

## 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  | : | Click or tap here to enter            |
|   | : | _____                                 |
| NRIC Number (for SC/PR)*  | : | Click or tap here to enter            |
|   | : | _____                                 |
| Student's Pass Number (if available)/<br>Passport Number (for international student)*       | : | Click or tap here to enter            |
|   | : | _____                                 |
| (3) Full Name of Parent/Legal Guardian*<br>(if Student is under eighteen (18) years of age) | : | Click or tap here to enter            |
|   | : | _____                                 |
| NRIC/Passport Number*   | : | Click or tap here to enter            |
|   | : | _____                                 |

\*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:

- (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** This agreement shall be read with Invictus International School's Terms and Conditions. If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.
- 3.8** Invictus International School's Terms and Conditions form part of the PEI-Student Contract and form the basis of a legal contract for educational services.

## **SCHEDULE A**

### **COURSE DETAILS**

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

1) Course Title	CAMBRIDGE INTERNATIONAL AS & A-LEVELS (A1)
2) Course Duration (in months)	12 months total
3) Full-time or Part-time Course	Full-time Course
4) Course Commencement Date	16 <sup>th</sup> August 2021
5) Course Completion Date	14 <sup>th</sup> August 2022
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	Click or tap here to enter text.
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	CAMBRIDGE INTERNATIONAL AS & A-LEVELS
8) Organisation which develops the Course	Cambridge Assessment International Education
9) Organisation which awards/ confers the qualification	Invictus International School Pte Ltd
10) Course entry requirement(s)	<p><b><u>Academic level</u></b> Students are to attain an equivalent to International General Certificate of Secondary Education (IGCSE) (Grade 10) based on the academic reports. In the absence of suitable academic reports, a pass in the internal school placement tests.</p> <p><b><u>Language Proficiency</u></b> Students are to attain an English Language proficiency equivalent to IGCSE Grade 10 academic level.</p> <p>In addition, admission and entry considerations are also set out in Section 3 of Invictus International School's Terms &amp; Conditions.</p>
11) Course schedule with modules and/or subjects	<p>The subjects offered are based on the syllabus provided by the Cambridge Assessment International Education. The detailed timetable will be made available to you before the commencement of each semester.</p> <p>Students will take up to 5 subjects at AS Level or a 2 year A level programme if staged assessment is unavailable.</p>

	<ul style="list-style-type: none"> <li>● Mathematics</li> <li>● Biology</li> <li>● Chemistry</li> <li>● Physics</li> <li>● Economics</li> <li>● Global Perspectives and Research</li> <li>● English – Language</li> <li>● English Literature</li> <li>● History</li> <li>● Music</li> <li>● Chinese-Language (AS Level only)</li> <li>● Chinese (A Level only)</li> </ul> <p>Finalised subject options for each academic year is made based on demand and meeting minimum numbers to offer a subject.</p>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p>The Invictus International School Academic Year runs from August to June and scheduled holidays are published on the school website.</p> <p>13 August 2021: New Student Orientation  16 August 2021: Term 1 Begins  17 September 2021: Parent Teacher Conferences  8 -17 October 2021: October Break  18 October 2021 : Term 2 Begins  4 November 2021: Deepavali  5 November 2021 : School Holiday  15 December 2021: Winter Concert-Early Dismissal  16 December 2021- 4 January: Winter Break  25 December 2021: Christmas Day  1 January 2022: New Year's Day  5 January 2022: Term 3 Begins  28 January 2022 : Chinese New Year Concert  31 January 2022 : School Holiday  1-2 February 2022: Chinese New Year  11 February 2022 : Parent Teacher Conference  17 March 2022 : Sports Day  18 March - 3 April 2022: Spring Break  04 April 2022: Term 4 starts  15 April 2022: Good Friday  1 May 2022 : Labour Day  2 May 2022 : Hari Raya Puasa  3 May 2022 : Labour Day in lieu  15-16 May 2022 : Vesak Day  16 June 2022: Awards Day - Early Dismissal  17 June – 14 August 2022 : Summer Break</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	<p>Invictus will use continual teacher assessment based on formative assessment. This will be informed by:</p> <ul style="list-style-type: none"> <li>-regular formal testing for knowledge</li> <li>-observation of skills</li> <li>-assessing of written work and project work</li> </ul> <p>In addition, there will be two opportunities a year for parent / teacher / student conferences to discuss progress and target setting. .</p>
14) Expected examination results release date	<p>Reports to parents will consist of the following: A Mid-Year Report in December and Year-End Report in June are released detailing academic progress and goals.</p> <p>Parent Teacher Conferences are held once in Term 1 and in Term 3 to detail progress of the students.</p>
15) Expected award conferment date	End November 2022

