

AIS Terms and Conditions

1 These Terms and Conditions form part of the 'Student Contract' that is entered into between the Student / Parents and AIS prior to a Student being enrolled in the School and form the basis of a legal contract for educational services provided by AIS. In the event of any conflict or inconsistency between these Terms and Conditions and the terms in the Student Contract, the Student Contract shall prevail.

2 Our website and other School marketing materials are not contractual documents. Please see Section J for further information.

3 Fees & Notice: The rules concerning fees and giving of notice are of particular importance and are set out at Sections G & H below.

4 Managing Change: This School, as any other, is likely to undergo a number of changes during the time your child is a student here. Please see Section J for further details of the changes that may be made and the consultation and notice procedures that will apply.

A. Terminology

5 “The School”/“We”/“Us” means the Australian International School (“AIS”) which is controlled/operated by Australian International School Pte. Ltd., constituted as a private company limited by shares under the Singapore Companies Act, Chapter 50.

6 “Chief Education Officer Asia” means the Singapore Managing Director for Cognita Asia Holdings Pte. Ltd. as may be appointed from time to time (or the equivalent position) by the parent entity of the Australian International School Pte. Ltd., Cognita Asia Holdings Pte. Ltd.

7 “The Education Management Committee”/“The Management Committee”/ “The Management Review Committee” means the senior Executives of AIS who are responsible for governance of the School, unless otherwise specified.

8 “The Head of School” is responsible for the day-to-day running of the School and that expression includes those to whom any duties of the Head of School have been delegated.

9 “The Parent(s)”/“You” means the natural Parent(s) of the Student and any step Parent or adoptive Parent who has accepted responsibility for the Student. Parents are responsible, individually and jointly, for complying with their obligations under these Terms and Conditions. Parents are entitled to receive relevant information concerning the Student, unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the interests and welfare of the Student.

10 “Guardian(s)”/“Legal Guardian(s)” means the person(s) appointed as such by an Order of Court or the persons duly appointed and authorised by the Parents of the Student, including any local guardian as described in clause 38 below, to act in such capacity in a particular School Year. For the avoidance of doubt, any reference to “Parent(s)”/“You” in these Terms and Conditions shall be read to include Guardians, where applicable.

11 “Guardianship Agreement” refers to the agreement or undertaking forms which the Parents and Guardians are required to execute if the Parents will not or do not reside in Singapore with the Student for a particular School Year or any part thereof. All terms contained in the Guardianship Agreement are deemed incorporated into these Terms and Conditions and a breach of any of the terms contained within the Guardianship Agreement has the same effect and consequences as a breach of these terms and Conditions.

12 Parents must promptly notify the School of any change in custody, care and/or control of the Student and must be accompanied by supporting documents as outlined below:

12.1 Parents are responsible for providing the School with all necessary legal documentation pertaining to the custody, care, and/or control of the Student. This includes furnishing a current copy of any Court Custody Order and notifying the School immediately of any amendments or revocation of such Order.

12.2 The School will recognise and act in accordance with a foreign custody order (i.e. an order issued by a national court outside Singapore) only where both Parents have provided written agreement to the School as to its authenticity, terms and effect. Where a dispute arises between the Parents regarding the foreign custody order, or where either Parent challenges its validity or application, the School will keep to the current arrangements as notified or according to the Application for Admission Form, until a Singapore Court Order is presented to the School and verified.

13 “The Student” is the child named in the Application for Admission Form and in the Student Contract. The year level of the Student will be determined in accordance with Australian and international School practice. The Student needs to be eligible to reside in Singapore with the appropriate immigration pass, e.g. Dependant’s Pass, Student Pass. A child who is a Singapore citizen will require approval from the Ministry of Education to be eligible to enrol in the School.

14 “School Year” means the consecutive weeks of time when the Student is in class receiving classroom instruction from Teachers and attending educational activities within and outside the School, including camps, field trips, excursions and other off site activities. The School Year commences in January and ends in December each year, with vacation periods as defined in the School’s calendar found on this website: (<https://www.ais.com.sg/school-life/calendar-dates/>). The School reserves the right to vary its academic terms(s) within a School Year from time to time to suit the best interests of the School community and the School’s calendar will be updated accordingly.

B. Admission and Entry to the School

15 Application and Admission: Applicants will be considered as candidates for admission and entry to the School when (1) the Application for Admission Form has been duly completed, signed by a Parent and received by the School with the non-refundable Application Fee (2) the Parent attends the pre-admission interview with the School and (3) the Parent signs all other associated documentation pertaining to enrolment. Admission will be subject to the School’s offer and availability of a place and the Student and Parents satisfying the admission requirements at the time. Students may be placed on the waitlist if no places are available and Students are generally allocated a place in order of application but the School reserves the right to allocate places at its discretion, as

vacancies become available. "Admission" occurs when Parents accept the offer of a place, sign the Student Contract and make payment of all requisite Fees. "Entry" is the date when a Student attends the School for the first time. Parents are responsible for obtaining the Student pass, dependent pass or associated pass required by the Student to remain in Singapore and to attend AIS and evidence of such eligibility to remain in Singapore and to attend AIS must be provided to the School before entry to the School. During the application process the Student may be required to undergo academic testing and submit prior report cards as relevant. A request for reference may also be sent by the School to Institutions previously attended by the Student.

The School may offer conditional enrolment whereby the Student is granted Admission subject to the school receiving satisfactory response(s) to certain or outstanding enrolment requirements, for example satisfactory recommendation / reference, learning support details, medical history or diagnosis or support requirements, etc. The School reserves the right to review the application and remove the Student in the event that any of the conditions are not met or if the response(s) are unsatisfactory.

16 Equal Treatment: The School is a mainstream, day school for boys and girls aged 2 months to 19 years. The School is non-denominational and welcomes staff and children from many different nationalities, ethnic groups, backgrounds and creeds, within the bounds of Singapore law. We will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities. Where the School deems that reasonable adjustments can be made, we will comply with our legal and moral responsibilities in order to cater to, support and accommodate the needs of Students who have disabilities or other learning requirements.

17 Entry Considerations: Parents agree to fully disclose all relevant information as may be requested by the School whether in the course of the application and admission process or otherwise, including but not limited to citizenship, government required information, learning needs, educational history, family circumstances of the Student and any other information or circumstances associated with the Student's enrolment at a previous school. The School will also assess the Student's level of English Language proficiency and/or academic level. Parents will also be required to execute the applicable declaration and undertaking form(s) in such form and manner as may be prescribed by the School from time to time, failing which the School is entitled to withdraw the offer of a place or exclude the Student from the School without refund of any Fees. The Student may be required to take a test or to be interviewed to determine this. If a test is required, all test responses must be those of the child and if it becomes apparent that this has not been the case, the School is entitled to withdraw the offer of a place or remove the Student from the School without refund of any Fees. Progression to the subsequent year level is not guaranteed and is subject to the student meeting the relevant developmental and academic milestones. AIS reserves the right to make final placement decisions. The School may also determine on a case by case basis whether English as an Additional Language or other support is required as a condition to admission and/or enrolment of the Student.

