

# Student contract checklist.

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

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*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*

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 2019/2020

### 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*	:	

<b>1.</b>	<b>COURSE INFORMATION AND FEES</b>
<b>1.1</b>	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.
<b>1.2</b>	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.
<b>1.3</b>	The Course Fees payable are set out in <u>Schedule B</u> and the Miscellaneous Fees in <u>Schedule C</u> .
<b>1.4</b>	CIS considers payment made 1 day after the 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.	<b>REFUND POLICY</b>
2.1	<p><b><u>Refund for Withdrawal Due to Non-Delivery of Course:</u></b>  CIS will notify the Student within three (3) working days upon knowledge of any of the following:<sup>1</sup></p> <ul style="list-style-type: none"> <li>(i) It does not commence the Course on the Course Commencement Date;</li> <li>(ii) It terminates the Course before the Course Commencement Date;</li> <li>(iii) It does not complete the Course by the Course Completion Date;</li> <li>(iv) It terminates the Course before the Course Completion Date;</li> <li>(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;</li> <li>(vi) The Student Pass application is rejected by Immigration and Checkpoints Authority (ICA); or</li> <li>(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.</li> </ul> <p>The Student shall be informed in writing of alternative study arrangements (if any)<sup>2</sup> and also be entitled to a refund of the entire Tuition Fees, Support Programme Fees (if applicable) and Miscellaneous Fees<sup>3</sup> (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><b><u>Refund for Withdrawal Due to Other Reasons:</u></b>  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><b><u>Refund for Withdrawal / Termination of Enrolment:</u></b>  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"> <li>(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;</li> <li>(ii) Clause 3.6, 5.2, 5.4, 13.1.1 of CIS Terms and Conditions apply. For students of CIS Foundation Programme, please also refer to Clause 12.2.</li> </ul>
2.4	<p><b><u>Confirmation Fee is Non-refundable:</u></b>  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>

<sup>1</sup> 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).

<sup>2</sup> 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.

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

<b>2.5</b>	<p><b><u>Refund During Cooling-Off Period:</u></b>  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 Fees<sup>4</sup> (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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<b>3.</b>	<b>ADDITIONAL INFORMATION</b>
<b>3.1</b>	The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
<b>3.2</b>	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.
<b>3.3</b>	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 ( <a href="http://www.cpe.gov.sg">www.cpe.gov.sg</a> ).
<b>3.4</b>	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.
<b>3.5</b>	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.
<b>3.6</b>	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.
<b>3.7</b>	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.

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



**SCHEDULE A**  
**COURSE DETAILS – Nursery Programme**

1) Course Title	Nursery Programme Half Day Nursery Programme Full Day
2) Course Duration (in months)	Ten months per academic year
3) Full-time or Part-time Course	Full-time or Part-time
4) Course Commencement Date	13 August 2019
5) Course Completion Date	18 June 2020
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2019 <sup>5</sup>
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	Aligned to the International Baccalaureate Primary Years Programme (PYP) framework and referenced from the National School Readiness Initiative (U.S.A., 2015) and Early Learning Frameworks from New Zealand and Canada.
9) Organisation which awards/ confers the qualification	Canadian International School
10) Course entry requirement(s)	<p><b>Age Requirements</b> The minimum entry age requirement for Nursery programme is 18 months.</p> <p><b>Documentation</b> 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>For more details, please refer to <a href="http://www.cis.edu.sg">www.cis.edu.sg</a></p>

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

11) Course schedule with modules and/or subjects

## **Nursery Programme Modules**

### **1. Pre Literacy:**

- Begins to listen in small or large groups
- Begins to listen in order to connect with others
- Begins to listen and respond to songs, stories
- Begins to speak in order to be understood
- Begins to use gestures, actions, body language and/or words to communicate needs and to express ideas and feelings

### **2. Pre Numeracy:**

- Explores with manipulatives
- Builds towers of 4 or more blocks
- Explores basic shapes
- Begins to understand that common language can be used to describe position and direction (e.g., inside, outside, above, below, next to, behind, in front of, up, down)
- Begins to collect objects
- Begins to develop an understanding of sequencing

### **3. Physical Literacy:**

- Begins to perform self-care skills independently when eating, dressing, toileting and washing hands
- Begins to show care for personal belongings
- Begins to demonstrate strength to perform gross-motor tasks
- Begins to demonstrate coordination and balance
- Begins to use hand-eye coordination to perform fine motor tasks with a variety of manipulative materials

