date. Withdrawal dates are only permitted to be on the last day of a month, and full payment for the month will be payable irrespective of the student's actual last day.



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

SIGNED by the PEI (AIS)



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

Name: Andre Casson

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

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

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

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

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

**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)

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

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

**PE Regulations 25(5)(a)**  
**PRIVATE EDUCATION ACT (No. 21 of 2009)**  
**ADMINISTRATION OF COURSES**  
**Acknowledgement of Course Commencement**

*On behalf of my child/dependent, I hereby acknowledge that if the confirmed date of enrolment commencement is after the course commencement date (i.e. January of each academic year), that the course applied will have commenced prior to my child/dependent's enrolment at Australian International School Pte Ltd.*

**X**

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

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