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# Terms and conditions.

**Confidentiality policy**

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

## CIS Terms and Conditions

### 1. Definitions

- 1.1. "Activities" refer to all local or overseas activities organised or endorsed by CIS including but not limited to orientation activities, community service, extra curricular activities, co-curricular activities, enrichment programmes, field trips, excursions, sports activities, internships and/or use of CIS' sports, recreational or other facilities.
- 1.2. "Applicant" refers to the applicant as Parent(s) or Legal Guardian(s) as stated in the Student Contract. This person shall be the primary contact person(s) for all communications with CIS in matters relating to the Student, subject to Clause 3.4 below.
- 1.3. "CIS / We / the School" means the Canadian International School Pte Ltd which is constituted as a private company limited by shares under the Singapore Companies Act, Chapter 50.
- 1.4. "Caregiver" refers to the person appointed by the Student's Parents or Legal Guardians under the Caregiver Form as being the primary contact person in place of the Applicant or contact person in addition to the Applicant, being a person who has charge of or control over a child during the School Year.
- 1.5. "Caregiver Form" refers to the form signed by the Student's Parents/Legal Guardians which appoints the Caregiver as defined in Clause 1.4.
- 1.6. "Joint Agreement" refers to the agreement between the Parents in relation to whom shall deal with CIS in place of the Applicant in the event of the separation or divorce of the Parents.
- 1.7. "Legal Guardians", in relation to the Student, means the person(s) appointed by an Order of Court as the Legal Guardians with custody, care and control of the Student. A Legal Guardian may also be appointed by a Deed of Guardianship or a Will upon the death of the Student's Parent(s). Legal Guardian(s) accept responsibility for the Student and are responsible, individually or jointly, for complying with their obligations under these Terms and Conditions.
- 1.8. "Parents / You" means the natural parents of the Student and any adoptive parent who has accepted responsibility for the Student. Parents are responsible, individually and jointly, for complying with their obligations under these Terms and Conditions.
- 1.9. "Representative", formerly known as the "Primary Contact" refers to the person appointed by the Student's Parents or Legal Guardians or the Applicant under the Representative Form (formerly known as the Primary Contact's Responsibilities Form) as being the primary contact in place of Applicant(s) where the Student/Parent does not speak English or is literate in English. The duties and obligations of the Representative are set out at Clauses 2.2 and 2.3 below, and in full in the Representative Form.
- 1.10. "Representative Form", formerly known as the Primary Contact's Responsibilities Form, refers to the form signed by the Student's Parents/Legal Guardians(s) or the Applicant which appoints a primary contact in place of Applicant(s) where the Student/Parents/Legal Guardians does not speak English or is literate in English. This form sets out the responsibilities of the Representative.
- 1.11. "School Year" means the academic year with vacation periods as defined in CIS' calendar, for respective programmes, which is found on CIS' website.
- 1.12. "Student Contract" refers to the contract entered into between CIS and the Student and/or the Student's Parents/Legal Guardians and which incorporates these Terms and Conditions.
- 1.13. "The Student" is the child named in the Application for Admission Form (the "Application for Admission") and this Student Contract. The Student needs to be eligible to reside and study in Singapore with the appropriate and valid immigration pass, e.g. Dependant's Pass, Student Pass. A child who is a Singapore citizen attending Grade 1 and above will require approval from the Ministry of Education to be eligible to enrol in CIS.

## 2. Contact Details

- 2.1. Every Student is required to provide the particulars of his/her Parents/Legal Guardians to CIS for contact purposes.
- 2.2. If the Student and/or his Parents/Legal Guardians do not speak English or are not literate in English, then an English-speaking primary contact, the Representative, who is literate in English and is at least twenty-one (21) years old should be appointed by the Parent or Legal Guardian for the purpose of school communications. CIS shall be entitled to assume that any instruction, consent or any other communications made by the Representative is expressly authorized by the Student/Parents/ Legal Guardians and the Parents/ Legal Guardians shall hold CIS harmless in respect of any action or omission taken by CIS on the instructions of the Representative.
- 2.3. The Representative shall at all times be responsible for :
  - 2.3.1 Explaining (and will be deemed to have explained) the contents of the Application for Admission, the Student Contract, the terms found in the Parent/Student Handbook and CIS' rules and regulations, policies and codes of conduct to the Student;
  - 2.3.2 Reading and explaining to the Student CIS' weekly e-bulletins or any other e-notifications sent and academic reports;
  - 2.3.3 Ensuring that the Student updates CIS of (i) any change in contact details (including but not limited to, email address, phone number/s and home/correspondence address) and (ii) any change in the Student's residency status/and or citizenship.
- 2.4. If the Parents/Legal Guardians/Applicant is unable to deal with CIS for day-to-day matters or is residing overseas, then a Caregiver, at least twenty-one (21) years old, having charge over or control of the Student during the School Year should be appointed by the Parents/Legal Guardians/Applicant. CIS shall be entitled to assume that any instruction, consent or any other communications made by the Caregiver to CIS is expressly authorised by the Parents/Legal Guardians of the Student and that the Parents/Legal Guardians shall hold CIS harmless in respect of any action or omission taken by CIS on the instructions of the Caregiver. The Parents/Legal Guardians are required to report any change in the appointment of Caregivers to the school immediately.

## 3. Disclosure of nationality / citizenship / residency / marital status by Parents/Legal Guardians

- 3.1. Parents/Legal Guardians undertake to make full disclosure as to the Student's, Parents' and Legal Guardian's nationality, citizenship and/or residency status and provide supporting documents requested by CIS to prove the same. Such supporting documents must include but is not limited to copies of the Student's, Parents', Legal Guardian's passport and the Student's immigration pass. Parents/Legal Guardians warrant that all documents submitted in respect of their status are true and accurate.
- 3.2. Any change(s) in nationality, citizenship and/or residency status or any events that might affect the same (e.g. becoming a Permanent Resident or a Singapore citizen, or loss of employment pass, or change of employment pass) must be communicated to CIS by Parents/Legal Guardians and must be accompanied by supporting documents.
- 3.3. Any change in custody, care and/or control of the Student must be communicated to CIS by Parents/Legal Guardians and must be accompanied by supporting documents. The full contact details (including the residential address, contact number and email address) of the relevant parent or person whom will be caring for the Student during the School Year (or part thereof) shall be provided to CIS.
- 3.4. The Applicant(s) shall be the primary contact person(s) for all communications with CIS in relation to the Student, except where this is superseded by the:
  - 3.4.1 the appointment of the other parent or other person(s) under the Joint Agreement;