### **4. Who we are:**

- Each person is unique and grows and changes in their own way with a subject focus on living things (science), social organization and culture ( social studies) , identity and interactions ( personal and social)
- Begins to understand their body, how they grow and change
- Begins to understand that each child is special and unique in their own way, develops perspective
- Begins to become a risk taker and develops caring attitude & action, confidence and independence
- Begins to work with classmates on cooperative tasks
- Begins to develop observation skills and how to formulate questions

### **5. How we express ourselves:**

- People can share needs, wants and ideas with their words and bodies with a subject focus on creating and responding (The Arts)
- Begins to increase the use of vocabulary and

	<ul style="list-style-type: none"> <li>body language to communicate</li> <li>• Begins to understand the concept of reflection as another form of communication</li> <li>• Begins to become a risk taker, develops positive attitudes towards creativity, enthusiasm and independence</li> </ul>
12) Scheduled holidays (public and school) and/or semester/term break for course	<p>12 and 13 September 2019  5 October 2019 to 20 October 2019  27 October 2019 to 28 October 2019  14 December 2019 to 5 January 2020  23 January to 28 January 2020  14 March 2020 to 22 March 2020  10 April 2020  1 May 2020  7 and 8 May 2020  25 May 2020</p> <p>For full details, please view the calendar on the school website.</p>
13) Assessment period	<p>November/December 2019  May/June 2020</p>
14) Assessment results release date	<p>Summary letters are distributed to parents prior to the mid school year break (December) and the end of the course year (June).</p>
15) Expected award conferment date	<p><b>Canadian International School Nursery Programme</b>  Certificate of completion: 18 June 2020</p>

**SCHEDULE A**  
**COURSE DETAILS – IB PYP**

1) Course Title	International Baccalaureate Primary Years Programme (IB PYP) - Pre-Kindergarten Half Day Pre-Kindergarten Full Day Junior Kindergarten Senior Kindergarten Grade 1 to Grade 6
2) Course Duration (in months)	Ten months per academic year
3) Full-time or Part-time Course	Full-time for all courses under IB PYP (Pre-Kindergarten offers two time schedules)
4) Course Commencement Date	13 August 2019
5) Course Completion Date	18 June 2020
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2019 <sup>5</sup>
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; American Council on the Teaching of Foreign Languages (ACTFL) 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)	<b>Age and Development Requirements</b> Pre-Kindergarten to Grade 6 students must meet the minimum entry age requirement for the relevant grade level. These ages are outlined on the school website, <a href="http://www.cis.edu.sg">www.cis.edu.sg</a> .  With the exception of those enrolled in the Nursery programme, kindergarten students must be completely toilet trained and be able to independently manage their own toileting.

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

### **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.

Students already in the school must successfully complete their current grade in order to move to the next grade level.

For more details, please refer to [www.cis.edu.sg](http://www.cis.edu.sg)

### **English Language Learner Requirements**

Pre-Kindergarten to Grade 5 – N/A

Grade 6 – High Phase 1 for August entry; minimum Phase 2 for January to June entry.

### **Immersion/Bilingual Programmes Entry Requirements**

**Pre-Kindergarten and Junior Kindergarten** : no language requirements

**Senior Kindergarten to Grade 1** : native or near-native in English, Chinese or French. Students commencing after 1 January will be given a provisional offer indicating that the academic team will review progress in order to make the best possible decision for the following year.

Students from Grades 2 to 6 may be required to take English, Chinese and/or French Proficiency assessment.

**Grade 2** : native English or minimum high Phase 2 English Language proficiency, and native Chinese or minimum stage 2 Chinese Language proficiency.

For the French-English Bilingual Programme, native or near native in English or French for Grades 2 and 3.

**Grade 3** : native English or minimum Phase 3 English Language proficiency, and native Chinese or minimum stage 3 Chinese Language proficiency.

**Grade 4** : native English or minimum Phase 3 English Language proficiency, and native Chinese or minimum stage 3 Chinese Language proficiency.

**Grade 5** : native English or minimum Phase 4 English Language proficiency, and native Chinese or minimum stage 4 Chinese Language proficiency.