### **SCHEDULE B FEES**

Fee breakdown	Total Payable (S\$)
Prorated Tuition (if applicable) 7% GST	S\$0.00 S\$0.00
<b>Total Prorated Tuition Payable (a)</b>	<b>S\$0.00</b>
No of Course Fee Instalments: Five (5) Annual Course Fee Total 7% GST	S\$22,000.00 S\$1,400.00
<b>Total Course Fees Payables (b)</b>	<b>S\$23,540.00</b>
Course Material Fee 7% GST	S\$250.00 \$17.50
<b>Total Course Material Fee Payable (c)</b>	<b>S\$267.50</b>
<b>Example :</b> Early Bird Discount , Transfer Students from Invictus Family including Scholarships or staff's children education allowance	S\$0.00 S\$0.00
<b>Less: Discount (d)</b>	<b>S\$0.00</b>
<b>Total Fees Payables, Nett (a) + (b) + (c) - (d)</b>	<b>S\$23,807.50</b>

### **INSTALMENT SCHEDULE**

Instalment Schedule	Course Fee (S\$) + 7% GST (S\$)	Due Date for Instalments
Instalment 1	S\$4,450.00 + S\$311.50	16 August 2021 (16 August 2021 - 04 October 2021)

Instalment 2	S\$4,450.00	+	S\$311.50	05 October 2021 (5 October 2021 - 03 December 2021)
Instalment 3	S\$4,450.00	+	S\$311.50	06 December 2021 (6 December 2021 - 15 February 2022)
Instalment 4	S\$4,450.00	+	S\$311.50	16 February 2022 (16 February 2022 - 22 April 2022)
Instalment 5	S\$4,450.00	+	S\$311.50	25 April 2022 (25 April 2022 - 14 August 2022)

1. Each instalment amount shall not exceed the following:
- 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\*.~~

\* Delete as appropriate by striking through.

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\$150.00 - S\$1,500.00* (depends on destination) Prior to activity commencement
Examination Fees	S\$200 per AS/A Level subject (when due for examination registration only)
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	S\$0.00 - S\$500.00* Upon purchase of uniforms
Bank / Transfer Charges	S\$20.00 - S\$30.00* Varies between banks
Reissue of Student Access Card (Centrium only)	S\$85.60* Upon replacement

Administration Fee for Late Fee Payment	2% per month on any overdue amount as per the Course Fee instalment Schedule Due Dates
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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.

\*These fees are estimates only and notification will be made of the actual amount prior to payment.



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

% of [the amount of fees paid under Schedule B (a +b+ c - d)]	If Student's written notice of withdrawal is received:
100%	Instalment 1 : Before 17 July 2021 Instalment 2 : Before 5 September 2021 Instalment 3 : Before 6 November 2021 Instalment 4 : Before 17 January 2022 Instalment 5 : Before 26 March 2022
50%	Instalment 1 : 17 July 2021 to 16 August 2021 Instalment 2 : 5 Sept 2021 to 5 Oct 2021 Instalment 3 : 6 Nov 21 to 6 Dec 21 Instalment 4 : 17 Jan 22 to 16 Feb 22 Instalment 5 : 26 Mar 22 to 25 Apr 22
0%	Instalment 1 : After 16 August 2021 Instalment 2 : After 5 October 2021 Instalment 3 : After 6 Dec 21 Instalment 4 : After 16 Feb 2 Instalment 5 : After 25 Apr 22

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

SIGNED by the PEI

\_\_\_\_\_  
 Authorised Signatory of the PEI  
 Name: Dr Nicholas Duggan  
 Date:

\_\_\_\_\_  
 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)

\_\_\_\_\_  
 Name of Student:  
 Click or tap here to enter text.  
 Date :

\_\_\_\_\_  
 Name of Parent or Legal Guardian :  
 Click or tap here to enter text.  
 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)

with \_\_\_\_\_ (name of PEI)

\_\_\_\_\_

*(Signature of student or parent/guardian)*

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