



## 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 : Invictus International School Pte Ltd  
Registration Number : 201541510R
- (2) Full Name of 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 Council for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3 The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.4 The PEI considers payment made 7 days after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/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:

- It does not commence the Course on the Course Commencement Date;
- It terminates the Course before the Course Commencement Date;
- It does not complete the Course by the Course Completion Date;
- It terminates the Course before the Course Completion Date;
- 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
- 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 Non-Delivery of Course:

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 a difference from the English language copy of this Contract, the English language copy will apply.

**SCHEDULE A  
COURSE DETAILS**

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

1) Course Title	Cambridge International Primary (Year X)
2) Course Duration (in months)	10 months
3) Full-time or Part-time Course	Full-Time Course
4) Course Commencement Date	16 August 2023
5) Course Completion Date	14 June 2024
6) Date of Commencement of Studies if later than Course Commencement Date  <i>Note: "N.A." if both dates are the same</i>	N.A.
7) Qualification  <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Academic Progress Report
8) Organisation which develops the Course	Cambridge Assessment International Education
9) Organisation which awards/confers the qualification	Invictus International School
10) Course entry requirement(s)	a) Age: Y years old  b) English Language Proficiency: Equivalent to Year (X-1) academic level  c) Academic: Equivalent to Year (X-1) academic level based on academic reports and/or pass internal school placement tests
11) Course schedule with modules and/or subjects	Term 1: 16 Aug 2023 - 5 Oct 2023 Term 2: 16 Oct 2023 - 13 Dec 2023 Term 3: 3 Jan 2024 - 15 Mar 2024 Term 4: 1 Apr 2024 - 14 June 2024  Subjects: a) English b) English as a Second Language c) Chinese d) Mathematics e) Art and Design f) Global Perspectives g) ICT Starters h) Music i) Physical Education j) Science k) Digital Literacy

12) Scheduled holidays (public and school) and/or semester/term break for course	<p>The Invictus International School Academic Year runs from August to June and scheduled holidays are published on the school website.</p> <p>a) Parent Teacher Conference: 15 Sep 2023  b) October Break: 06 Oct 2023 to 13 Oct 2023  c) Deepavali: 13 Nov 2023  d) Winter Break: 14 Dec 2023 to 02 Jan 2024  e) Christmas Day: 25 Dec 2023  f) New Year's Day: 1 Jan 2024  g) Chinese New Year: 12 Feb 2024 to 13 Feb 2024  h) Parent Teacher Conference: 23 Feb 2024  i) Spring Break: 18 Mar 2024 to 29 Mar 2024  j) Good Friday: 29 Mar 2024  k) Hari Raya Puasa: 10 Apr 2024  l) Labour Day: 1 May 2024  m) Vesak Day: 22 May 2024  n) Summer Break (Secondary): 17 June 2024 to 13 Aug 2024  o) Hari Raya Haji: 16 June 2024  p) National Day: 9 Aug 2024</p> <p>Dates may change from time to time as determined by the School. Additional days may be added in the event that days are lost due to emergencies / inclement weather or unforeseen events. Public holidays are advised by the Singapore Ministry of Manpower and are sometimes varied or confirmed throughout the year.</p>
13) Examination and/or other assessment period	Assessments are given throughout the year including Pre Assessments, ongoing Formative Assessments and end of Unit Summative Assessments.
14) Expected examination results release date	a) Dec 2023: Mid-Year Report b) Jun 2024: Year-End Report
15) Expected award conferment date	14th June 2024

**SCHEDULE B**  
**FEES**

Fee Breakdown	Total Payable (S\$)
Prorated Tuition (if applicable)	S\$0.00
8% GST (Year 2023)	S\$0.00
9% GST (Year 2024)	S\$0.00
<b>Total Prorated Tuition Payable (a)</b>	<b>S\$0.00</b>
No of Course Fee Instalments: 4	
Annual Course Fee Total	S\$19,845.00
8% GST (Year 2023)	S\$689.12
9% GST (Year 2024)	S\$1,010.79
<b>Total Course Fees Payable (b)</b>	<b>S\$21,544.91</b>
Course Material Fee	S\$250.00
8% GST (Year 2023)	S\$10.00
9% GST (Year 2024)	S\$11.25
<b>Total Course Material Fee Payable (c)</b>	<b>S\$271.25</b>
Example: Siblings' discount, including Scholarships for staff's children education allowance	S\$0.00 S\$0.00
<b>Less: Discount (d)</b>	<b>S\$0.00</b>
<b>Total Course Fees Payable (a) + (b) + (c) – (d)</b>	<b>S\$21,816.16</b>
<b>No. of Instalments</b>	<b>4</b>