**Grade 6** : native or near native in both languages

For more details, please refer to [www.cis.edu.sg](http://www.cis.edu.sg)

<p>11) Course schedule with modules and/or subjects</p>	<p><b>Pre-Kindergarten to Grade 6</b></p> <p><b>Students in Pre-Kindergarten to Grade 6 are instructed in the following subjects:</b></p> <ul style="list-style-type: none"> <li>● Physical, Social, and Personal Education</li> <li>● Mathematics</li> <li>● Science</li> <li>● Social Studies</li> <li>● Arts (Visual Arts, Drama, and Music)</li> <li>● Language</li> </ul> <p><b>English Language Learner (ELL) Programme</b></p> <p><b>Grades 1 to 6</b></p> <p>English Language Learner (ELL) Programme Grades 1-6 Students in Grades 1 to 6 who are identified by the School as needing ELL support must participate in English Language Learner Programme - this is compulsory. Students in the ELL programme are instructed by ELL instructors. Students attend PYP classes for the remaining instructional time. Up to Grade 6, an additional ELL programme, including an after school intensive English class (if deemed necessary) could also be required.</p>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p>12 and 13 September 2019  5 October 2019 to 20 October 2019  27 October 2019 to 28 October 2019  14 December 2019 to 5 January 2020  23 January to 28 January 2020  14 March 2020 to 22 March 2020  10 April 2020  1 May 2020  7 and 8 May 2020  25 May 2020</p> <p>For full details, please view the calendar on the school website.</p>
<p>13) Examination and/or other assessment period</p>	<p>November/December 2019  May/June 2020</p>
<p>14) Expected examination results release date</p>	<p>Reports are distributed to parents prior to the mid school year break (December) and the end of the course year (June).</p>
<p>15) Expected award conferment date</p>	<p><b>International Baccalaureate Primary Years Programme (IB PYP)</b></p> <p>Pre-Kindergarten to Grade 6: 18 June 2020</p>

**SCHEDULE A**  
**COURSE DETAILS – IB MYP**

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 2019
5) Course Completion Date	18 June 2020
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2019 <sup>5</sup>
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><b>Age Requirements</b> 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, <a href="http://www.cis.edu.sg">www.cis.edu.sg</a>.</p> <p><b>Documentation</b> In the MYP students are graded on a scale of 1 to 7. These grades are referred to as points in the promotion requirements. The maximum points a student can acquire in an academic year in the MYP is 56 (7 points in each of the 8 subjects).</p>

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

To successfully complete each grade level and be promoted to the next grade level, students in Grades 7 to 10 must:

- score a total of 32 points or more in their MYP courses;
- successfully complete the MYP service and activity requirements.

Students who obtain between 28 to 31 total points in their 8 MYP courses, may not automatically proceed to the next grade level. They will be required to attend a conference with the principal (or designate) and parents. Promotion to the next grade level will be at the discretion of the principal.

Students who obtain less than 28 total points in 8 MYP courses will be encouraged to consider the alternate educational pathways. This may include repeating the current grade or leaving CIS.

### **English Language Learner Requirements**

#### **Grades 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 five phases of language acquisition (where 1 is a beginner and 5 is proficient).

#### **English Entry Requirements**

- 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

Student must have exited from ELL Support Programme by the end of Grade 10.

This English proficiency test determines the student's level of proficiency in English in reading, writing, speaking, and listening.

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.

#### **CIS Foundation Programme**

This programme is designed to accommodate the needs of students requiring an intensive bridging programme in Grades 6 to 9 so that they may gain entry CIS MYP programme when they reach the required English entry requirement as above.

For more details, please refer to [www.cis.edu.sg](http://www.cis.edu.sg)



<p>11) Course schedule with modules and/or subjects</p>	<p><b>Students in Grades 7 to 10 take the following subjects:</b></p> <ul style="list-style-type: none"> <li>• Language acquisition</li> <li>• Language and literature</li> <li>• Individuals and societies</li> <li>• Sciences</li> <li>• Mathematics</li> <li>• Arts</li> <li>• Physical and health education</li> <li>• Design</li> </ul> <p><b>Grade 10</b> Students must successfully complete the Personal Project and the MYP Core Elements (Service and Action) to move to the next grade level.</p> <p><b>English Language Learner (ELL) Programme</b></p> <p><b>Grades 7 to 10</b> Students in Grades 7 to 10 who are identified by the School as needing ELL support must participate in English Language Learner Programme - this is compulsory. Students in the ELL programme are instructed by ELL instructors. Students attend PYP classes for the remaining instructional time. Up to Grade 6, an additional ELL programme, including an after school intensive English class (if deemed necessary) could also be required.</p>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p>12 and 13 September 2019  5 October 2019 to 20 October 2019  27 October 2019 to 28 October 2019  14 December 2019 to 5 January 2020  23<sup>r</sup> January to 28 January 2020  14 March 2020 to 22 March 2020  10 April 2020  1 May 2020  7 and 8 May 2020  25 May 2020</p> <p>For full details, please view the calendar on the school website.</p>
<p>13) Examination and/or other assessment period</p>	<p>November/December 2019  May/June 2020  Examinations (Grades 9 to 10) May 2020</p>
<p>14) Expected examination results release date</p>	<p>October: Progress Report  January: Report  April: Report  June: End of Year Report</p>
<p>15) Expected award conferment date</p>	<p><b>International Baccalaureate Middle Years Programme (IB MYP)</b>  Grade 7 to Grade 10: 18 June 2020</p>

