



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 | : | <u>Invictus International</u> |
| School Pte Ltd Registration Number | : | <u>201541510R</u> |
| (2) Full Name of Student | : | <u>XXX</u> |
| NRIC Number (for SC/PR)* | : | <u>XXX</u> |
| Student's Pass Number (if available) / | : | |
| Passport Number (for international student)* | : | <u>XXX</u> |
| (3) Full Name of Parent/Legal Guardian* | : | |
| (if Student is under eighteen (18) years of age) | : | <u>XXX</u> |
| NRIC/Passport Number* | : | <u>XXX</u> |

**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 organization 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).
- 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 1)
2) Course Duration (in months)	10 months
3) Full-time or Part-time Course	Full-Time Course
4) Course Commencement Date	17 August 2022
5) Course Completion Date	15 June 2023
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A" if both dates are the same</i>	XXX
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Academic Progress Report
8) Organization which develops the Course	Cambridge Assessment International Education
9) Organization which awards/confers the qualification	Invictus International School
10) Course entry requirement(s)	a) Age : 5 b) English language proficiency: Students are to attain an English Language proficiency equivalent to Reception Year or Kindergarten 1 Academic level. c) Academic: Students are to attain an equivalent to Reception Year or Kindergarten 1 academic level based on the academic report and / or pass the internal school placement tests
11) Course schedule with modules and/or subjects	Term 1: 17 Aug 2022 - 6 Oct 2022 Term 2: 17 Oct 2022 - 14 Dec 2022 Term 3: 4 Jan 2023 - 16 Mar 2023 Term 4: 29 Mar 2023 - 15 Jun 2023 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>a) Parent-Teacher Conference: 16 Sep 2022 b) October Break: 7 Oct 2022 to 14 Oct 2022 c) Deepavali: 24 Oct 2022 d) Winter Break: 15 Dec 2022 to 3 Jan 2023 e) Christmas Day: 25 Dec 2022 f) Public holiday in lieu of Christmas Day: 26 Dec 2022 g) New Year's Day: 1 Jan 2023 h) Public holiday in lieu of New Year's Day: 2 Jan 2023 i) Chinese New Year: 23 Jan 2023 to 24 Jan 2023 j) Parent-Teacher Conference: 10 Feb 2023 j) Spring Break: 17 Mar 2023 to 28 Mar 2023 k) Good Friday: 7 Apr 2023 l) Hari Raya Puasa: 22 Apr 2023 m) School Holiday in lieu of Hari Raya Puasa: 24 Apr 2023 n) Labour Day: 1 May 2023 o) Vesak Day: 2 June 2023 p) Summer Break (Secondary): 16 June 2023 to 15 Aug 2023 q) Hari Raya Haji: 29 June 2023 r) National Day: 9 Aug 2023</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	There will be continual assessment (formative) conducted by the teachers throughout the academic year.
14) Expected examination results release date	<p>a) Dec 2022: Mid-Year Report b) Jun 2023: Year-End Report</p>
15) Expected award conferment date	15 June 2023

SCHEDULE B
FEEES

Fee Breakdown	Total Payable (S\$)
Prorated Tuition (if applicable)	S\$0.00
7% GST (Year 2022)	S\$0.00
8% GST (Year 2023)	S\$0.00
Total Prorated Tuition Payable (a)	S\$0.00
No of Course Fee Instalments: 1	
Annual Course Fee Total 7%	S\$5,565.00
7% GST (Year 2022)	S\$0.00
8% GST (Year 2023)	S\$445.20
Total Course Fees Payable (b)	S\$6,010.20
Course Material Fee 7%	S\$62.50
7% GST (Year 2022)	S\$0.00
8% GST (Year 2023)	S\$5.00
Total Course Material Fee Payable (c)	S\$67.50
Example:	S\$0.00
Siblings' discount, including Scholarships for staff's children education allowance	S\$0.00
Less: Discount (d)	S\$0.00
Total Course Fees Payable (a) + (b) + (c) - (d)	S\$6,077.70
No. of Instalments	XX

INSTALLMENT SCHEDULE

Installment Schedule	Due Date for Instalments	Course Fee + GST (\$) *7% GST (Year 2022) *8% GST (Year 2023)
Term 1 (17 August 2022 – 06 October 2022)	10 August 2022	S\$0.00 + S\$0.00
Term 2 (17 October 2022 – 14 December 2022)	10 October 2022	S\$0.00 + S\$0.00
Term 3 (04 January 2023 – 16 March 2023)	04 January 2023	S\$0.00 + S\$0.00
Term 4 (29 March 2023 – 15 June 2023)	22 March 2023	S\$5,627.50 + S\$450.20
Total Course Fees Payable (Inclusive of GST)		S\$6,077.70

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

SCHEDULE C MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (\$)
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
Personalized Learning Programme Support (Dempsey only)	(for identified students only) Term 1: S\$2,140.00 Term 2: S\$2,496.67 Term 3: S\$2,940.00 Term 4: S\$3,180.00
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
Reissue of Student ID (Dempsey only) Reissue of Student Access Card (Centrium only)	S\$5.00 S\$85.60* Upon replacement
Administrative Fee for Late Fee Payment	2% per month on any overdue amount as per the Course fee Installment 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.

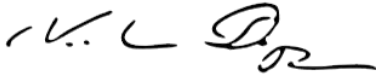
**SCHEDULE C
REFUND TABLE**

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

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

SIGNED by the PEI



 Authorized Signatory of the PEI
 Name: Dr Nicholas Duggan
 Date:



 Seal of PEI

SIGNED by the Student

 Name of Student:
 Date:

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

 Name of Parent or Legal Guardian:
 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 parents 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 _____
(name of PEI)