18 Withholding Information: If it subsequently becomes apparent that information regarding language proficiency / education history, learning support needs, learning, health conditions or any other matter concerning the Student's background and circumstances, considered reasonable for consideration for entry to the School has been withheld, is

inaccurate or falsified, the School has the right to exclude or remove the Student from the School without refund of any Fees.

19 Disclosure of Nationality: Parents are required to fully disclose the nationality/citizenship status of all applicants – including dual nationality. Specifically, any applicant who holds Singapore citizenship, either by birth or registration, must declare this information at the time of the application, as approval from the Ministry of Education is required before entry into Year 1 and above. After entry, any change in the nationality and residency status must be notified in writing to the School immediately.

20 Singapore Citizens and Permanent Residents (PR's): Singapore citizens holding dual citizenship may not make an application based on their Non-Singaporean status. Permanent Residents do not require a Ministry of Education waiver. Students who become Singapore citizens will only be able to retain their place at the School after the Ministry of Education has issued a waiver.

21 Non-Singapore Citizens and Non-Permanent Residents (PR's): Admission and continued enrolment at the School is conditional upon the Student having a valid immigration pass (Student Pass, Dependant Pass or other Pass issued by the Immigration and Checkpoints Authority of Singapore) to reside in Singapore and to attend AIS. Any changes in the Parent(s)' employment, expiry of relevant Pass, change in immigration status of the Student or any other circumstances affecting the Student's enrolment in the School must be notified to the School immediately.

22 Moving Between Schools: The School encourages Parents to consider other Cognita Schools located in the region and beyond when relocating. However, entry into any other Cognita Schools is not automatic and will depend on the admissions policy and place availability at each individual school.

23 Offer of a Place and Payment: A Letter of Offer and Student Contract will be sent to the Parents/Guardian for Students who are accepted into the School. All applicable fees payable as shown in the Admission Booklet for the relevant year will be payable upon acceptance of the offer.

24 Off Cycle Entry: For Students entering after the school year has commenced, the amount of the Course fees payable will be prorated by month. The full amount of Fees may be payable depending on the proposed entry month or to guarantee a place, depending on enrolments and waitlists at the time of application.

C. Student Welfare

25 Meaning of Student Welfare: Student welfare is the happiness, success, safety and well-being of each Student and how they interact and support the integrity of the School community.

26 Our Commitment: We will do all that is reasonable to safeguard and promote the Student's welfare and to provide pastoral care in the particular circumstances. The Student's legal rights, welfare and freedoms must, however, be balanced against upholding school rules, the lawful needs, welfare and interests of the School community and the legal rights and freedom of others.

27 Complaints: Any question, concern or complaint about the welfare or safety of a student must be notified immediately to a member of the staff or in the case of a grave concern, must be notified by telephone or in writing to the Head of School. A copy of the School's Complaint Procedure is available on the parent portal.

28 Student's Legal Rights: Under Singapore law, a person under 21 years of age is considered a minor and the Parents or Guardians are responsible for the Student. The decision making rights of a minor vest in the Parents or Guardians. Where the Parents of the Student are divorced or separated, the School will follow an agreement signed by both Parents as to decision making authority over the Student or in the absence of which, the School is entitled to rely on and abide by any relevant Singapore Court Order on the custody, care and control of the Student which determines the decision making rights over the Student.

29 Head of School's Authority: The Parents authorise the Head of School to make all decisions and/or take such actions as the Head of School in good faith and on proper grounds considers necessary and/or appropriate to safeguard and promote the Student's welfare and those of the School community. The Head of School has the power to impose such sanctions as it deems appropriate for the breach of discipline, the breach of the Terms and Conditions herein, or the breach of any rules/policies of the School or when it considers such sanction to be appropriate to safeguard and promote the Student's welfare or those of the School community, including but not limited to exclusion, suspension (including during investigation – criminal or otherwise), removal or expulsion of the Student. The School is however, not responsible for a Student who is absent from the School, the Student's conduct outside the School, or the Student's conduct in School which are in breach of School discipline or which are unsupervised and for reasons other than for School related activities. It is a condition of the Student's continued enrolment in the School that the Parents and Student accept the rules and/or directions of the School regarding appearance and discipline. In the event of an emergency situation involving the Student, the Parents / Guardians authorise the School to make decisions on their behalf for the Student if reasonable attempts made by the School to contact the Parents / Guardians are unsuccessful.

30 Ethos: The ethos of the School is to foster good relationships between members of the staff, the parents and the students. Bullying, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly and with due consideration in relation to Students and Parents and we expect the same of Students and Parents in relation to the School and its staff members.

31 Physical Contact: Parents give their consent to such reasonable physical contact as may be necessary and appropriate for (i) teaching and instruction; (ii) for providing comfort to a Student in distress; and/or (iii) to maintain safety and good order in the School in connection with the Student's health and welfare, and/or the welfare of the wider School community.

32 Disclosures: Parents must, as soon as possible, disclose to the School in confidence any known medical condition, health problem or allergy affecting the Student, any history or diagnosis of a learning difficulty on the part of the Student, or any family circumstances or court order which may affect the Student's welfare, safety or security or that of the wider School community and/or any precautionary measures required to ensure the same.

Parents may be excluded from School premises if the Head of School considers such exclusion to be in the best interests of the Student or of the School community.

33 Confidentiality: The Parents consent on behalf of themselves and the Student that the School, its officers and staff may obtain, hold, use and communicate confidential information which, in their sole opinion, is material to the safety and welfare of the Student and others. The Parents consent to the School communicating with any other school which the Student has attended, or currently attends or which a Parent proposes the Student should attend about any matter concerning the Student or the payment of fees. In some cases, teachers and other employees of the School may need to be informed of any particular vulnerability the Student may have. The School reserves the right to monitor the Student's use of school-provided emails, devices, school online systems and internet access in School. The confidentiality obligation of the School shall not apply to (i) any information which becomes generally known to the public (ii) any information which is, at the time of disclosure, legally in the possession of the School or (iii) any information which is required to be disclosed pursuant to any applicable legal requirement or legal process issued by any court or government authority or rules or regulations or policies of any government body.

