

## PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

This Contract is made between:

- (1) Registered Name of PEI : 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)\**  
NRIC Number (for SC/PR)\* : \_\_\_\_\_  
Student’s Pass Number (if available)/  
Passport Number (for international student)\* : \_\_\_\_\_
- (3) Full Name of Parent/Legal Guardian\* : \_\_\_\_\_  
*(if Student is under eighteen (18) years of age)*  
NRIC/Passport Number\* : \_\_\_\_\_

\* Delete as appropriate by striking through.

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

State all dates in the format of DD/MM/YYYY.

### 1. COURSE INFORMATION AND FEES

- 1.1 The PEI will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2 The PEI confirms that the Course has been permitted by the Committee for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3 The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.4 The PEI considers payment made 7 days/month\* after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).

### 2. REFUND POLICY

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

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

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

- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

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

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

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

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

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

The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

## **3. ADDITIONAL INFORMATION**

- 3.1** The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2** If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 3.3** If the Student and the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.cpe.gov.sg](http://www.cpe.gov.sg)).
- 3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5** If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** If this Contract is also signed or translated in any language other than English and there is difference from the English language copy of the 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 purposes.

## **SCHEDULE A**

### **COURSE DETAILS**

*Note: The information provided below should be the same as that submitted to the CPE.*

|   |   |
|---|---|
| 1) Course Title   | INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME - YEAR 5  |
| 2) Course Duration (in months)  | 12 months   |
| 3) Full-time or Part-time Course  | Full Time   |
| 4) Course Commencement Date   | 22/01/2024  |
| 5) Course Completion Date   | 12/12/2024  |
| 6) Date of Commencement of Studies if later than Course Commencement Date<br><i>Note: "N.A." if both dates are the same</i> | N.A.  |
| 7) Qualification<br><i>(Name of award to be conferred on the Student upon successful Course completion)</i>                 | Year Level Report   |
| 8) Organisation which develops the Course   | International Baccalaureate Organization  |
| 9) Organisation which awards/ confers the qualification   | Australian International School   |
| 10) Course entry requirement(s)   | Completion of Year 4 and English<br>Minimum age - 10  |
| 11) Course schedule with modules and/or subjects  | Course schedules and subjects are displayed each year in the sub school handbooks. These can be viewed on the AIS website at <a href="https://www.ais.com.sg/handbook-prospectuses/">https://www.ais.com.sg/handbook-prospectuses/</a>  |
| 12) Scheduled holidays (public and school) and/or semester/term break for course  | The AIS Academic Year runs from January to December and scheduled holidays are published on the school website. Please refer to the AIS website and newsletter for additional information on calendar events. Dates may be changed from time to time as determined by the School. Additional days may be added in the event that school days are lost due to emergencies / inclement weather or other unforeseen events. <a href="https://www.ais.com.sg/school-life/calendar-dates/">https://www.ais.com.sg/school-life/calendar-dates/</a> . Public holidays are advised by the Singapore Ministry of Manpower and are sometimes varied or confirmed throughout the year. |
| 13) Examination and/or other assessment period  | There is continual assessment of each child's achievements. Teachers use a variety of assessment techniques including testing for knowledge and skills,   |

|   |  |
|---|--|
|   | observations, portfolios of children's work and analysis of book, project and practical work. Attitude, learning skills, social relationships and effort are considered equally important when looking at the overall development of the child. Parent / student / teacher conferences are held up to twice a year for discussions of each child's social and academic progress. Formal assessments are made throughout the AIS Academic Year. |
| 14) Expected examination results release date | Detailed descriptive student reports are distributed to parents twice during the AIS Academic Year.  |
| 15) Expected award conferment date            | End of Year  |

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**SCHEDULE B**  
**COURSE FEES**

| Fees Breakdown                   | Total Payable (with GST <sup>4</sup> , if any)<br>(S\$) |
|----------------------------------|---|
| Course Fee <sup>1</sup>          | 37,959.63   |
| Technology Fee                   | 528.44  |
| Facility Fee <sup>2</sup>        | 5,302.76  |
| GST <sup>4</sup>                 | 3,941.17  |
| <b>Total Course Fees Payable</b> | <b>47,732.00</b>  |
| No. of Instalments               | 2   |

**Course Fee**

<sup>1</sup>Inclusive of course materials, Fee Protection Scheme and Medical Insurance.

Exclusive of EAL Beginning Program Fee, EAL Transitioning Program Fee, Intensive English Stream Fee (IES) (outlined in Schedule C). These fees will be communicated in the course fee invoice following the appropriate testing.

**Facility Fee**

<sup>2</sup>Facility fee is a **one-time payment** upon enrolment at AIS.

**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) if the student begins their course after the academic semester has commenced.

<sup>4</sup>GST All charges are expressed in Singapore Dollars (SGD) including GST of 9%.

## PRO-RATION FEES

For new families, tuition fees are pro-rated by month if the students begin their course after the academic semester has commenced. Note that the students will be billed for the month they start the school irrespective of start date within the month. Please note that proration is only applicable for tuition fees.

| Joining Month | Tuition Fees                   |
|---------------|--------------------------------|
| January       | Full Semester 1 Tuition Fees   |
| February      | 5/6 of Semester 1 Tuition Fees |
| March         | 4/6 of Semester 1 Tuition Fees |
| April         | 3/6 of Semester 1 Tuition Fees |
| May           | 2/2 of Semester 1 Tuition Fees |
| June          | 1/6 of Semester 1 Tuition Fees |
| July          | Full Semester 2 Tuition Fees   |
| August        | 5/6 of Semester 2 Tuition Fees |
| September     | 4/6 of Semester 2 Tuition Fees |
| October       | 3/6 of Semester 2 Tuition Fees |
| November      | 2/6 of Semester 2 Tuition Fees |
| December      | 1/6 of Semester 2 Tuition Fees |