- 3.4.2 the appointment of the Representative under the Representative Form;
  - 3.4.3 the appointment of the Caregiver under the Caregiver Form;
  - 3.4.4 where the Singapore Court has ordered that the Student's custody and care and control rests in a parent or person(s) other than the Applicant(s); or
  - 3.4.5 where a Legal Guardian has been appointed after the time of application.
- 3.5. The marital status of Parents shall be disclosed to CIS at the point of application. Any change of such status must be communicated to CIS by Parents/Legal Guardians and shall be accompanied by supporting documents such as an Order of Court issued by the Singapore Courts. Parents acknowledge that it is their responsibility to notify CIS of changes in their marital status or family circumstances and that in the absence of any notification by parents, CIS shall be entitled to rely on the information reflected in the Application for Admission, which shall be deemed accurate, unless informed of changes to such information. CIS shall not be held liable for relying on such information as provided in CIS' Application for Admission.
- 3.6. If it subsequently becomes apparent after admission that any of the above information has been withheld or falsified, CIS is entitled to ask the Parents to withdraw the Student or terminate the Student's enrolment subject to the Refund Policy set out in Clause 2 of the Student Contract and Payment Terms in Clause 24.

#### **4. Student Records / Official Documents**

- 4.1. The name of the Student in CIS' official documents and student records shall be the name reflected in the Student's passport. Any change of name must be communicated to CIS by Parents/Legal Guardians and must be accompanied by supporting documents such as a deed poll.

#### **5. Support Programmes**

- 5.1. Parents/Legal Guardians warrant and declare that all information regarding support programmes, special needs and/or all other learning and behavioural issues of the Student were declared and made known to CIS during the Application for Admission or before the Student was admitted to CIS; and
- 5.2. If it subsequently becomes apparent after admission of the Student that:
- 5.2.1. information regarding learning support, special needs and/or other learning and behavioural issues of the Student have been withheld or falsified during the Application for Admission; or
  - 5.2.2. information relevant to the extent of the Student's educational, emotional, social or health needs has not been made apparent to CIS before or on the date of admission; and

CIS is unable, in CIS' sole discretion, to meet the needs of the Student, CIS reserves the right to request for the withdrawal the Student and refund the Parents/Legal Guardians/Student in accordance with the Refund Policy set out in Clause 2 of the Student Contract and Payment Terms in Clause 24.

- 5.3. When a member of CIS' staff has concerns about the progress of the Student, they are entitled to arrange for an assessment by Student Support Services to see whether learning support is needed. Parents/Legal Guardians shall be notified of the outcome of the assessment and the appropriate learning support shall be provided by Student Services.
- 5.4. If it appears that further learning support is necessary or an assessment by an educational psychologist is advisable or the Student is falling behind with their studies, CIS may notify Parents/Legal Guardians and the Parents/Legal Guardians agree that further assessments may be arranged by CIS/Parents/Legal Guardians at the Parents'/Legal Guardians' expense. Parents/Legal Guardians acknowledge that CIS' staff are not qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia, dyspraxia, ADHD or other learning difficulties. CIS

shall also request the withdrawal of the Student and refund the Parents/Legal Guardians/Student in accordance with the Refund Policy set out in Clause 2 of the Student Contract and Payment Terms in Clause 24, if CIS considers in its sole discretion that the School cannot provide for the Student's special education needs.

5.5. The appropriate support shall be provided to the Student through the English Language Learners programme, Learning Support programme and/or other suitable programmes or activities. Such programme(s) are mandatory if after student assessment, CIS determines that the Student requires such support. The cost of these support programme(s) is set out in Schedule C of the Student Contract and shall be borne by the Parents/Legal Guardians.

5.6. CIS retains the discretion to determine the level of support required by the Student, on a case by case basis, as well as the fees to be charged for the level of support required. Parents/Legal Guardians agree that they will bear the fees for the support programmes provided to the Student, which fees are set out in Schedule C of the Student Contract.

## 6. **Medical Form**

6.1. Parents/Legal Guardians shall complete a form of medical declaration ("Medical Form") and shall promptly submit the Medical Form at the Course Commencement Date and at any time required by CIS. If the Parents/Legal Guardians/Student fails to submit his/her Medical Form, the Student shall not be allowed to participate in Physical Education programmes or activities.

6.2. Parents/Legal Guardians shall also be responsible for disclosing any material change in the Student's medication condition to CIS.

6.3. Parents/Legal Guardians shall update the Student's medical information promptly to reflect any new changes in Student's immunization schedule, medical conditions and medical administration.

6.4. The Student is expected to participate in Activities as part of CIS' curriculum. Parents/Legal Guardians agree that the Student in so participating does so at the Student's own risk.

6.5. Parents/Legal Guardians further agree that, save for loss, damage, accident or injury which is due to the negligence or default of CIS, its officers, school administrators, employees, agents or volunteers, CIS shall not be responsible or liable for any loss or damage (including but without limitation and to the extent permissible by law, personal injury, loss of life or property damage) howsoever caused by, sustained or arising as a result of the Student's participation in the Activities.

6.6. Parents/Legal Guardians further agree to indemnify CIS, its officers, its school administrators, its employees, agents or volunteers against all losses, claims, demand, actions, proceedings, damages or costs against all losses, claims, demand, actions, proceedings, damages, costs or expenses including all damages, medical expenses, legal fees, and any other liability which may arise from or in connection with the Student's participation in the Activities.

6.7. In the event of accident or injury to my child/ward, CIS is authorized to seek emergency medical care and treatment for the Student if the Parents/Legal Guardians cannot be contacted at the time consent is required. All costs and expenses arising from or in connection with such emergency medical care and treatment will be for the Parents'/Legal Guardians' account.

## 7. **Banned Or Controlled Substances**

7.1. CIS has a zero tolerance for possession, use, or trafficking of controlled substances by Students. Any Student enrolled at CIS who is found to be in possession of, using, or selling illegal drugs or controlled substances will be expelled or suspended (whichever is appropriate). Controlled substances are as defined in Misuse of Drugs Act (Cap 185).

7.2. CIS requires all Students in Grades 9 to 12 to provide a sample of hair for drug testing from time to time and all Students shall be required to sign the "Consent Form for specimen for a Hair Test" annexed hereto as **Schedule 1** as a prerequisite for admission to CIS. If the results from a laboratory test conclusively show that the Student had used any form of Controlled substance, the Student will

either be expelled or suspended (whichever appropriate). Refusal to provide a hair sample for laboratory analysis will result in immediate expulsion. Students who are expelled due to a positive drug test will not be considered for re-admission into CIS. In enforcing CIS' policy on drug abuse, CIS shall, at its absolute discretion, be allowed to search the Student's possessions and/or lockers and to report to the relevant authorities where appropriate.

