

Student contract checklist.

I have been informed of the following: Click on each section for more information	(Yes/no)	Remarks
<u>Form 12 – Student Advisory Note</u>		
<u>Course information and duration</u>		
<u>Fees payable, payment schedule and late payment policy</u>		
<u>Refund policy</u>		
<u>Transfer / Withdrawal/ Deferment Policy</u>		
<u>Cooling off period</u>		
<u>Fee protection scheme</u>		
<u>Medical insurance scheme</u>		
<u>CIS Terms and Conditions</u>		
<u>Supplemental contract</u>		
<u>Committee for Private Education website</u>		
<u>I have watched the CIS Student Contract explanatory video</u>		
I have understood the CIS Student Contract and have no further questions		

Student name : _____ Contract number : _____

Student / parent / legal guardian's name : _____

Student / parent / legal guardian's signature : _____

Date : _____

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SAMPLE ONLY

**FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)**

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encourage to thoroughly research on 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 week;
- 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 _____ Canadian International School Pte. Ltd. _____ .
(name of PEI)

(Signature of student or parent / guardian)

Date : _____

** Please delete whichever is inapplicable*

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P. +65 6345 1573
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Office use only

Student name

Contract number

Issue date

Student contract.

Private Education Institution Student Contract between Canadian International School Pte Ltd and

Student name

School year 2018/2019

Confidentiality policy

Data and information collected will be treated as confidential and is for official use by the school only.

CANADIAN INTERNATIONAL SCHOOL - 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	:	Canadian International School
	Registration Number	:	199002243H
(2)	Full Name of Student	:	
	<i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i>		
	NRIC Number (for SC/PR)*	:	
	Student 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*	:	

1.	COURSE INFORMATION AND FEES
1.1	CIS will deliver the Course as set out in <u>Schedule A</u> to the Student, towards conferment of the stated qualification upon successful Course completion.
1.2	CIS 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 <u>Schedule A</u> , unless otherwise permitted by CPE.
1.3	The Course Fees payable are set out in <u>Schedule B</u> and the Miscellaneous Fees in <u>Schedule C</u> .
1.4	CIS considers payment made 1 day after the scheduled due date (s) in <u>Schedule B</u> as late. CIS will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in <u>Schedule C</u> (if applicable) and any impact on Course/module completion.

* 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.

2.	REFUND POLICY
2.1	<p><u>Refund for Withdrawal Due to Non-Delivery of Course:</u> CIS will notify the Student within three (3) working days upon knowledge of any of the following:¹</p> <ul style="list-style-type: none"> (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 requirement as set by the organisation stated in <u>Schedule A</u> within any stipulated timeline set by CPE; (vi) The Student Pass application is rejected by Immigration and Checkpoints Authority (ICA); or (vii) The Student fails to obtain any approvals from any other governmental organisations including but not limited to the Ministry of Education (MOE), which approvals are necessary for the Student to attend the Course. <p>The Student shall be informed in writing of alternative study arrangements (if any)² and also be entitled to a refund of the entire Tuition Fees, Support Programme Fees (if applicable) and Miscellaneous Fees³ (if applicable) already paid less any applicable bank administrative charges should the Student decide to withdraw, within seven (7) working days of the above notice.</p>
2.2	<p><u>Refund for Withdrawal Due to Other Reasons:</u> If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, or force majeure events (as defined in Clause 42 of CIS Terms and Conditions) occur, CIS shall, 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 <u>Schedule D</u> less any applicable bank administrative charges payable.</p>
2.3	<p><u>Refund for Withdrawal / Termination of Enrolment:</u> Notwithstanding the generality of clauses 2.1 and 2.2 above, CIS shall provide a refund of any unconsumed Tuition Fees, Support Programme Fees and/or Miscellaneous Fees already paid less any applicable bank administrative charges should the Student decide to withdraw or the Student's enrolment is terminated for the following reasons:</p> <ul style="list-style-type: none"> (i) The Student is expelled from CIS for a serious breach of any of the rules or regulations of CIS including but not limited to the code of conduct in the Parent/Student Handbook; (ii) Clause 3.6, 5.2, 5.4, 13.1.1 of CIS Terms and Conditions apply. For students of the Secondary School Foundation Programme, please also refer to Clause 12.2.
2.4	<p><u>Confirmation Fee is Non-refundable:</u> For the avoidance of doubt, if the Student is withdrawn or terminated from CIS under Clause 2.2 or 2.3 above, the Confirmation Fee is non-refundable regardless of whether the Student has started the course or not.</p>

¹ Non-fulfilment of minimum class-size required or the non-availability of planning resources may give rise to the circumstances listed in 2.1(i) to (iv).