## INSTALMENT SCHEDULE

### INSTALMENT SCHEDULE – FACILITY FEE\*

| FACILITY FEE – APPLICABLE TO NEW PARENTS ONLY (with GST <sup>4</sup> ) |                         |                          |
|--|-------------------------|--------------------------|
|  | Date Due <sup>2</sup>   | Instalment amounts (S\$) |
| 1st Instalment   | 10/10/2023 <sup>#</sup> | 5,780.00                 |

### INSTALMENT SCHEDULE – TUITION FEE & TECHNOLOGY FEE

| Total Instalment <sup>1</sup> Schedule – with GST <sup>4</sup> |                         |                          |
|--|-------------------------|--------------------------|
|  | Date Due <sup>2</sup>   | Instalment amounts (S\$) |
| 1st Instalment   | 10/10/2023 <sup>#</sup> | 21,264.00                |
| 2nd Instalment   | 10/04/2024 <sup>#</sup> | 20,688.00                |

<sup>1</sup>Each instalment amount shall not exceed the following:

- 12 months' worth of fees for EduTrust certified PEIs\*; or
- 6 months' worth of fees for non EduTrust certified PEIs with Industry Wide Coverage (IWC)\*; or
- 2 months' worth of fees for non EduTrust certified PEIs without IWC\*.

<sup>2</sup>Each instalment after the first shall be collected within one week before the next payment scheduled.

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

\* Facility fees are a one-time payment upon enrolment at AIS.

<sup>4</sup> GST All charges are expressed in Singapore Dollars (SGD) including GST of 9%.

**SCHEDULE C**  
**MISCELLANEOUS FEES**<sup>3</sup>

| Purpose of Fee  | Amount (with GST <sup>4</sup> , if any)<br>(S\$)   |
|---|--|
| Application Fee<br>(Non-refundable)   | 860.00 Payable upon application  |
| Enrolment Fee<br>(Once only, non-refundable, new enrolment student only)                                | 4,150.00 Payable upon acceptance of offer / placement<br>(50% discount for the 3 <sup>rd</sup> enrolled family member<br>100% discount for the 4 <sup>th</sup> and subsequent enrolled family members) |
| Classroom Excursions / Classroom Camps  | 5.00 - 2000.00*<br>Prior to activity commencement  |
| EAL Beginning Program Fee   | 10,836.00  |
| EAL Transitioning Program Fee   | 7,852.00   |
| Intensive English Stream Fee (IES)  | 13,208.00  |
| Co-curricular Activities<br>(Registration, equipment, donations, trips/tours, instrument hire)          | 5.00 - 500.00*<br>Prior to activity commencement   |
| Sports / Sports CCA / Non-Sports CCA (Registration, equipment, donations, trips/tours, instrument hire) | 10.00 – 3000.00*<br>Prior to activity commencement   |
| Tickets<br>(Theatre/drama, dinner, gala/ball, fundraising, graduation, valedictory dinner)              | 20.00 – 500.00*<br>Prior to activity commencement  |
| Books and Stationery  | 2.00 – 200.00* Upon purchase   |
| Replacement for lost items:   | Upon loss of item  |
| ICT   | 0.0 - 3000.00*   |
| Library book  | 0.0 - 200.00*  |
| Text Book   | 0.0 - 200.00*  |
| Smart Card  | 10.00  |
| Report Copy Fee   | 15.00<br>Prior to issuance of report   |
| Uniforms  | 1.00 - 500.00*<br>Upon purchase of uniform   |
| Bank / Transfer Charges   | 20.00 - 30.00*<br>Varies between banks   |
| Late Payment Fee  | 1.5% per month on any overdue amount as per the Course Fee Instalment Schedule Due Dates   |
| 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                                      | 20.00 – 30.00*<br>dependent on bank charges  |

<sup>3</sup> Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.

<sup>4</sup> GST All charges are expressed in Singapore Dollars (SGD) including GST of 9%

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

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

| % of [the amount of fees paid under Schedules B and C] | If Student's written notice of withdrawal is received:   |
|--|--|
| 100% Course Fees                                       | On or before 19 <sup>th</sup> October in relation to students due to commence during semester 1 (January to June); or<br>On or before 13 <sup>th</sup> April for students due to commence in semester 2 (July to December).  |
| 0% Course Fees   | After 19 <sup>th</sup> October in relation to students due to commence during semester 1 (January to June); or<br>After 13 <sup>th</sup> April for students due to commence in semester 2 (July to December).  |
| 0% Course Fees   | If a student has commenced school during semester 1 or semester 2, there will be <u>NO REFUND</u> and <u>NO TRANSFER</u> of any portion of that semester's course fees regardless of when notice of withdrawal is given.   |
| 0% Application Fee                                     | The Application Fee is strictly non-refundable and non-transferable in all circumstances.  |
| 0% Enrolment Fee                                       | The Enrolment Fee is strictly non-refundable and non-transferable except in the following circumstances: <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 Enrolment Fee will be refunded in full in the event a Student application cannot be accepted at AIS for the reasons set out in 1) to 4) as determined by AIS in its sole discretion.</p> |
| 0% Facility Fee  | The Facility Fee is strictly non-refundable and non-transferable in all circumstances.   |



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

SIGNED by the PEI



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Authorised Signatory of the PEI

Name: Karrie Dietz

Date:

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Seal of PEI

SIGNED by the Student

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

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Name of Student:

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Name of Parent or Legal Guardian:

Date:

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.*

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*(Signature of parent / guardian)*

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

SAMPLE