## 8. Immunisation

- 8.1. Childhood immunisation provides protection against serious diseases which can otherwise lead to lifelong complications and can occasionally even be fatal. If enough children are immunised against a particular disease, the risk of it spreading from person to person is reduced. Singapore is free from vaccine-preventable diseases like poliomyelitis, diphtheria, tetanus and pertussis (whooping cough) in part because of its successful immunisation programme.
- 8.2. It is compulsory that the Student be vaccinated against the diseases set out in the Fourth Schedule (being Diphtheria and Measles at the prevailing time) of the Infectious Diseases Act (Cap 137) prior to his/her enrolment at CIS. In the event the Student has failed to obtain the necessary vaccination, the Student shall have 30 (thirty) days to procure the same, failing which the Student will be refused enrolment unless the Student is able to provide evidence of any waivers and/or exemptions from the Director or any officer of the Health Promotion Board as defined under the Infectious Diseases Act (Cap 137).
- 8.3. In addition, CIS also requires the Student to be immunized as per the prevailing Singapore National Childhood Immunisation Schedule prior to, and where applicable, during his/her enrolment. The Singapore National Childhood Immunisation Schedule can be found on the following website:  
<https://www.nir.hpb.gov.sg/nirp/eservices/immunisationSchedule>
- 8.4. Parents/ Legal Guardians are required to update the School Health Coordinator in a timely manner of any updates of the Student's immunisation schedule.

## 9. Use of Student Work/Photographs and Videos

- 9.1. Parents/Legal Guardians grant CIS an irrevocable and perpetual licence to use Students' work, photographs or videos of the Student, and other materials for purposes such as publicising or promoting CIS and its students' accomplishments to internal and external audiences, including in print and online. Parents/Legal Guardians shall also complete and sign the IB Consent Form annexed hereto as **Schedule 2**.
- 9.2. Parents are welcome to post photos or video of their own children at school events on social media, however due to privacy concerns, posting photos or video of other people's children on social media is not allowed.

## 10. Network Usage Policy

- 10.1. A copy of CIS' Acceptable Network Use Policy can be found in the Parent/ Student Handbook on CIS' website. The Parents/Legal Guardians agree to adhere to and be bound by the terms and conditions set out in the Acceptable (Network) Use Policy (AUP).
- 10.2. The Parents/Legal Guardians/Student will be issued an account to access CIS' network and application systems upon enrolment.
  - 10.2.1. The Parents/Legal Guardians/Student is to undertake that all information provided to CIS pursuant to network use is correct and to further undertake that the Student is to update CIS immediately of any changes in particulars.
  - 10.2.2. The Parents/Legal Guardians/Student further agrees to hold CIS, its employees, agents, associates and affiliates harmless from any and all claims and damages of any nature arising from the Student's use of, or inability to use, the CIS network system, including, but not limited to, any claims arising from the unauthorized use of the system to purchase products or services.

10.3. CIS reserves the right to make any necessary modifications to the Acceptable (Network) Use Policy (AUP) and such changes and/or modifications will be notified to the Parents/Legal Guardians/Student in writing.

## 11. **Personal Data Policy**

11.1 "Personal Data" shall have the same meaning as set out in the Personal Data Protection Act 2012 ("PDPA") and means data, whether true or not, about an individual who can be identified:

11.1.1 from that data; or

11.1.2 from that data and other information to which the organisation has or is likely to have access.

11.2 "Specified Message" shall have the same meaning as set out in the "PDPA" and means a message where the purpose, or one of its purposes, of the message is:

11.2.1 to advertise, promote or offer to supply or provide any of the following:

- (i) goods or services;
- (ii) and or an interest in land; or
- (iii) a business opportunity or an investment opportunity;

11.2.2 to advertise or promote a supplier/provider (or a prospective supplier/provider) of the items listed in sub-paragraphs (i) to (iii) above; or

11.2.3 any other prescribed purpose related to obtaining or providing information

11.3 The Personal Data that Parents, Legal Guardians and/or the Student has supplied to CIS for the purpose of the Student's enrolment and this agreement are required for maintaining Student records, for audit, administration and emergency purposes and for the effective execution and performance of the Student Contract and the Terms and Conditions herein, and the collection of such Personal Data is and is acknowledged as being reasonable for the purpose of managing or terminating the relationship between CIS and the Parents/Legal Guardians/Student within the provisions of and for the purposes of the PDPA.

11.4 The types of Personal Data that CIS may collect, use and disclose are as follows:

11.4.1 names;

11.4.2 address;

11.4.3 age;

11.4.4 nationality;

11.4.5 NRIC / Passport numbers;

11.4.6 contact details;

11.4.7 health information;

11.4.8 academic record;

11.4.9 photographs and / or videos of Students;