34 Leaving School Premises: Students must seek permission to leave the School grounds during school hours and adhere to the procedures in the relevant School policy. The Parents agree that the School is entitled to prevent a Student from leaving the School grounds during School hours unless the School has been notified of the same by the Parents / Guardians and prior arrangements have been made. The School will do all that is reasonable to ensure that the Student remains in the care of the School during School hours but cannot accept responsibility for a Student who leaves the School grounds whether in breach of School policy or not.

35 Residence During the School Year: Students are required during the School Year to live with a Parent or Guardian acceptable to the School. Students, including those over 18 years of age, are not permitted to live alone or in shared accommodation with other students, regardless of parental consent. The School must be notified in writing immediately if a Student will be residing during the School Year or any part thereof, under the care of someone other than a Parent. The School will only consider accepting such an arrangement if the Student's Parents and Guardians have first executed the applicable declaration and undertaking form(s) in the manner as may be prescribed by the School from time to time. The School reserves the right to exclude the Student from the School or require the removal of any Student who resides or intends to reside with someone other than a Parent who the School deems to be unsuitable. In the event that the Parents are found to be in breach of any requirement stipulated hereinabove, the Student Contract shall be deemed immediately terminated by the Parents, and all Fees paid shall be forfeited. If a place has been offered and it is subsequently determined that such residential requirements are not met, the School reserves the right to withdraw the offer or terminate the Student Contract without refund of Fees.

36 Absence of Parents: When both Parents or Guardians (as applicable) will be absent from the Student's home overnight or for a twenty-four hour period or longer, the School must be notified, in writing of the name, address and telephone number for twenty-four hour contact with an adult, who will have the care and responsibility of the Student. A

domestic helper may not be named as such sole emergency contact. Refer to the In-loco Parentis form on Connect.

37 Communication with Parents: With the exception of communication regarding cancellation, withdrawal and notice of withdrawal, the School will (unless otherwise notified) treat any communication from a Parent, Guardian or person notified to the School in the preceding clause as having been given on behalf of the Parents of the Student and any communication from the School to any such person as having been made to each Parent. The School will regularly update and use the School's parent portal as their main form of communication with Parents and Students. Parents agree to regularly visit the parent portal to be kept informed of events, School dates and other information.

38 Local Guardians: A Student of any age whose Parents are resident outside Singapore must have a local guardian in Singapore who has been given authority to act on behalf of the Parents in all respects concerning the Student's welfare and enrolment in the School and to whom the School can apply for authority when necessary. Local guardians must also be acceptable to the School – in most cases this means a close relative of suitable maturity. In such arrangements, the Student's Parents and local guardian(s) must execute the applicable declaration and undertaking form(s) in the form and manner as may be prescribed by the School from time to time, failing which the School is entitled to exclude the Student from the School or require the removal of the Student from the School without the refund of any Fees. In the event that the School discovers that the Student's Parents and/or local guardian(s) has made a false or untrue declaration, or failed and/or refused to comply with any of the undertakings provided to the School, the School is entitled to exclude the Student from the School or remove the Student from the School without the refund of any Fees.

39 Photographs and Email Addresses: Parents consent to the School using Students' work, photographs of the Student and other material for purposes such as notifying or publicising the School's activities / curriculum and its students' accomplishments. Parents further consent to the School's affiliate sending newsletters and other information and promotional materials to the Parents' email address as provided to the School, for purposes of communicating the School's educational activities or related services. Do advise the School if you wish to withdraw consent for the use of your child(ren's) photos and videos on school sanctioned social media via ask@ais.com.sg. Parents/Guardians should note that withdrawing consent may limit the range of activities in which their child/children may participate.

40 Transport: Parents consent to the Student travelling to and from School and/or School organised activities and events, by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

41 Student's Personal Property: Students are responsible for the security and safe use of all their personal property including money, mobile phones, locker keys, watches, computers, calculators, musical instruments and sports equipment, and for property lent to them by the School. Parents and Students are responsible for labelling all personal property. There are guidelines on personal items not allowed at the School in the Handbook. Parents are responsible for insurance of the Student's personal property while

at the School or on the way to and from School or any School-sponsored activity away from School premises.

42 Liability: The School shall not be responsible to the Student or Parents /Guardians for any personal injury suffered, or damage to or loss of any property belonging to the Student or Parents / Guardians, on School premises. The School cannot be responsible for any personal injury and/or loss or damage suffered by the Student or Parents / Guardians outside of the School's premises. The exception is where the School is found to be negligent or guilty of misconduct directly causing the personal injury, loss or damage.

D. Health and Medical Matters

43 Medical Declaration: Parents must complete a form of medical declaration concerning the Student's health with the Application for Admission and must inform the School's Health Services Manager in writing if the Student develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities, or has been in contact with, or exposed to, infectious diseases.

44 Medical Care: Parents and/or Guardians must comply with the School's quarantine regulations as varied from time to time. Parents and/or Guardians are also asked to inform the School if they or the Student have travelled to or have been in transit in a country with a known contagious or communicable disease, illness or virus, particularly when the Parents / Guardians or the Student have been at risk of exposure to such.

45 Student's Health: The Head of School may at any time require a medical opinion or certificate as to the Student's general health or on any identifiable condition where the Head of School considers that necessary as a matter of professional judgement in the interests of the Student and/or the School community. The Parents shall obtain such medical opinion or consent to the Student being examined, for the School to procure such medical opinion as required by the Head of School.

46 Emergency Medical Treatment: The Parents authorise the Head of School to consent on behalf of the Parents to the Student receiving emergency medical treatment including blood transfusions, general anaesthetic and operations at a Singapore government or private hospital where certified by an appropriately qualified person necessary for the Student's welfare and if the Parents / Guardians cannot be contacted in time for such consent to be taken.

47 Medical Information: Throughout a Student's time at the School, the School shall have the right to disclose information about the Student if considered to be in the Student's best interests or necessary for the protection of other members of the school community. Such information will be given on a "need-to-know" basis.

48 Medical Closure: In the event of a medical event or circumstance within or affecting Singapore that requires the School to be closed by the relevant Singapore authorities, the School will not be obliged to refund all or any part of the Fees for any period of closure. In this situation the School will make alternative arrangements, where reasonably practicable, to ensure continuity of the Student's education.

49 Liability: The School maintains insurance for customary insurable risks including comprehensive liability and coverage for School property. The School maintains a basic insurance policy for every Student. Refer to the parent portal for policy coverage. It is the responsibility of Parents to provide any additional comprehensive medical and accident insurance, as well as personal property insurance, for their children and their possessions. Unless negligent or guilty of some other wrongdoing causing personal injury, loss or damage, the School does not accept responsibility for personal injury caused to the Student or Parents / Guardians or for other loss or damage to property.