² CIS shall, within seven (7) working days of notifying the Student in writing of the above circumstances, provide the Student with information and details of the alternative confirmed course arrangement, or, any other arrangements to the best of CIS' ability that will allow the Student to make a timely and appropriate decision on the alternative arrangements.

³ Including the Confirmation Fee if refund is made to a new student of the school.

2.5	<p><u>Refund During Cooling-Off Period:</u> CIS will provide the Student with <u>a cooling-off period of seven (7) working days</u> after the date that the Contract has been signed by both parties.</p> <p>Within the cooling-off period and regardless of whether the Course Commencement Date has passed, the Student can withdraw from the School and be refunded the unconsumed Tuition Fees, Support Programme Fees (if applicable) and Miscellaneous Fees⁴ (if applicable) already paid less any applicable bank administrative charges properly paid/payable) PROVIDED that the Student submits a written notice of withdrawal to CIS within the cooling-off period, in accordance with Clause 38 of CIS Terms and Conditions.</p>
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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 CIS cannot settle a dispute using the way arranged by CIS, the Student and CIS may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
3.4	All information given by the Student to CIS will not be given by CIS to anyone else, unless the Student signs in writing that he agrees or unless CIS is allowed to give the information by law.
3.5	This agreement shall also be read with CIS' Terms and Conditions, which is attached to this Student Contract, and also found on CIS' website. If there is any other agreement between CIS and the Student that is different from the terms in this Contract (as may be amended by the Supplemental Contract(s), if any), then the terms in this Contract will apply.
3.6	If the Student or CIS does not exercise or delay exercising any right granted by this Contract, the Student and CIS 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.

⁴ Including the Confirmation Fee if refund is made to a new student of the school.

SCHEDULE A
COURSE DETAILS - IBMYP

1) Course Title	International Baccalaureate Middle Years Programme (IB-MYP) – Grade 7 to Grade 10
2) Course Duration (in months)	Ten months per academic year
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	13 August 2018
5) Course Completion Date	13 June 2019
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2018 ⁵
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	N/A
8) Organisation which develops the Course	CIS in accordance with International Baccalaureate Standards and Practices; IB Programme Guides; and World-class Instructional Design and Assessment (WIDA) English Language Development Standards.
9) Organisation which awards/ confers the qualification	International Baccalaureate Organization Canadian International School
10) Course entry requirement(s)	<p>Age Requirements Grade 7 to Grade 10 students must meet the minimum entry age requirement for the relevant grade level. These ages are outlined on the school website, www.cis.edu.sg.</p> <p>Documentation Students who are new to the school must provide the relevant official documents to verify their prior schooling, if applicable, at the time of admission.</p> <p>Students already in the school must successfully complete their current grade in order to move to the next grade level.</p> <p>Students must obtain 4 or higher in the scale of 1 to 7 or equivalent in all subjects.</p>

⁵ Or otherwise agreed in writing between CIS and the Student or the Parents/Legal Guardians of the Student.