11.5 CIS may utilize the Personal Data for the following purposes:

11.5.1 For emergency contact;

11.5.2 For school communications;

11.5.3 For evaluative purposes;

- 11.5.4 For school or Activities registration and continued enrolment in the same;
  - 11.5.5 Maintaining Student Records;
  - 11.5.6 For audit and administrative purposes;
  - 11.5.7 For statistical analysis purposes;
  - 11.5.8 For fundraising, marketing or promotional purposes
  - 11.5.9 Monitoring the use of CIS' computer network resources, including emails and internet usage with CIS email accounts, portals;
  - 11.5.10 For third party vendors to provide services (e.g. such third party vendors include Sodexo, Activities vendors, transportation companies, excursion week vendors, Fee Protection Scheme insurers); and
  - 11.5.11 For CIS's business and operations as mandated by statutory requirements.
- 11.6 Parents, Legal Guardians and/or the Student hereby expressly consent for the purposes of the PDPA to his/her Personal Data being collected, used, disclosed, and/or forwarded by CIS for all the of the purposes set out in clause 11.5 to any former school or new school of the Student, CIS' parent/subsidiary/associated or related companies or entities, insurers, bankers, medical practitioners, if applicable, and to any relevant data intermediary, agent, contractor, service provider or any government authority (at the authority's request) and/or to any party generally for the purposes of CIS' business and operations and for the purposes of the execution of the Student Contract and for bona fide reasons.
- 11.6.1 References to consent given, or deemed to have been given, by an individual for the collection, use or disclosure of his Personal Data shall include consent given, or deemed to have been given, by the Parents / Legal Guardians who provided the individual's Personal Data to CIS. Such Parents / Legal Guardians shall be deemed to be validly acting on behalf of that individual for the collection, use or disclosure of his Personal Data.
- 11.7 CIS keeps Personal Data collected private and secure from unauthorized access, modification, disclosure, use, copying, disposal or similar risks, and will only use Personal Data for the purposes for which it was collected and/or otherwise in accordance with the provisions of the PDPA.
- 11.8 CIS shall not disclose the Personal Data collected to third parties except for the purposes and to the extent necessary for which such Personal Data was collected and/or when express consent is received from the Parents/Legal Guardians/Student and/or when disclosure is authorized by applicable laws and regulations.
- 11.9 CIS keeps Personal Data for as long as it is necessary for business or legal purposes.
- 11.10 The Parents/Legal Guardians/Student may give notice to CIS to withdraw his/her consent for the collection, use or disclosure of his/her Personal Data and receipt of communications from CIS in accordance with the provisions of the PDPA, and CIS will not prohibit the withdrawal of consent for collection, use or disclosure and will thereafter cease collecting, using or disclosing such Personal Data, as the case may be, unless such collection, use or disclosure, as the case may be, is required or authorized under the PDPA or other written law without the consent of the Parents/Legal Guardians/Student. Notwithstanding the foregoing, CIS hereby informs the Parents/Legal Guardians/Student that the collection, use or disclosure of the Parents/Legal Guardians/Student's Personal Data for the purposes stated hereinabove is reasonably required for the efficient, practical and effective management and administration of the relationship between CIS and the Parents/Legal Guardians/Student and is therefore a condition for continued enrolment of the Student under the terms of the Student Contract, and that consequently the withdrawal of such consent by the Parents/Legal Guardians/Student is ground for termination of the Student's enrolment with the School.



11.11 Any withdrawal of consent by the Parents/Legal Guardians/Student under Clause 11.10 shall be in writing and communicated to CIS.

11.12 In the event that the Parents/Legal Guardians/Student has a query in respect of the collection, use or disclosure of his/her Personal Data and/or correction of any error or omission in any such Personal Data, the Parents/Legal Guardians/Student should direct such queries to CIS' Data Protection Officer, the details and particulars of which are made known to the Parents/Legal Guardians/Student as set out on CIS's website and updated from time to time.

## 12.1 Kindergarten Programme

A student enrolled in the Pre-Kindergarten to Senior Kindergarten Programme must be completely toilet trained and be able to independently look after his/her own toileting. Each August, children in the Kindergarten Programme may begin classes with a "Staggered Entry" procedure.

## 12.2 Secondary School Foundation Programme

A student is enrolled in the Secondary School Foundation Programme for a maximum duration of TWELVE (12) months upon which Student needs to complete the programme. The duration is calculated from the month of commencement of studies.

## 13 Deferment Policy

### 13.1 Offer of Placements – New Applications

13.1.1 If an application has been submitted to CIS, and a position has been offered and accepted by the Student, it is possible to change the commencement date as stated in the Letter of Acceptance ("LOA") as long as it is within a 2-year period of the original commencement date. Both the Application Fee and the Confirmation Fee must be paid in full to confirm the Student's placement at CIS before CIS will grant the change of intended commencement date. If the Student does not start at CIS in the 2-year period, the Application Fee and the Confirmation Fee paid will be non-refundable.

13.1.2 If the Student has not started school by the end of the 2-year period, their name will be removed from our register. Should the Student wish to reapply, a new application with the relevant Application Fee must be submitted. The Student will be subject to the applicable enrolment conditions at the time of the second application.

13.1.3 If an application has been submitted to CIS, and a position has been offered but is not accepted by the Student as the Student would like to defer the start date, it is possible to defer the commencement date as long as it is not more than 2-years of the original requested commencement date as stated in the application form. If the Student does not start at CIS in this 2-year period, the application will lapse and the Application Fee paid will be non-refundable.

13.1.4 If the Student starts school within the stipulated time frame, the Tuition Fees and Support Programme Fees (if applicable) will be billed at the prevailing rate at the time of entry to CIS.

### 13.2 Offer of Placements/Deferment – Returning Students

13.2.1 If a returning CIS Student submits an application and the intended commencement date at CIS is less than two years after the date of withdrawal, the Application Fee will be waived. If the Student is offered a place at CIS and the date of commencement is less than two years from the original date of withdrawal, the Confirmation Fee will be waived. Tuition Fees and Support Programme Fees (if applicable) will be billed at the prevailing rate at the time of entry to CIS.

13.2.2 If a returning CIS Student submits an application and the intended commencement date at CIS is greater than two years after the date of withdrawal, the Application Fee must be paid in order for the Student to be placed on the waitlist. If CIS offers a place to the Student and the commencement date at CIS is greater than two years after the date of withdrawal, the Student Contract must be signed and the Confirmation Fee must be paid to secure the

offered place. Failure to do so will result in the student being placed back on the application list. Tuition Fees and Support Programme Fees (if applicable) will be billed at the prevailing rate at the time of entry to CIS.

### 13.3 Date of Deferment

13.3.1 Any deferment granted under Clause 13.1 and 13.2 shall only be guaranteed for commencement on the first day of the first semester of the relevant School Year (i.e. the "August Commencement Date").

13.3.2 If the Student intends to commence on any date other than the relevant Course Commencement Date, this is subject to availability of spaces and the School shall inform the Student of the availability a month before the Student's intended commencement date.

## 14 **Inter-Campus Transfer**

All requests for inter-campus transfers for the subsequent School Year must be submitted by completing the Inter-Campus Transfer Request Form by 1 February (or the first school day if 1 February is not a school day) of each year. All inter-campus requests are subject to CIS admissions criteria and the availability of places. Students will be notified of the outcome of their requests by 10 April of each School Year. Inter-campus transfers shall not be in any way construed as withdrawals or deemed withdrawals.

## 15 **After School Hours and Non-School Days**

No student is permitted on CIS' premises on non-school days, or to remain on CIS' premises after dismissal. The only exceptions are when, with the permission of a school principal, the school grounds are the venue for school or sporting events, laboratory or other curriculum related courses or exercises, self-study in permitted areas including CIS's libraries, or Activities, and at which one or more staff who are employed directly by the school is/are present and supervising the activity. CIS will not be liable for any injury to Students or any loss or damage to Student's personal belongings or any unforeseen damages, losses, injuries or circumstances that may result from the Student remaining in CIS after school hours or as a result of Student's presence after dismissal or on non-school days outside of the permitted exception referred to above.

## 16 **Student's Attendance and Academic Honesty**

16.1 Parents/Legal Guardians shall warrant that the Student will take part in the activities of CIS and attend each school day, unless a medical certificate and/or a written permission from Parents/Legal Guardians is provided to the school. Every Student shall maintain an attendance rate of at least 90% for each term of the School Year, in accordance with the guidelines of the Committee for Private Education.