E. Educational Matters

50 Our Commitment: Within the published range of the School's provision from time to time, we will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each Student and to provide education to at least the standard required by law in the particular circumstances.

51 Organisation: We reserve the right to organise each level's curriculum and its delivery in a way which is most appropriate to the School community as a whole. Our policy on streaming, setting and class sizes may change from year to year and from time to time and will depend mainly on the mixture of gender, nationality and language as well as abilities and aptitudes among the Students and may take into account management of class dynamics. Any Parent who has specific requirements or concerns about any aspect of their child's education or progress should contact their child's teacher, or any other appropriate member of staff, as soon as possible, or contact the Head of School in the case of a grave concern. Such communication should be constructive and respectful with the objective of supporting the Student's learning needs.

52 Personal, Social and Health Education: All Students will receive health and life skills education including sex education appropriate to their age in accordance with the curriculum from time to time unless the Parents have given formal notice in writing that they do not wish their child to take part in this aspect of the curriculum.

53 Examinations and Tests: The Head of School may, after consultation with the Parents and Student, decline to enter a Student's name for an examination or achievement test if, in the exercise of professional judgement, the Head of School considers that the Student's performance is below the standard required for that examination or that by doing so the Student's prospects in other examinations would be impaired and/or if the Student has not prepared for the examination with sufficient diligence, for example, because the Student has not worked or studied in accordance with advice or instruction from the teachers. Exam fees are payable once exam registration is made and is non-refundable regardless of attendance.

54 Reports and References: The School monitors the progress of each Student and reports regularly to Parents by means of full written reports, Parent/Teacher conferences, Student led conferences, documentation of Student learning and three-way conferences. Information supplied to Parents and others concerning the progress and character of a Student, and about examination, further education and career prospects, and any references will be given conscientiously and with all due care and skill, but otherwise without liability on the part of the School. Reports and/or recommendations will not be

prepared / released until all financial obligations have been met or the Parents have provided a written undertaking to the School in relation to their financial obligations.

55 Individual Learning Needs: The School will do all that is reasonable in the case of each Student to detect and deal appropriately with or reasonably provide differentiated support to a Student with a learning need which may or may not amount to a “specialised educational need”. Our staff are not, however, qualified to make a medical diagnosis of conditions, or other learning challenges. For the avoidance of doubt, the School is not obliged to provide any differentiation or support to a Student who requires special needs education.

56 Screening for Individual Learning Needs: The screening tests generally available to schools are indicative only, they are not infallible. Parents will be notified if a screening test indicates that a student has a learning need or other behavioural or social-emotional condition. A formal assessment can be arranged by the School at the Parents’ expense. Concerns about a Student’s progress may mean that assessment for individual learning needs or other behavioural or social emotional condition is a requirement for continued enrolment. If required by the Head of School, Parents must provide copies of all written reports and other relevant information to the School.

Failure to have the Student assessed or provide full disclosure of the results of any assessment deemed necessary by the School, may, at the sole discretion of the Head of School, result in suspension of the Student’s participation in School and School-related activities and/or removal from the School.

57 Learning Support - Conditional Enrolment: In some cases, based on the School’s assessment, recommendations from external assessments, or at the discretion of the Head of School, learning support will be mandatory and a condition of continued enrolment. Parents will be asked to withdraw the Student, if, in the professional judgement of the Head of School and after consultation with the Parents and with the Student (where appropriate), the School cannot provide adequately for a Student’s individual learning needs. This is defined as “Removal”, which means that the Student has been required to leave (i.e. asked to leave) the School permanently. Please refer to Section F “Removal in Other Circumstances” and “Fees Following Removal” for further details.

58 Information About English as a Second Language: Parents must state on the application for admission if they are aware that the Student’s level of English proficiency may not be sufficient. Parents agree to provide documentation and agree to have the Student complete tests or activities to allow the School to assess the Student’s level of English proficiency. Where the School can provide for the Student, English as an Additional Language support will be provided by the School and will be charged as an additional fee. In some cases, based on the School’s assessment or at the discretion of the Head of School, this learning support will be mandatory and a condition of continued enrolment. Parents may be asked to withdraw the Student if in the professional judgement of the Head of School and after consultation with the Parents and with the Student (where appropriate), the School cannot provide adequately for a Student’s language learning needs. This is defined as “Removal”, which means that the Student has been asked to leave the School permanently. Please refer to Section F “Removal in Other Circumstances” and “Fees Following Removal” for further details.

59 Withholding Information: If it subsequently becomes apparent after admission that any information regarding learning support or individual learning needs or the level of English proficiency has been withheld, or falsified, during the application process, it will lead to the immediate removal of the Student from the School without refund of any fees.

60 Progression Through the School: Each Student who satisfies the relevant academic and disciplinary criteria at the time will progress through each grade level at the School. Parents will be consulted in advance if there appears to be any reason why the Student may be refused a place in the next grade level of the School. Parents must give notice in writing in accordance with the Provisions about Notice (in Section G) if they do not intend their child to proceed to the next grade level of the School.

61 School's Intellectual Property: The School reserves all rights and interest in any copyright, design right, registered design, patent or trademark ("intellectual property") arising as a result of the actions or work of a Student in conjunction with any member of staff and/or other students at the School for a purpose, event and/or activity associated with the School. The School will acknowledge and allow to be acknowledged the Student's role in the creation/development of the relevant intellectual property.

62 Student's Original Work: Copyright in the Student's original work, such as classroom work, assignments or homework, projects, internal examination papers, paintings and computer generated material, belongs to the Student. Most such work (but not examination papers) will be returned to the Student when it is no longer required for purposes of assessment or display. The Parents consent for themselves and (so far as they are entitled to do so) on behalf of the Student, to the School retaining such work at the School premises until, in our professional judgement, it is appropriate to release the work to the Student. Certain coursework may have to be retained for longer than other work in order to reduce the risk of cheating. We will take reasonable care to preserve the Student's work from damage but cannot accept liability for loss or damage caused to this or any other property of the Student by factors outside the direct control of the School.

63 Camps and Excursions: The School provides a camp program that is a fundamental component of the school curriculum. Annual camps and curriculum camps are an integral element of the curriculum and all students in these year levels are expected to participate. In addition to the compulsory camps mentioned above there are further opportunities that are voluntary in nature. Students may also be involved in school excursions. Curriculum excursions for individual subjects are designed to fulfil curriculum field work components. It is expected that all students will participate in excursions as they are an integral component of the curriculum. Parents will be required to provide the School with current passport copies, visa copies and a completed Camp Medical form for each of their children prior to these camps taking place. All fees associated with camps and excursions will be payable in advance in addition to Fees. The Student is subject to school discipline in all respects while engaged in a school camp or excursion in addition to any other specific rules as communicated to students that are applicable for each such camp, school trip and/or excursion. All additional costs of special measures (such as medical costs, taxis, air fares, or professional advice) necessary to protect the Student's safety and welfare, or to respond to breaches of discipline, will be chargeable to the Parents in full.