**SCHEDULE A**  
**COURSE DETAILS – IB DP**

1) Course Title	International Baccalaureate Diploma Programme (IB DP) – Grade 11 and Grade 12
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 2019
5) Course Completion Date	18 June 2020
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2019 <sup>5</sup>
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	International Baccalaureate (IB) Diploma and/or CIS High School Diploma with Western Association of Schools and Colleges (WASC) stamp of accreditation
8) Organisation which develops the Course	CIS in accordance with International Baccalaureate Standards and Practices; IB Programme Guides; and Western Association of Schools and Colleges.
9) Organisation which awards/ confers the qualification	International Baccalaureate Organization Canadian International School
10) Course entry requirement(s)	<p><b>Age Requirements</b> Students in Grade 11 and Grade 12 must meet the minimum entry age requirement for the relevant grade level. These ages are outlined on the school website, <a href="http://www.cis.edu.sg">www.cis.edu.sg</a></p> <p><b>Documentation</b> 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>If a year 1 (Grade 11) student has less than 24 credit points in total, the principal and academic council will review the student's file, to determine whether they meet the following criteria:</p> <ul style="list-style-type: none"> <li>• a minimum total of 9 points in standard level (SL) subjects and 12 points in higher level (HL) subjects</li> </ul>

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

	<ul style="list-style-type: none"> <li>• satisfactory progress of Creativity, Activity and Service (CAS) requirements</li> <li>• satisfactory progress in Theory Of Knowledge (TOK) and Extended Essay (EE).</li> </ul> <p>Based on these criteria, the secondary school principal and academic council will determine whether the student will:</p> <ul style="list-style-type: none"> <li>• repeat Grade 11 – DP Year 1</li> <li>• continue to Grade 12 on the IB diploma pathway, but on academic probation</li> </ul> <p>continue to Grade 12 on the CIS diploma pathway.</p> <p><b>English Language Learner Requirements</b></p> <p>Students entering Grades 11 and 12 must have a level of academic English proficiency in all four domains (reading, writing, speaking, and listening) that allows them to thrive in the CIS curriculum.</p>
<p>11) Course schedule with modules and/or subjects</p>	<p><b>Grades 11 and 12 - IB Diploma:</b></p> <p>Students in Grades 11 and 12 select one subject from each of the six Groups. The six selections must contain three Higher Level (HL) courses and three Standard Level (SL) Courses.</p> <ul style="list-style-type: none"> <li>• Group 1 – Studies in Language and Literature</li> <li>• Group 2 – Language Acquisition</li> <li>• Group 3 - Individuals and Societies</li> <li>• Group 4 - Sciences</li> <li>• Group 5 - Mathematics</li> <li>• Group 6 - The Arts/Optional Subjects from other groups</li> </ul> <ul style="list-style-type: none"> <li>• Three core requirements of the programme are: the Theory of Knowledge (TOK), the Extended Essay (EE), and Creativity, Activity and Service (CAS).</li> </ul>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p>12 and 13 September 2019  5 October 2019 to 20 October 2019  27 October 2019 to 28 October 2019  14 December 2019 to 5 January 2020  23 January to 28 January 2020  14 March 2020 to 22 March 2020  10 April 2020  1 May 2020  7 and 8 May 2020  25 May 2020</p> <p>For full details, please view the calendar on the school website.</p>
<p>13) Examination and/or other assessment period</p>	<p>Grade 11: May/June 2020  Grade 12: January/ February 2020 and April/ May 2020</p>

<p>14) Expected examination results release date</p>	<p>Reports are distributed to parents:  October: Progress Report  January: Report  April: Report  June: End of Year Report</p> <p>The IBO releases Grade 12 IB DP student results, usually within two months of the award assessment/examination.</p>
<p>15) Expected award conferment date</p>	<p><b>Grade 12</b></p> <p>The CIS Diploma and IB DP Diploma are awarded to students in Grade 12 after the DP results are released in July 2020.</p>