	<p>English Language Learner Requirements</p> <p>Grade 7 to 10 Students entering Grades 7 through Grade 10 whose first language is not English, or who are coming from a school where the language of instruction is not English, may be required to take an English proficiency test. Based upon the results, students are placed into one of six phases of language acquisition (where 1 is a beginner and 6 is proficient).</p> <p>English Entry Requirements</p> <ul style="list-style-type: none"> • Grade 7 : minimum Phase 3 • Grade 8 : minimum Phase 3 for August to December; high Phase 3 for January to June intake • Grade 9 : minimum Phase 4 for August to December entry; high Phase 4 for January to May entry • Grade 10 : Student must have exited from ELL Support Programme <p>This English proficiency test determines the student’s level of proficiency in English in reading, writing, speaking, and listening.</p> <p>Students entering Grades 7 to 10 who are identified by the School as needing ELL support must participate in the English Language Learner programme – this is compulsory.</p> <p>ELL Bridging This programme is designed to accommodate the needs of students requiring an intensive bridging programme in Grades 7, 8 so that they may gain entry into mainstream CIS programme when they reach the required English entry requirement as above.</p>
<p>11) Course schedule with modules and/or subjects</p>	<p>Students in Grades 7 to 10 take the following subjects :</p> <ul style="list-style-type: none"> • Language acquisition • Language and literature • Individuals and societies • Sciences • Mathematics • Arts • Physical and health education • Design <p>Grade 10 Personal Project – Successful completion of the Personal Project. Successful completion of the MYP Core Elements (Service and Action) at the end of Grade 10 in order to move to the next grade level.</p> <p>English Language Learner (ELL) Programme</p> <p>Grades 7 to 10 Students in Grades 7 to 10 who are identified by the School as needing ELL support must participate in the English Language Learner programme – this is compulsory. Students in the ELL programme are instructed by ELL certified instructors for 10% to 60% of total instructional time. Students</p>

	<p>attend mainstream MYP classes for the remaining instructional time. An additional ELL programme, including a compulsory Saturday or after school intensive English class and/or holiday intensive ELL programme (if deemed necessary) could also be required</p> <p>ELL Bridging</p> <p>The ELL Bridging Programme includes :</p> <ul style="list-style-type: none"> • Intensive Literacy Programme (reading, writing, speaking, listening, viewing and presenting) • Mathematics (language and mathematical concepts) • Science (language and science concepts) • Experiential Learning (arts, interactive language dynamics) • Physical Education
12) Scheduled holidays (public and school) and/or semester/term break for course	<p>22 August 2018 6 October 2018 to 21 October 2018 6 November 2018 * 15 December 2018 to 4 January 2019 4 February 2019 to 6 February 2019 23 March 2019 to 31 March 2019 19 April 2019 1 May 2019 20 May 2019 5 June 2019</p> <p>* To be confirmed by Ministry of Manpower For full details, please view the calendar on the school website.</p>
13) Examination and/or other assessment period	<p>November/December 2018 May/June 2019 Examinations (Grades 9 to 10) May 2019</p>
14) Expected examination results release date	<p>October: Progress Report January: Report April: Report June: End of Year Report</p>
15) Expected award conferment date	<p>International Baccalaureate Middle Years Programme (IB-MYP) Grade 7 to Grade 10 : 14 June 2019</p> <p>ELL Bridging Programme : 14 June 2019</p>

SCHEDULE B
COURSE FEES - IBMYP

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Tuition Fees* – Lakeside Campus	
International Baccalaureate Middle Years Programme (IB-MYP) - Grade 7 to Grade 10	38,900.00
No of Instalments:	2

* The tuition fees which are payable by the Parents/Legal Guardian/Student may be pro-rated where a new Student commences his/her studies midway through the School Year (see Clause 24.5 of the Terms and Conditions) or reduced where the Student is subject to a financial arrangement agreed between CIS and the Student (E.g. child of CIS staff). The pro-rated or reduced fees shall be reflected in the invoice/statement issued by CIS for payment. For the avoidance of doubt, the tuition fees payable for each School Year are divided into two equal instalments and charged on a semestral basis. The length of each semester is not a relevant factor.

INSTALMENT SCHEDULE

Instalment Schedule	Amount (with GST, if any) (S\$)	Date Due [^]
1 st Instalment	19,450.00	Semester 1: 15 May 2018
2 nd Instalment	19,450.00	Semester 2: 30 Oct 2018
Total Course Fees Payable:	38,900.00	

[^] Where the due date in the invoice issued by CIS for payment is later than the due date reflected in this Schedule, the later due date in the invoice issued by CIS for payment shall prevail.