F. Behaviour and Discipline

64 School Regime: The Parents accept the Head of School is entitled to exercise a wide discretion in relation to the School's policies, rules and regime. The Head of School will exercise those discretions in a reasonable and lawful manner and with procedural fairness when the status of a Student is at issue or to protect the welfare of each Student and the School community as a whole.

65 Conduct and Attendance: We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents warrant that the Student will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well-behaved and will comply with the School's policies and rules.

66 School Rules: The School's policies are set out in the Handbook. Other documents containing the School's policies published from time to time will be provided to the Parents upon the Student's acceptance and will also be made available on the parent portal. All policies in the Handbook and such other published policies have to be complied with by Parents / Guardians and the Student. Parents are required to read these documents carefully with the Student.

67 School Discipline: The Parents hereby confirm that they accept the authority of the Head of School and of other members of staff on the Head of School's behalf to take all reasonable disciplinary or preventive action necessary to safeguard and promote the welfare of each student and the School community as a whole. The School's disciplinary policy which is current at the time applies to all students when they are on School premises or in the care of the School or otherwise involved in representing or being associated with the School.

68 Parental Behaviour & Conduct: Parents accept that they have a responsibility to act as role models for their child/ren, and the wider school community. Parents confirm they accept the role, responsibility and ultimate authority of the Head of School within the School community. If after investigation the Head of School is of the opinion that a Parent's conduct, behaviour and/or actions (or lack thereof) is not consistent with the School's values or policies, these Terms and Conditions and/or Code of Conduct, or that a Parent has acted in an unreasonable or threatening manner toward either a student, staff member or other parent(s) of the school community, or has failed to act, communicate or participate within reasonable expectations of the School, a Student's enrolment may be terminated with immediate effect. The Head of School is under no obligation to divulge the content or source of any information acquired during the course of the investigation which has led to the withdrawal of the Student's enrolment. Any such Student withdrawn from the School enrolment has no right of entry into the School premises without the written permission of the Head of School. In such circumstances there will be no refund, transfer or deferment of any unutilised tuition fees.

69 Supervision – Parents and Guardians Responsibilities: Students who remain on School premises outside school hours (8.00 am – 4.00 pm) and outside School-supervised activities remain the responsibility of Parents unless the School has expressly confirmed that supervision has been assumed by authorised School personnel. The presence of School staff or other parents on campus outside school hours does not, by itself, constitute supervision of students nor impose responsibility on the School for the Student.

70 Investigative Action: A complaint or rumour of misconduct will be investigated promptly. A Student may be questioned and his/her locker or belongings may be searched in appropriate circumstances and Parents will be notified of such investigations as deemed appropriate. All reasonable care will be taken to protect the Student's legal rights and freedom. Parents shall be informed as soon as reasonably practicable after it becomes clear that the Student may face formal disciplinary action. The Student must be accompanied and assisted at any disciplinary meeting or hearing by a Parent. Where a Parent or Guardian is unable to attend such a meeting, a teacher of the Student's choice may accompany the Student.

71 Pending Investigation: The Head of School may, if in his/her professional judgement considers the same to be necessary or appropriate in the interest of the Student, another student or the School community, suspend a Student from School for such periods of time as necessary, pending the investigation and/or outcome of such investigation into any complaints or rumours. The School will make such arrangements as are practicable for the continuation of the education of the Student during such period of suspension.

72 Procedural Fairness: Investigation of a complaint which could lead to expulsion, removal or withdrawal of the Student shall be carried out in a fair and unbiased manner. Before a decision is taken on expulsion, removal or withdrawal arising from a Student's breach of the School's disciplinary policy, the School shall provide the Parents and the Student a reasonable opportunity to attend a meeting with the Head of School to make representations. The Head of School shall consider the representations before reaching a final decision.

73 Divulging Information: Except as required by law, the School and its staff shall not be required to divulge to the Parents and Guardians or others any confidential information, documents/evidence or the identities of students or others who have given information which has led to the complaint or which the Head of School has acquired during an investigation.

74 Drugs & Alcohol: The Student shall comply with the School's Drug and Alcohol Policy and the laws of Singapore, and Parents unequivocally consent to any drug testing procedures that may be implemented for Students in Grade 6-12. Please refer to the Handbook for more information on this policy.

75 Terminology: In these Terms and Conditions "Suspension" means that a Student has been sent or released home for a limited period either as a disciplinary sanction or pending the outcome of an investigation. "Withdrawal" means that the Parents have withdrawn the Student from the School. "Expulsion" and "Removal" mean that the Student has been required to leave (i.e. asked to leave) the School permanently in the circumstances described below. "Exclusion" means that the Student may not return to School until arrears of Fees have been paid. "Exclusion" may also be used as a general expression covering any or all of the other expressions defined in this clause.

76 Student Disciplinary Actions: Sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the School or external community, withdrawal of privileges including off-campus privileges, suspension, or alternatively being removed or expelled.

77 Expulsion: A Student may be formally expelled from the School if it is proved on the balance of probabilities that the Student has committed a very grave breach of School discipline or a criminal offence. Expulsion is reserved for the most serious breaches. The Head of School shall act with procedural fairness in all such cases. Parents will be given a copy of the review procedure current at the time. The Head of School's decision may be subject to an independent or Management Committee review, if requested by a Parent and shall be final until varied upon such review. The Student shall not attend School pending the outcome of the Review (see "Management Committee Review" below).

78 Fees After Expulsion: If the Student is expelled, there will be no refund, transfer or deferment of the Fees for the current or past School Year. There will be no charge of Fees in lieu of notice but all arrears of Fees and any other sum due to the School will be payable. No records, recommendations or reports will be released until all financial obligations of the Parents to the School have been met.

79 Removal in Other Circumstances: A Student may be removed from the School during or at the end of a School Year if, after consultation with a Student and the Parents, the Head of School is of the opinion that by reason of the Student's conduct or progress, the Student is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School, or if a Parent has treated the School or members of its staff unreasonably. In these circumstances, Parents may be permitted to withdraw the Student as an alternative to removal. The Head of School shall act with procedural fairness in all such cases, and shall have regard to the interests of the Student and Parents as well as those of the School (see "Management Committee Review" below).