**INSTALMENT SCHEDULE**

Instalment Schedule	Due Date for Instalments	Course Fee + GST (S\$) *8% GST (Year 2023) *9% GST (Year 2024)
Term 1 (16 August 2023 – 05 October 2023)	09 August 2023	S\$4,096.92 + S\$327.75
Term 2 (16 October 2023 – 13 December 2023)	09 October 2023	S\$4,642.12 + S\$371.37
Term 3 (03 January 2024 – 15 March 2024)	08 January 2024	S\$5,623.46 + S\$506.11
Term 4 (01 April 2024 – 14 June 2024)	25 March 2024	S\$5,732.50 + S\$515.93
<b>Total Course Fees Payable (Inclusive of GST)</b>		<b>S\$21,816.16</b>

*Delete as appropriate by striking through.*

- ~~12 months' worth of fees for Edu-Trust certified PEIs\*~~; or
- ~~6 months' worth of fees for non-Edu-Trust certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)\*; or~~
- ~~2 months' worth of fees for non-Edu-Trust certified PEIs without IWC\*.~~

2. Each instalment after the first shall be collected within two (2) weeks before the next payment scheduled.

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

Purpose of Fee	Amount (with GST, if any) (S\$)
Academic Field Trips	S\$0.00 – S\$1,500.00* (depends on destination) Prior to activity commencement
Examination Fees (Year 11 to Year 13 only)	S\$150.00 – S\$350.00* per subject (depending on type of examination)
Third Party Charges (Competition Fees etc)	Bill as charged
Personalised Learning Programme Support (Dempsey only)	(for identified students only) Term 1: S\$790.42 Term 2: S\$897.23 Term 3: S\$1,099.58 Term 4: S\$1,121.14
Co-curricular Activities (optional)	S\$0.00 – S\$2,000.00* Prior to activity commencement
Additional Support Classes	S\$42.80 per session* (for identified students only)
Report Copy Fee	S\$10.00 for paper copy* Prior to issuance of report
Uniforms and Stationery	S\$0.00 – S\$500.00* Upon purchase of uniforms and stationery
Bank / Transfer Charges	Fully covered by Parent* Varies between banks
Administrative Fee for Late Fee Payment	2% per month on any overdue amount as per the Course fee Instalment Schedule Due Dates

3. 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.

**SCHEDULE D  
REFUND TABLE**

<b>% of the amount of fees paid under Schedule B (a+b+c-d)</b>	<b>If Student's written notice of withdrawal is received:</b>
100%	more than 30 days before the Instalment Due Date *
50%	before, but not more than 30 days before the Instalment Due Date *
0%	On or after the Instalment Due Date *

The student's written notice of withdrawal refers only to the signed Withdrawal Form.

The Admission Team will respond to your withdrawal request within 3 working days of receiving your request. Your notice of withdrawal is not confirmed until the Withdrawal Form has been completed and signed by you (the parent) and returned to us. Other forms of notification shall not be considered official.

SIGNED by the PEI

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Authorised Signatory of the PEI

Seal of PEI

Name:

Date:

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

SIGNED by Parent

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Name of Student:

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Name of Parent or Legal Guardian:

Date:

Date:

**FORM 12 Regulation 25(5)(b)  
PRIVATE EDUCATION ACT  
(No. 21 of 2009)  
PRIVATE EDUCATION REGULATIONS  
ADVISORY NOTE TO STUDENTS**

This note is for a prospective student.

You are strongly encouraged to thoroughly research the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and weeks;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract  
*This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.*

I, \_\_\_\_\_ NRIC/Passport number \_\_\_\_\_  
*(name of student/parent/guardian) (NRIC/passport no.)*

have read and understood this advisory note before signing the Student contract for myself / my

ward \*\* ( \_\_\_\_\_ (NRIC/Passport) \_\_\_\_\_  
*(name of ward) (NRIC/passport no.)*

with Invictus International School  
*(name of PEI)*