### 16.2 **Academic Honesty**

The values and practice required for academic Honesty need to be adhered to at all times. The CIS Academic Honesty Policy is available in the Parent/ Student Handbook on the portal.

## 17 **Outdoor Excursions Programme**

Activities as organised by CIS for the Students including Excursion Week/ Fieldwork are an integral part of the school's curriculum and, it is highly recommended that the Student shall participate and attend the excursion organised. The estimated cost to be borne by Parents / Legal Guardians for Outdoor Excursion Programme activities is set out in Schedule C of the Student Contract.

## 18 **Overseas Competitions**

Students in certain activities and sports may be selected for competitions overseas. The costs of these overseas competitions, which include but are not limited to costs for lodging, airfares, meals

and training, are not included in the Student's fees and shall be borne by the Student's Parents/Legal Guardians.

## 19 ID Card Issuance

19.1 Students from Grades 4 to 12 shall be entitled to a Student ID Card which can be used for purchase of food from the canteen, the borrowing of books from the CIS library and the use of the photocopier machine. Students whose Student ID Cards are lost are required to report the loss and apply for a replacement card. The first Student ID Card provided to each Student is free and a replacement fee, as set out in Schedule C, shall be borne by the Student for each and subsequent losses.

19.2 Each Parent/Legal Guardian shall be entitled to a Parent ID Card which must be used for identification purposes on campus. Each family is entitled to a maximum of 3 ID cards. Further cards are issued upon request at a cost as set out in Schedule C.

19.3 Parents/Legal Guardians whose Parent Cards are lost are required to report the loss and apply for a replacement card. A replacement fee as set out in Schedule C, shall be borne by the Parents/Legal Guardians for each and subsequent losses.

## 20 Device Policies

It is mandatory for some Students (to be notified by CIS) to purchase a MacBook or an iPad for use at CIS. Students must purchase a MacBook or iPad that meets the specifications outlined by CIS. Students must have their own Macbook or iPad before the commencement of the school term.

## 21 Musical Instruments

Where necessary or as a part of the School's activities, Students may be required to rent or purchase musical instrument(s), and the costs shall be borne by the Parents/ Legal Guardians. The music teacher will notify Students of the instrument that they personally require after conducting a musical aptitude assessment.

## 22 Language Choice

Language selection (which includes the Immersion programme, the Bilingual programme, or daily language) will warrant a one year programme commitment from Parents on behalf of their children. Parents /Legal Guardians will notify school of their choice before the Commencement Date (new students), or by 1 March of each school year (returning students).

## 23. Liability

CIS shall not be held liable for accidental injury or loss of or damage to property. CIS is not responsible for the Student's personal property in CIS campuses or on the way to or from CIS or on any CIS sponsored activity. It is the responsibility of Parents/Legal Guardians to provide any additional comprehensive medical and accident insurance, as well as personal property insurance, for their children and their possessions.

## 24. Payment Terms

24.1. Confirmation Fee - Where the Student is offered a place at CIS and the Student Contract has been signed, CIS will require the confirmation fee to be paid. The confirmation fee for each Student is set out in Schedule C of the Student Contract. Parents/Legal Guardians shall pay the confirmation fee by the due date of the invoice/ statement issued, if any, by CIS. If the confirmation fee is not received by the due date of the invoice, the Student Contract shall lapse and have no further effect.

24.2. Tuition Fees - The tuition fees for each Student are set out in Schedule B of the Student Contract. All tuition fees must be paid before the commencement of each semester or Student's start date, whichever is earlier, and by the due date set out in Schedule B of the Student Contract or as indicated on the invoice(s) issued, whichever is later. Any refund of tuition fees is subject to the Refund Policy set out in Clause 2 of the Student Contract and the full payment of any invoiced

amounts by the due date set out in Schedule B of the Student Contract or stipulated in the relevant invoice.

- 24.3. Support Programme Fees – The Support Programme fees for each Student, where applicable, are set out in Schedule C of the Student Contract. Support Programme fees are payable by the due date indicated on the invoices/statements issued by CIS. Any refund of Support Programme Fees is subject to the Refund Policy set out in Clause 2 of the Student Contract and the full payment of any invoiced amounts by the due date stipulated in the relevant invoice.
- 24.4. Goods & Services Tax (“GST”) – All fees quoted in Schedules B and C of the Student Contract are in Singapore Dollars (S\$) and are inclusive of the prevailing 7% Goods and Services Tax. Should there be any change to the Goods and Services Tax, the fees shall be recalculated to reflect the said change.
- 24.5. Pro-rating of Fees – New Students commencing classes midway through a semester shall be entitled to have their Tuition Fees and Support Programme Fees (if applicable) pro-rated by month. This means that new Students commencing classes mid-month will be required to pay Tuition Fees and Support Programme Fees (if applicable) for the entire month. The pro-rated Tuition Fees and Support Programme Fees payable for each month of the School Year vary from month to month based on the fees to be consumed and are pre-determined at the commencement of each School Year. For the avoidance of doubt, pro-rating of fees applies to Tuition Fees and Support Programme fees only.
- 24.6. Increase in Tuition Fees - Where there is an increase in Tuition Fees in between the time Parents/Legal Guardians sign a confirmation of acceptance and the Student starting at CIS, the increase may be invoiced separately, and must be paid before the commencement of each semester or prior to the Student starting at CIS, or by the due date as indicated on the relevant invoice issued, whichever is earlier.
- 24.7. Late Payment Fee/ Non-Payment - All payments for fee or charges due to CIS must be made on or before the due date(s) set out in Schedule B of the Student Contract or the due date(s) indicated on invoice(s) / statement(s) issued by CIS, whichever is later. CIS considers any payment made 1 day after the scheduled due date(s) in Schedule B or as indicated on the invoice(s) / statement(s) as late payment. CIS will impose a late payment fee as set out in Schedule C of the Student Contract, on each invoice / statement for which payments are not received by the stipulated due date(s) and a first reminder has been sent. Where payment is not received 14 days after the first reminder is sent, CIS will send a second reminder and impose a second late payment fee as set out in Schedule C of the Student Contract. CIS will continue to send reminder and impose late payment fee as set out in Schedule C of the Student Contract per reminder sent subsequent to the second reminder until payment is received. CIS reserves the right to impose late payment interest as set out in Schedule C of the Student Contract. For the avoidance of doubt, CIS requires all late payment fees and late payment interest to be paid as long as the fee payments are received late. CIS has the full discretion to determine the chargeability of the late payment fee and/or late payment interest and the Parents/Legal Guardians or payer shall pay these fees when charged by CIS.
- 24.8. Consequence of Late Payment / Non-Payment - CIS reserves the right to bar the Student from attending classes, taking exams/ assessments and/or activities, to withhold information, progress or final reports / transcripts and/or to terminate the Student’s enrolment should any school fee payments not be received by the due date(s) set out in Schedule B of the Student Contract or the date(s) indicated on invoices/ statements issued by CIS to Parents/Legal Guardians, whichever is later. For the avoidance of doubt, Parents/Legal Guardians/Students are required to pay all outstanding fees and charges due to CIS even when the Student’s enrolment is terminated.
- 24.9. Refunds for other sums: For the avoidance of doubt, CIS shall be under no obligation to refund the Parents/Legal Guardians/Students any fees or sums whatsoever paid by the Student for any reason save for those set out in and solely on the terms and conditions set out in the CIS Refund Policy.
- 24.10. Payment Method – All payments are processed by CIS, and the payer shall bear the relevant processing fees. All payments must be paid to CIS in Singapore dollars only. The reference of the invoice/ statement paid must be clearly indicated for all payments.