80 Fees Following Removal: If the Student is removed or withdrawn in the circumstances described above, the rules relating to Fees shall be the same as for expulsion.

81 Leaving Status: Refers to the reasons for the Student leaving the School. These reasons are usually recorded on the Student record. This information will not be passed on to third parties unless expressly requested. Personal information regarding these reasons will be withheld. The School will advise the Parents of the agreed communication in these matters.

82 Management Committee Review: Parents may ask for a Management Committee Review of a Head of School's decision to expel or to require the removal of a Student from the School (but not a decision to suspend a Student unless the suspension is for 11 School days or more) or would prevent the Student from participating in a compulsory activity such as an examination). The request must be made as soon as possible and in any event within seven (7) days of the decision being notified to the Parents. The Management Committee shall be made up of members who were not involved in the investigation leading up to the decision to expel or remove the Student, including from sister schools under Cognita Asia Holding Pte. Ltd. Parents will be entitled to know the names of the Management Committee members who make up the review panel and may ask for the appointment of one alternative panel member nominated by the School. If the Management Committee upholds the decision of the Head of School, the Parents may ask for a Review of the Management Committee's decision by the Chief Education Officer Asia. The request must be made as soon as possible and in any event within seven days of the decision being notified to the Parents.

83 Review Procedure: The Head of School will advise the Parents of the procedure (current at that time) under which such a review will be conducted by the Review Panel of the Management Committee. The decision of the Head of School shall be final until varied by the Management Committee Members and/or the Chief Education Officer Asia (as applicable) upon review. The Student shall not attend School pending the outcome of the review by the Management Committee Members and/or the Chief Education Officer Asia (as applicable). The review by the Management Committee and the Chief Education Officer Asia will be conducted in accordance with the requirements of natural justice.

84 Complaints Procedures: A complaint about any matter of School policy or administration not involving a decision to expel or remove a Student must be made in accordance with the School's published complaints procedure, a copy of which is available on request or on the parent portal. Every reasonable complaint shall receive fair and proper consideration and a timely response.

G. Provisions About Notice (see also Section E and Section F)

85 Notice of Withdrawal: Parents must submit notice of withdrawal using the official online withdrawal form, available through the parent portal. This must be completed on or before the published withdrawal notification deadline. Notices submitted in any other form—whether written or verbal—will not be considered valid under these Standard Terms and Conditions. It is recommended that Parents consult with the School before giving notice to withdraw a Student.

86 Notice Dates: Notice of withdrawal must be advised on or before 19th October, in relation to students due to commence during Semester 1 (January to June), or on or before 13th April for students due to commence in Semester 2 (July to December). All Fees paid are non-transferable and non-refundable under any circumstances unless in compliance with Schedule D in the AIS Student Contract.

87 Fees in Lieu of Notice: means Fees in full for the period of notice at the rate that would have applied had the Student attended the School for the period for which the Fees applied and is not limited to the Parental contribution in the case of a scholarship or other award or concession. Parents agree to reimburse AIS where insufficient notice is given.

88 Notice of Cancellation: must be given in writing, if the Parents wish to cancel a place which they have accepted. Parents will be reminded of the relevant Notice Dates and re-enrolment notification procedures in the School's regular communications.

89 Cancelling Acceptance: The cancellation of a place which has been accepted is normally a breach of the Student Contract which can cause long term loss to the School as it impacts other families that have taken their decisions about schooling for their children. If the Parents cancel their acceptance of a place by the Notice Date required and before the Student was due to commence at School, the Course Fees paid in advance will be refunded. If the Parents cancel their acceptance of a place after the Notice Date required or the Student does not join the School after a place has been accepted and not cancelled in writing, Fees paid in advance will not be refunded. However, if Parents have paid the Course Fees in advance in an annual payment, the second semester will be refunded.

90 Re-Enrolment: It is assumed that a Student attending the School, who has fulfilled the relevant criteria, will be returning for the following Academic Year unless written notification of withdrawal via the withdrawal form is received by the School in accordance with dates specified at clause 86 above.

91 Failure to Provide Notice: If a Student is withdrawn without providing Notice as above or excluded for non-payment of Fees, Fees will not be refunded in whole or in part. The Facility Fee, Application Fee and Enrolment Fee are not refunded. Student pass (if applicable) will be cancelled with immediate effect. This rule is necessary to promote stability and the School's ability to plan its staffing and other resources.

92 Termination by the School: The School may terminate the Student Contract by providing written notice sent to the Parents by ordinary post and/or email to the address(es) provided in the Application for Admission Forms on or before the applicable Notice Date or at any time in a case involving expulsion or required removal of the Student. The School would not terminate the Student Contract without good cause and without consultation with Parents and also the Student (if of sufficient maturity and understanding), and would offer the Parents a Management Committee Review of a decision to terminate. Course Fees would be refunded on a pro rata basis without interest less any outstanding balance of the account under such circumstances. Application Fees, Facility Fees and Enrolment Fees are non-refundable.

H. Fees

93 Meaning: "Fee" and "Fees" where used in these Terms and Conditions include each of the following charges where applicable: Application Fee; Enrolment Fee; Course Fees; Facility Fees; fees for extra tuition or special programs; other extras such as, PE uniform and equipment, photographs and other items ordered by the Parents or the Student and charges arising in respect of camps or excursions/school trips, and damage where a Student alone or with others has caused loss or damage to School property or the property of any other person (fair wear and tear excluded), late payment charges if incurred and Fees in lieu of notice if timely written notice of withdrawal or cancellation has not been given.

94 Payment: The Parents undertake to pay the Fees applicable in each School Year as set out in the Student Contract. The Fees are due in two semi-annual/Semester instalments on 10th October and 10th April or as otherwise set out in the Student Contract. Fees for any Student commencing after the commencement date of a semester (off cycle entry) shall be payable immediately. If one or more items on the bill are under query, the balance of the bill must be paid. No Student shall commence at the School until all Fees have been paid.

95 Non-Refundable Facility Fee: The Non-Refundable Facility Fee is a fee payable per Student. The Facility Fee is a non-refundable and non-transferable administrative fee that may be adjusted for each School Year and varies according to the grade level of the Student. It is not subject to pro-rating and the full amount applies regardless of enrolment date.

96 Non-Refundable Application Fee: The Application Fee is payable with the Application for Admission form. No application for enrolment is considered until the Application Fee is

paid. If the Parent wishes to change the proposed entry date prior to an offer being made by the School, the Application Fee is valid for a period of six months from the date the original application was received. After this it will be necessary to pay the Application Fee again. The Application Fee is not refundable for any Students who are accepted into the School but later decline or cancel their acceptance. The Application Fee is strictly non-refundable and non-transferable.