SCHEDULE C
MISCELLANEOUS FEES⁶

Purpose of Fee	Amount (with GST, if any) (S\$)
<p>Confirmation Fee (one time payment)</p> <p>Note: This is payable only when you join CIS for the first time as a new student, or as determined by CIS for re-admission before you start school.</p>	<p>3,500 for the first child enrolled, 2,800 for the second child enrolled. Fee is waived for the third and subsequent child enrolled.</p>
<p>Support Programme Fees** (per year)</p> <p>English Language Learners (ELL) Programme 4,000.00</p> <p>English Language Learners (ELL) Intensive Programme 4,750.00</p> <p>Learning Support (LS) Programme (Tier 3) 4,000.00</p> <p>** This is payable once the students are assessed and determined by CIS that such support are required.</p>	
<p>Bilingual Programme Fee (per year)</p> <p>Junior and Senior Kindergarten 1,000.00</p> <p>Grade 1 1,500.00</p> <p>Grades 2 to 6 3,000.00</p> <p>This is payable for students who enrol in Bilingual programme.</p>	
<p>Late Payment Fee *</p>	<p>First reminder: 214.00</p> <p>Second reminder: 107.00</p> <p>Each subsequent reminder: 107.00</p> <p>*on each invoice/statement issued by CIS.</p>
<p>Late Payment Interest</p>	<p>1% per month on any outstanding payments that are not received by the due date set out in <u>Schedule B</u> or date(s) indicated on the invoices / statements issued by CIS.</p>
<p>Outdoor Excursions Programme *</p> <p>Note: Participating Students will be informed of the costs no more than three (3) months before the commencement</p>	<p>1.00 to 5,000.00</p>

⁶ Miscellaneous Fees refer to the fees which the students shall pay when applicable. Such fees are normally collected by CIS when the need arises. The figures set out in the table are estimates only and Students will be advised of the actual amounts by CIS before the collection.

** For Students under the Support programme provided by the School.

* Includes excursion week and field work.	
Additional Copies of Yearbooks (First copy is provided free of charge to students)	50.00 each (costs of postage applies where necessary)
Copies of Transcripts	5.00 each (costs of postage applies where necessary)
Postage (yearbooks, transcripts, etc)	0.30 to 200.00 (depends on geographic location)
CIS Physical Education Uniform	20.00 to 30.00 each piece (depending on item)
CIS House League Shirt	15.00 each piece
CIS Cap or Hat	18.00 each piece
Replacement or additional ID Cards (Parents and Students)	20.00 each card
Replacement or additional Lanyard/Card Holders (Parents and Students)	5.00 each piece
Lost or Damaged Textbooks and Library Books (Initial copies of Text Books are provided free of charge)	Price will depend on book value
Activities (Fees for goods used/services provided, attire, gear, trips etc) Enrolment in Activities is not compulsory.	2.00 to 3,000.00
Bags, Folders, Stationery, Consumables or Materials	0.50 to 100.00
Photocopying	Free for the first 5 pages and then 0.10 per page (A4, non color) or 0.20 per page (A4, color). A3 is equivalent to two A4.
Locks (for Lockers)	15.00 each piece
Examination, Testing or Marking fees	1.00 to 2,000.00
Bank Charges and/ or Processing Fees	All payments (including Electronic Funds Transfer (EFT), GIRO, NETS, cards (credit/debit), online payments) are processed by CIS, and the payer shall bear the relevant processing fees (depends on transaction). All bank charges incurred as a result of and/ or in connection with returned cheques and failed electronic funds transfer, GIRO, bank or card payments, if any, shall be borne by the payer.

**SCHEDULE D
REFUND TABLE**

% of the Tuition Fees and Support Programme Fees (if applicable) paid under <u>Schedule B</u>	If Student's written notice of withdrawal is received:
75%	more than 60 calendar days before the Course Commencement Date
25%	before, but not more than 60 calendar days before the Course Commencement Date
10%	after, but not more than 7 calendar days after the Course Commencement Date
0%	more than 7 calendar days after the Course Commencement Date

The parties hereby acknowledge and agree to the terms stated in this Contract. Parents/Legal Guardian also acknowledge and agree that they have read and understood CIS Terms and Conditions and agree to be bound by the same.

SIGNED by CANADIAN INTERNATIONAL SCHOOL




 Authorised Signatory of CIS
 Name: Hayde Pascual Navalta
 Date:

 Seal of CIS

SIGNED by the Student

SIGNED by the Student's Parent or Legal Guardian (if the student is under eighteen (18) years of age)

N/A _____

Name of Student:

Name of Parent or Legal Guardian:

N/A _____

Date:

Date:

N/A _____