24.10.1. By Cheque: Cheques must be made payable to “**Canadian International School Pte Ltd**” and sent to Canadian International School campuses by mail or in person.

24.10.2. By Cash/ NETS: Cash or NETS payments, in Singapore dollars only, can be made to the School at the Finance department during school hours.

24.10.3. Payment via bank/ fund transfer (including but not limited to electronic bank transfer, telegraphic transfer, wire, GIRO) can be made to the School’s designated bank account. All remittance and processing fees and charges must be borne by the payer. Payer shall notify and provide the school the invoice details and evidence after the payment is successfully executed.

24.10.4. By Credit/Debit Card:

Payment can be made via cards (credit or debit) at the Finance department during school hours, and the relevant processing fee is 3% for each card transaction processed. Online payments shall incur an additional 0.5% fee, such that that the total processing fees for online payment transactions will be 3.5%.

24.11. Modified Payment - CIS shall, at its own discretion, approve requests to modify the fee payment due date(s) or provide a phased fee payment schedule(s) for the invoice(s) / statement(s) issued by CIS (“Modified Payment Schedule”). CIS shall be under no obligation to approve these requests. CIS may charge a processing fee to approve or provide a request for Modified Payment Schedule. Once the Modified Payment Schedule is approved, Parents/Legal Guardians or payer must acknowledge and agree to all terms and conditions indicated on the Modified Payment Schedule within 7 working days. Failing which, the Modified Payment Schedule shall become invalid and all fees will become due by the due date(s) set out in Schedule B of the Student Contract or indicated on the invoice(s) / statement(s) issued by CIS, whichever is later. Any payment made 1 day after any one of the scheduled date(s) indicated on the Modified Payment Schedule shall be deemed as a late payment. Failure to pay or late payment shall cause the Modified Payment Schedule to terminate and all fee payments that are not received shall be due and paid to CIS immediately or upon CIS’s demand. Upon termination of Modified Payment Schedule, CIS reserves the right to impose the late payment fee and/or late payment interest as set out in Clause 24.7 retrospectively.

## 25. **Fee Protection Scheme**

25.1. CIS is party to the Fee Protection Scheme “FPS”. The fees paid by Parents/Legal Guardians are protected under this scheme. This is in compliance with the requirements by the Committee for Private Education (“CPE”). CIS also undertakes to insure the fees for the Support Programme(s), if applicable to the Student.

25.2. CIS confirms that it has in place FPS by way of an insurance facility. CIS has appointed Lonpac Insurance Bhd (the “Insurance Company”) as FPS insurance provider.

25.3. A copy of the master insurance agreement between CPE, the Insurance Company (the “Master Insurance Agreement”) and acceded to by CIS for the purpose of insuring, among other things the Student, is available on the School’s official web site or may be obtained by contacting Admissions at [admissions@cis.edu.sg](mailto:admissions@cis.edu.sg). The Master Insurance Agreement sets out, among other things, the events under which the Insurance Company shall indemnify the Student for Fees paid to CIS.

25.4. The Parent/Legal Guardian/Student acknowledges that he/she has read and has understood the terms of the Master Insurance Agreement and hereby agrees to the terms and conditions therein.

25.5. CIS further undertakes that:

25.5.1. The cover under the Master Insurance Agreement shall be extended to the Student;

25.5.2. The insurance period shall commence from the date the Tuition Fee and Support Programme Fees (if applicable) are paid or invoiced, whichever is earlier; and

25.5.3. The Student’s certificate of insurance will be issued to the Student within seven (7) working

days from the date of payment of the Tuition Fee and Support Programme Fees (if applicable) for cash, card and cheque payments. For payments via Electronic Funds Transfer, the Student's certificate of insurance will be issued to the Student within seven (7) banking dates after the date of payment

25.6. For the avoidance of doubt, if the Parent/ Legal Guardian/ Student receives any payment from CIS or the Insurance Company pursuant to a provision of this Contract or the Master Insurance Agreement in respect of any matter or damage, then the Parent/Legal Guardian/Student shall not be entitled to claim against CIS or the Insurance Company for the same payment in respect of the same matter or damage pursuant to any other provision of this Contract or the Master Insurance Agreement.

**26. Maximum Fee Payable Under Fee Protection Scheme**

26.1. As stipulated under the FPS, CIS shall collect fees as per Schedule B and C of Student Contract on with each collection not exceeding twelve months of fees at any one time.

26.2. CIS shall collect Tuition Fees or Support Programme Fees (if applicable) in two (2) equal instalments, with each collection not exceeding the collection cap calculated according to the following formula:  $Y / Z \times 6$  where Y is the Tuition Fees or Support Programme Fees and Z is the total duration of the Course (in months).

26.3. The maximum fee collection is set out as follows:

Lakeside Campus – Tuition Fees	Maximum Fee Collection Per Semester
IB-MYP Grade 7 to Grade 10	$(38,900.00/12) \times 6 = 19,450.00$

**27. Medical Insurance**

27.1. CIS confirms that it has in place a medical insurance scheme for the Students as required by CPE under the EduTrust certification scheme. This medical insurance scheme shall minimally provide for an annual coverage limit of not less than S\$20,000 per student, at least B2 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration. CIS has appointed Tokio Marine Insurance Singapore Ltd as the Students' medical insurance provider.