97 Non-Refundable Enrolment Fee: The Non-Refundable Enrolment Fee is a fee payable per Student within seven days of signing the Student Contract. Subject to the exceptions expressly provided for under the Student Contract, the Enrolment Fee is a non-refundable and non-transferable administrative fee that may be adjusted for each School Year and varies according to the grade level of the Student at the time of enrolment. It is not subject to pro-rating and the full amount applies regardless of enrolment date.

98 Goods and Services Tax (GST): GST at the prevailing rate will be applied to all Fees and will be reflected on the School's invoice where it applies. The School is registered with the Comptroller of Goods and Services Tax. The School's registration number is 199204405H. The School is required to pass on and adjust Fees and charges for any changes to the GST rate that may be imposed by the Government of Singapore.

99 Refund/Waiver: Fees will not be discounted, refunded, transferred to another Student or waived, including but not limited to absence of the student due to sickness; or if a School Year is shortened or a holiday break is extended; or if a Student is released home after examinations or otherwise before the normal end of the School Year (provided that the School remains open to a Student who wishes to stay at School during that period). This rule is necessary so that the School can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other Parents. Separate rules (set out in Section F above) apply when a Student is expelled or removed, i.e. asked to leave.

100 Exclusion for Non-Payment: The School may, with written notice, exclude a Student from School if Fees remain unpaid after 30 days of their being due. Exclusion on these grounds is not a disciplinary matter and accordingly there is not the right to a Management Committee Review but the Director of Finance has discretion if thought fit to authorise a review of the documentary evidence with or without a formal meeting with the Parents. The School may also withhold any information, character references or property while Fees are unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the Student. A Student who has been excluded at any time when fees are unpaid will be deemed withdrawn without notice twenty-eight (28) days after exclusion. (Then Fees in lieu of notice will be payable in accordance with the Provisions about Notice in Section G). Any collection fees or legal fees incurred will be included in the amount due.

101 Late Payment: Simple interest may be charged on a day-to-day basis on Fees which are unpaid. The rate of interest charged will be at up to 1.5% per month which is a genuine pre-estimate of the cost to the School of a default. Cheques and other payment instruments delivered at any time after the due date will be presented immediately and will not be considered as payment until cleared. Records, reports and recommendations will not be released until all financial obligations have been met or the Parents/Guardians have provided a written undertaking to the School in relation to their financial obligations.

102 Part Payment: Any sum tendered that is less than the sum due and owing may be accepted by the School on account only by prior agreement with the Director of Finance. Late payment charges will be applied to any unpaid balance of Fees.

103 Payment of Fees by a Third Party: An agreement with a third party (such as a company or grandparent) to pay the Fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these Terms and Conditions unless an express release has been given in writing, signed by the Director of Finance. The School reserves the right to refuse a payment from a third party and require a Letter of Guarantee to be completed and authorised by the third party. Parents are responsible for keeping the third party informed of all information regarding the Fees and payment conditions. Any refunds for Fees originally paid by a third party will be refunded to that third party unless a written authorised request is received from that third party expressly authorising the refund to be made to a named Parent or to that Parent's authorised representative.

104 Instalment Arrangements: In special circumstances Parents may be able to seek consideration regarding instalment payment of fees at the discretion of the Director of Finance. These instalment arrangements can only be processed via Direct Debit Giro Deduction. Each instalment must be paid on or before the indicated due dates above in full. AIS reserves the right to revoke this payment option if the payment due date is not adhered to and all outstanding amounts will become immediately due and payable.

105 Scholarships/Financial Aid: Every scholarship or financial aid or other award or concession is a privilege and is subject to high standards of attendance, diligence and behaviour on the Student's part and to the Parents treating the School and our staff reasonably. The terms on which such awards are offered and accepted will be notified to Parents at the time of offer. The value of a scholarship shall be deducted from Fees before any financial aid or other concession is calculated or assessed. Late payments of the Fees may disqualify the Student for the award.

106 Fee Increases: Fees are reviewed annually. The revised Fees for each School Year will be reviewed in July and parents will be notified of the revised Fees from July each year and invoiced in September by the School. The payment of the School's invoice setting out such revised Fees shall constitute unequivocal acceptance of the revised Fees by the Parents. For the avoidance of doubt, as the School operates on a rolling admissions basis throughout the year, 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, Enrolment and Facility Fees are non-refundable, transferable or deferrable in all circumstances unless in compliance with Schedule D of the Student Contract.

107 Money Laundering: Legislation requires the School, in some circumstances, to obtain satisfactory evidence (such as sight of a passport) of the identity of a person who is paying Fees, details of bank account(s) or relationships with paying party. Due to the Fee amounts involved, payment by cash is not accepted and direct bank transfer or cashier's checks should be used.

108 Compliance Checks: AIS reserves the right to conduct necessary compliance checks, including but not limited to sanction checks, on students and their parents or Guardians as part of its commitment to adhere to applicable laws and regulations. If, at

any time, a Student or their Parent(s) / Guardians is found to be listed on any sanctions list recognized by the relevant authorities, or if their actions are deemed to violate applicable laws or regulations, the School reserves the right to take appropriate action. Such actions may include suspension or immediate termination of the Student's enrolment without refund of Fees paid and without any right of appeal. The School will provide written notice to the Parents detailing the reasons for such action.

I. Events Beyond the Control of the Parties

109 Force Majeure: An event beyond the reasonable control of the parties to this Agreement is referred to below as a "Force Majeure Event" and shall include such events as an act of God, fire, flood, storm, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation.

110 Notification: If either party to the Agreement is prevented from or delayed in carrying out its obligations under these Terms and Conditions by a Force Majeure Event, that party shall immediately notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues.

111 Continued Force Majeure: If a Force Majeure Event continues for a period greater than 90 days, the party who has provided notification under clause 110 above shall notify the other of the steps to be taken to ensure performance of the obligations under the Terms and Conditions.

J. General Contractual Matters

112 Management: It is our intention that these Terms and Conditions will always be operated so as to achieve a balance of fairness between the legal rights and needs of Parents and Students, and those of the School community as a whole. We aim to ensure that the School, its culture, ethos and resources are properly managed so that the School, its services and facilities can develop. We aim also to promote good order and discipline throughout our School community and to ensure compliance with the law.

113 Legal Contract: The offer of a place and its acceptance by the Parents give rise to a legally binding contract on these Terms and Conditions, in addition to the individual Student Contract entered into between the School, the individual Student and their Parents/Guardians, for each year of enrolment whilst attending the School. The School reserves the right to vary the terms herein as may be necessary, upon notice of the same to the Parents.

114 Personal Data: The School collects, uses, discloses, processes, transfers and/or retains personal data concerning students, parents and guardians for all matters connected to the Student's enrolment in the School in accordance with its Data Protection Policy. Parents / Guardians hereby consent to the collection, use and/or disclosure of the Student's and their personal data in accordance with the terms of the Data Protection Policy.

115 Change: This School, as any other, is likely to undergo a number of changes during the time your child is here. For example, there may be changes in the staff, in the premises,

facilities and their use, in the curriculum and the size and composition of classes, in the Student/Parent Handbook, the disciplinary framework, and the length of the School Year. In addition, there may be corporate reorganisation exercises and/or a merger or change of ownership of the School. For these reasons, the benefit and burden of the Terms and Condition may be freely assigned to another party at the discretion of the School. Fee levels will be reviewed each year and there may be reasonable increases from time to time. Parents shall be responsible to make payment of Fees and acknowledge that actual Fees payable by the Parents will only be advised to Parents prior to the commencement of the School Year and the Fees payable by the Parents may differ from the Fees quoted at the time of enrolment.

116 Consultation: It is not practicable to consult with Parents and Students over every change that may take place. Whenever practicable, the School will use reasonable endeavours to ensure that Parents will be consulted and where possible given at least 90 days' notice of a change of policy, change in any physical aspect of the School which would have a significant effect on their child's education or pastoral care, or a change of ownership.

117 Severability: Whenever possible, each provision of these Terms and Conditions shall be interpreted in such a manner as to be effective and valid under the applicable law. In case any part of the Terms and Conditions shall be declared invalid, illegal, or otherwise unenforceable under the applicable law, the validity or enforceability of any other provision shall not in any way be affected or impaired thereby and the invalid, illegal or otherwise unenforceable provision shall be severed and deemed deleted.

118 Representations: Our website and other marketing materials describe the broad principles on which the School is presently run and gives an indication of our history and ethos. Although believed correct at the time of publication, the website and other marketing materials are not part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter contained in the website, other marketing materials or a statement made by a member of staff or a student during the course of a conducted tour of the School or a related meeting should seek written confirmation of that matter before applying for admission into the School.

119 Interpretation: These Terms and Conditions which supersede those previously in force will be construed as a whole, and headings (unless required to make sense of the immediate context) are for ease of reading only and are not otherwise part of the Terms and Conditions. Examples given in these Terms and Conditions are by way of illustration only and are not exhaustive.

120 Jurisdiction: This Agreement is governed by Singapore law and the parties submit to the exclusive jurisdiction of the courts of Singapore subject to any applicable law or regulation surrounding dispute resolution applicable to Private Educational Institutions in Singapore.

K. Personal Data Collection Statement

121 Background: The School must comply with the Singapore Personal Data Protection Act 2012 ("PDPA") relating to the collection, use, disclosure and security of your personal data. The PDPA recognises Parents' / Students' rights to access and correct personal data

held by the School as well as the needs of the School to collect, use and disclose personal data for the legitimate purposes of the School. The School's Data Protection policy is available upon request and on the School's website at:

ais.com.sg/wp-content/uploads/sites/17/2022/05/ISSG-Privacy-Policy-Notice.pdf

122 Purpose: Personal data that is collected about you and your family (including you and your child's identity documents, contact details, date of birth, marital status, medical information and bank information) may be, used, disclosed or processed for the following purposes: (1) determining eligibility for enrolment at the School (2) assessing, monitoring, reporting on student progress (3) monitoring students' use of ICT to ensure compliance with the School's acceptable use policy (4) provision of online services to the students and parents such as Firefly or bus tracking and monitoring services (5) responding to your questions and feedback (6) application to the relevant Singapore authorities for relevant approvals or student passes for enrolment at the School (7) teaching or other educational activities through excursions, field trips, concerts and performances, co-curricular activities or inter-school activities (8) to provide academic references or educational history to any third party (9) billing and finance (10) supply of goods and services to parents and students which the School or third parties on behalf of the School may offer including but not limited to transport services, food services, medical services, or travel related services (11) supply of administrative, computer data storage or processing services by the School or a third party service provider either in Singapore or overseas (12) conducting surveys of parents and students either by the School or a third party on behalf of the School to assess the performance of the School as a whole (13) safeguarding and promoting the welfare of students, parents and staff (14) ensuring all relevant legal obligations of the School, parents, students and staff are complied with (15) make use of photographs, videos or sound recordings of students in School publications, website or other external media (16) maintaining relationships with students and parents of the School for fundraising, marketing or promotional purposes by the School and its affiliate organisations (17) promoting the School to existing and prospective families such as through post, email SMS or other text messaging apps; and (18) all other matters relating to your child's enrolment and education at the School or operation of the School that the School deems necessary or reasonable.

123 Consent: You consent to the collection, use and disclosure of your personal information and your child(ren)'s personal information for the purposes set out in clause 122 above. Do advise the School if you wish to withdraw consent for the use of your child(ren)'s photos and videos on school sanctioned social media via ask@ais.com.sg. Parents / Guardians should note that withdrawing consent may limit the range of activities in which their child/children may participate.

124 Access and Correction: You have the right to request access and/or correct the personal data held about you and your child(ren) by the School and the School shall respond to such request as soon as reasonably possible. You may contact the School in writing (together with proof of your identity) to confirm whether and how the School has used or disclosed your or your child(ren)'s personal data (up to the last 1 year before the date of your request), request that any errors or omissions in your or your child's personal data be rectified, request access to the PDPA policies of the School or request that the School make available information relating to complaints procedures that may arise in relation to PDPA. You may also withdraw your consent to the collection, use, disclosure

and processing of your personal data at any time and the School will advise you of the consequences of withdrawing your consent. The School must be able to verify your identity before it can accept any access or correction requests from you and a fee may be charged for such access. The School reserves the right to decline access if the burden or expense of providing access would be unreasonable or disproportionate, if the School is satisfied on reasonable grounds that a correction should not be made or if any of the exemptions under the PDPA are applicable. Written requests for access and correction can be made to the personal data protection co-ordinator at the School at dataprotectioncoordinator@ais.com.sg

125 Security and Retention: The School will ensure that your personal data is always secure by implementing appropriate security measures to prevent unauthorised access, collection, use, disclosure, copying or modification of your personal data, in particular when the processing of data involves third parties. The School will only retain you and your child(ren)'s personal data for so long as there is a legitimate business or legal reason for retaining the personal data or if required by any law.

126 AIS Alumni: All Year 12 graduates of AIS shall automatically be included in the School's Alumni, where the said individual may be contacted or notified of any School Alumni activities/updates unless opted out by way of written notice.