27.2. For the avoidance of doubt, if the Parents/Legal Guardians/Student receives any payment from CIS or the Insurance Company pursuant to a provision of this Contract or the medical insurance cover, then the Parents/Legal Guardians/Student shall not be entitled to claim against CIS or the Insurance Company for the same payment in respect of the same matter.

**28. Parent/Student Handbook**

A copy of the Parent/Student Handbook can be found on CIS' website and portal. Parents/Legal Guardians agree to adhere to and be bound by the terms and conditions set out in the Parent/Student Handbook, as amended from time to time.

**29. Notice**

Any notice, request, demand, explanations, advisories or other communication may be in writing delivered personally or by first class prepaid letter, facsimile transmission, emails, instantaneous electronic messaging systems (such as Skype, MSN or Yahoo Messenger) or other means of telecommunications in written form and shall deemed to have been received, subject as otherwise provided in this Contract, in the case of a letter, when delivered personally or three (3) days after it has been put in to the post and, in the case of emails, facsimile transmission, instantaneous electronic messaging systems or other means of telecommunication in written form, at the time of despatch (provided that if the date of despatch is not a business day in the country of the addressee or if the

time of despatch is after the close of business in the country of the addressee it shall be deemed to have been received at the opening of business on the next business day).

### 30. **Severability of Provision**

If any provision hereunder or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions in this Contract.

### 31. **Indulgence, Waiver**

No failure on the part of any party to this Contract to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this Contract preclude any other or further exercise of it.

### 32. **Remedies**

No remedy conferred by any of the provisions of this Contract is intended to be exclusive of any other remedy which is otherwise available at law, in equity, by statute or otherwise, and each and every other remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law, in equity, by statute or otherwise. The election of any one or more of such remedies by any of the parties to this Contract shall not constitute a waiver by such party of the right to pursue any other available remedies.

### 33. **Successors and Assigns**

The terms hereunder shall be binding upon, and ensure for the benefit of, the successors, personal representatives and permitted assigns of the parties PROVIDED THAT neither CIS nor the Parents/Legal Guardians/Student shall be entitled to assign its rights and/or obligations without the prior written consent of the other party. CIS shall also not be entitled to assign its rights and/or obligations under this Contract without the prior consent of the Committee for Private Education, irrespective of any consent or waiver by the Parents/Legal Guardians/Student.

### 34. **Governing Law**

The Terms and Conditions shall be governed by and construed in accordance with the governing law stated in the Student Contract.

### 35. **Dispute Resolution**

Any and all disputes arising out of or in connection with these Terms and Conditions, including any question regarding its existence, validity or termination shall be settled using the way arranged by CIS in the first instance. If the Parents/Legal Guardians/Student and CIS cannot settle a dispute using the way arranged by CIS, the Parents/Legal Guardians/Student and CIS may refer the dispute to the CPE Mediation-Arbitration Scheme.

All disputes and the resolution of such disputes (whether conducted through mediation, arbitration or otherwise) shall be strictly confidential between the parties.

### 36. **International Students (where applicable)**

36.1. Student Pass Application: CIS undertakes to use their best efforts to assist the Student if he/she requires a Student's Pass from the ICA. This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student's enrolment and immigration status, and doing all such things as may be necessary to procure the Student's Pass on behalf of the Student.

36.2. Student Pass Not Transferable: The Student's Pass issued is not transferable and will expire upon the Student ceasing to be a student of CIS. CIS is under an obligation to inform the ICA of the Student's withdrawal from, or completion of his/her course of study at CIS, and the Parents/Legal

Guardians/Student shall deliver to CIS, within seven (7) days of the Student ceasing to be a student, a copy of the Student's passport, Student's Pass, the Student Identity Card and/or any other documentation as may be reasonably requested by CIS for cancellation.

36.3. Withdrawal from CIS: A Student who withdraws from CIS to enrol with another school shall be deemed to have withdrawn from CIS under Clause 38 and the provisions of Clause 38 shall apply.

### **37. Transfer Policy**

37.1. The School will allow students to transfer from one course to another if the School assesses that the Student is more suited academically and emotionally for enrolment in another course offered by the School.

37.2. If the Student transfers to a new course, the Student agrees that the transfer shall not be deemed a withdrawal from the School and the Refund Policy in the Student Contract shall not apply.

37.3. If a Student does not agree to be enrolled in the course offered by the School and withdraws from the School, all fees paid shall be refund in accordance with the Refund Policy set out in Clause 2 of the Student Contract and Payment Terms in Clause 24.

37.4. In the event of a change of course as mentioned above, a supplemental contract shall be executed between CIS and the Parents/Legal Guardians/Student to reflect the change of course and change in fees where applicable. All the other terms and conditions in the Student Contract shall remain unchanged.

37.5. Where a request for transfer of Course is made, the school will assess the request and confirm the status of the request within two (2) weeks of receipt of the request.

### **38. Notice of Withdrawal / Exit Procedure**

38.1. Parents/Legal Guardians who intend to withdraw the Student from CIS shall submit a Notice of Withdrawal form at the time required by CIS. A copy of the Notice of Withdrawal is found on the School's portal.

38.2. Upon receipt of the Student's withdrawal notice, CIS' Admissions team shall respond to withdrawal request within 2 working days. For the avoidance of doubt, the Notice of Withdrawal is not confirmed until the Admissions team has acknowledged in writing that this withdrawal notice has been received. No other confirmation, written or otherwise, will suffice. In the event the withdrawal is not in the prescribed format, CIS shall at its absolute discretion have the right to reject any such withdrawals.

38.3. Should any Parents/Legal Guardians of a Student fail to submit a Notice of Withdrawal in the form or at the time stipulated by CIS, the Student shall be deemed to have withdrawn from the School seven (7) days from the last day the Student attended School ("the Date of Deemed Withdrawal"). Any refund of fees for withdrawal is subject to the Refund Policy set out in Clause 2 of the Student Contract and Payment Terms in Clause 24. The fees shall be refunded to the Parents/Legal Guardians' last known bank account within seven (7) working days from the Date of Deemed Withdrawal.

38.4. Upon withdrawal, Parents / Legal Guardians are required to complete and submit a Student Exit Form and pay all outstanding amounts owing to CIS, if any, to the Finance Department in the Student's final week at CIS. A copy of the Student Exit Form for the appropriate campus is found on the school's portal. If a Student Exit Form is not completed and/or any amounts remain due, owing and unpaid from the Parents / Legal Guardians to CIS, CIS shall have the right to withhold release of transcripts.

### **39. Confidentiality**

39.1. The Parents/Legal Guardians/Student consents that CIS, its officers and staff may collect, hold, use and communicate, on a "need-to-know" basis, confidential information which, in their opinion, is material to the safety and welfare of the Student. The Parents/Legal Guardians/Student consents to



CIS communicating with any other school which the Student has attended, or currently attends or which the Student should attend about any matter concerning the Student or about payment of fees, whether or not the information being passed on is also held in machine readable form. The confidentiality obligation of CIS shall not apply to:

39.1.1. Any information which becomes generally known to the public;

39.1.2. Any information which is, at the time of disclosure, legally in the possession of the CIS; or

39.1.3. Any information which is required to be disclosed pursuant to any applicable legal requirement or legal process issued by any court or any competent government authority or rules or regulations or policies of any relevant regulatory body.

#### **40. Contract Extension / Supplemental Contract**

40.1. On completion of the Course, if the Student meets and satisfies all the course requirements in relation to the prescribed course for the next grade, the Student shall be automatically promoted to the next grade and the Student Contract shall automatically be extended for another year subject to the execution of a supplemental contract between CIS and the Parents/Legal Guardians, unless CIS receives a Notice of Withdrawal from the Student in the form prescribed by Clause 38 herein.

40.2. The Student/Parents/Legal Guardians hereby agrees that the execution of a supplemental contract for the Grade Transfer shall not be construed or deemed as termination of the contractual relationship between the School and the Student/Parents/Legal Guardians and all the terms and conditions of the Student Contract shall continue to govern the contractual relationship between the School and the Student/Parents/Legal Guardians with the necessary variations to reflect the terms of the supplemental contract.

40.3. For the avoidance of doubt, the School shall liaise with the Applicant(s) as defined, subject to Clause 3.4 above.

#### **41. Counterparts**

The Student Contract may be executed in one or more counterparts, each of which will be deemed to be an original copy hereof and all of which, when taken together, will be deemed to constitute one and the same document. Each counterpart may be delivered by electronic transmission or facsimile transmission, which transmission shall be deemed delivery of an originally executed document.

#### **42. Force Majeure**

42.1. In the event that any party shall be rendered unable to carry out the whole or any part of its obligations for any reason beyond the control of that party, including but not limited to acts of God, strikes, civil unrest, war, riot, acts of terrorism, natural disasters, inclement weather conditions including but not limited to school closures mandated or recommended by the Ministry of Education due to haze, and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused. Such party so affected by the force majeure event shall not be liable to the other party for any losses or damages whatsoever suffered by the other party by reason of any delay in performance or non-performance of any of such party's obligations, to the extent that such delay or non-performance is due to any force majeure, notwithstanding that such delay or non-performance shall as far as possible be remedied with all reasonable despatch. For the avoidance of doubt, this Clause shall not apply to cases where:

42.1.1. CIS is declared to be insolvent and/or a winding-up order made or bankruptcy issued by the Singapore court against CIS; and

42.1.2. The relevant authority(ies) issue(s) an order to cease and/or terminate the operations of CIS, or the happening of anything of a similar nature under the laws of Singapore.

**SCHEDULE 1 - CIS' ZERO DRUG TOLERANCE POLICY**

**FORMAT CONSENT FORM FOR SPECIMEN FOR A HAIR TEST**

**CONSENT TO CONDUCT HAIR SAMPLE TESTS**

I \_\_\_\_\_ being the Parent / Legal Guardian of  
(Name of Parent / Legal Guardian)

\_\_\_\_\_ do hereby give consent to the  
(Name of student)

Canadian International School ("the School"), at such time and in such manner, to take a sample of my child's hair for the sole purpose of determining the presence, if any, of any controlled drug(s) as defined in the Misuse of Drugs Act (Chapter 185) of the Republic of Singapore. If the test result shows the presence of any such substances, I accept that this will be grounds for the expulsion of my child from the School. I agree that the test may be conducted in my absence. I understand that I will be notified whenever a test has been carried out.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Parent / Legal Guardian

\_\_\_\_\_  
Passport/NRIC number of Student

\_\_\_\_\_  
Passport/NRIC Parent/Legal Guardian

N/A  
\_\_\_\_\_  
Signature of Student  
(over 18 years only)

\_\_\_\_\_  
Signature of Parent/Legal Guardian

N/A  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SCHEDULE 2 - IB CONSENT FORM

Student's Name: \_\_\_\_\_

Students at the Canadian International School create exemplary work. Students' work is sometimes shared in-house during staff meetings, assemblies and between students, for example, reading buddies looking at each other's work together.

The International Baccalaureate Organization (IBO) at times requests samples of student work, images and videos of our students engaged in learning opportunities. The IBO runs teacher-training workshops and publishes materials such as the magazine IB World where students' work or images may be used. In addition, the IBO also publish training materials, both in a printed form and on their password-protected web site for teachers. These training materials are greatly improved and enhanced with authentic samples of students work.

The IBO would greatly appreciate your permission to use samples of your son/daughters work, images and videos should the school select them. In order to provide the IBO with work samples, images or videos, we need your written authorization.

Please check one box in each section below to give the school the necessary authority to share materials with the IBO and sign the form. The school will retain this for the duration of your son/daughter's time at CIS.

### Student's School Work

- On behalf of my son/daughter/ward, I grant the IBO a non-exclusive worldwide license to use any of my son/daughter/ward's work that the school chooses to submit, in whatever medium (this includes written work, audio and visual materials).

I note that this means that the IBO may reproduce and publish the materials in any medium for training, promotional or other purposes in relation to the IBO's activities or those related activities of which it approves. I note that these materials may be modified, translated or otherwise changed to meet the IBO's purposes and will be anonymized to protect my son/daughter/ward's identity.

- On behalf of my son/daughter/ward, **I retain exclusive copyright** of his/her work, in whatever medium, and **do not give permission** to the school to submit it to the IBO.

### Student's Visual Image

- On behalf of my son/daughter/ward, **I give permission** to the IBO to reproduce photographic and video images of my son/daughter/ward in whatever medium, as described above. I understand that these pictures will have been taken in the course of approved school activities and in circumstances under the control of the school. **I note that the identity of my son/daughter will not be revealed.**

- On behalf of my son/daughter/ward, **I refuse permission** to the IBO to reproduce photographic and video images of my son/daughter/ward in whatever medium and, therefore, ask the school not to include my son/daughter/ward in any activity that will be photographed or videoed for submission to the IBO.

Parent/Legal Guardian's Name (please print): \_\_\_\_\_

\_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_

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

*Doc Ref: Version 3.0: January 2017*

I hereby acknowledge and agree that I have read and understood CIS' Terms and Conditions and agree to be bound by the same:

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 \_\_\_\_\_

\_\_\_\_\_