SAMPLE ONLY

**SCHEDULE A**  
**COURSE DETAILS – CIS FOUNDATION PROGRAMME**

1) Course Title	CIS Foundation Programme
2) Course Duration (in months)	Twelve months
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	22 July 2019
5) Course Completion Date	18 June 2020
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2019 <sup>5</sup>
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
9) Organisation which awards/ confers the qualification	N/A
10) Course entry requirement(s)	<p><b>Age Requirements</b> Grade 6 to Grade 9 students must meet the minimum entry age requirement for the relevant grade level. These ages are outlined on the school website, <a href="http://www.cis.edu.sg">www.cis.edu.sg</a>.</p> <p><b>Documentation</b> 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><b>English Language Learner Requirements</b> Student language proficiency is determined by their measurement on a language proficiency test and achievement reports and must meet CIS entry requirements. Additional assessments may be required for eligibility.</p>

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

<p>11) Course schedule with modules and/or subjects</p>	<p>Students will take the following subjects:</p> <ul style="list-style-type: none"> <li>● English</li> <li>● Mathematics</li> <li>● Science</li> <li>● Individuals &amp; Societies</li> <li>● Study Skills</li> <li>● Physical and Health Education</li> </ul> <p>The course will run in a 4-terms per year structure:  Term 1: 22 July – 4 October 2019 (11 weeks)  Term 2: 21 October – 13 December 2019 (8 weeks)  Term 3: 6 January – 13 March 2020 (10 weeks)  Term 4: 23 March – 18 June 2020 (13weeks)</p>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p><b>School holidays</b>  9 August 2019  12 August 2019  12 and 13 September 2019  5 October 2019 to 20 October 2019  27 October 2019 to 28 October 2019  14 December 2019 to 5 January 2020  23 January to 28 January 2020  14 March 2020 to 22 March 2020  10 April 2020  1 May 2020  7 and 8 May 2020  25 May 2020</p> <p>All Singapore public holidays as determined by the Ministry of Manpower. For Public Holidays that occur on a Sunday, the following Monday will be a holiday.</p> <p>For full details, please view the calendar on the website</p>
<p>13) Examination and/or other assessment period</p>	<p>October 2019  December 2019  March 2020  June 2020</p>
<p>14) Expected examination results release date</p>	<p>October 2019  December 2019  March 2020  June 2020</p>
<p>15) Expected award conferment date</p>	<p>CIS Foundation Programme promotion dates:  4 October 2019  13 December 2019  18 June 2020</p> <p>Please refer to Transfer Policy in clause 37 of the Terms and Conditions.</p>

**SCHEDULE B**  
**COURSE FEES – Nursery Programme**

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
<b>Tuition Fees* – Lakeside/Tanjong Katong Campus</b>	
Nursery Programme Half Day Nursery Programme Full Day	16,500.00 / 16,000.00 24,000.00 / 23,200.00
<b>No of Instalments:</b>	<b>2</b>

\* 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 prevailing GST, if any) (S\$)	Date Due <sup>^</sup>
1 <sup>st</sup> Instalment	8,250.00 / 8,000.00 12,000.00 / 11,600.00	Semester 1: 15 May 2019
2 <sup>nd</sup> Instalment	8,250.00 / 8,000.00 12,000.00 / 11,600.00	Semester 2: 30 Oct 2019
<b>Total Course Fees Payable:</b>	16,500.00 / 16,000.00 24,000.00 / 23,200.00	

<sup>^</sup> 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 B**  
**COURSE FEES – IB PYP**

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
<b>Tuition Fees* – Lakeside/Tanjong Katong Campus</b>	
International Baccalaureate Primary Years Programme (IB PYP) - Pre-Kindergarten Half Day	19,600.00 / 19,200.00
Pre-Kindergarten Full Day to Senior Kindergarten	32,100.00 / 31,270.00
Grade 1 to Grade 3	32,100.00 / 31,270.00
Grade 4 to Grade 6	35,800.00 / 34,950.00
<b>No of Instalments:</b>	<b>2</b>

\* 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 prevailing GST, if any) (S\$)	Date Due <sup>^</sup>
1 <sup>st</sup> Instalment	9,800.00 / 9,600.00 16,050.00 / 15,635.00	Semester 1: 15 May 2019
2 <sup>nd</sup> Instalment	16,050.00 / 15,635.00 17,900.00 / 17,475.00	Semester 2: 30 Oct 2019
<b>Total Course Fees Payable:</b>	19,600.00 / 19,200.00 32,100.00 / 31,270.00 32,100.00 / 31,270.00 35,800.00 / 34,950.00	

<sup>^</sup> 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 B**  
**COURSE FEES – IB MYP**

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
<b>Tuition Fees* – Lakeside Campus</b>	
International Baccalaureate Middle Years Programme (IB MYP) - Grade 7 to Grade 10	39,900.00
<b>No of Instalments:</b>	<b>2</b>

\* 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 prevailing GST, if any) (S\$)	Date Due <sup>^</sup>
1 <sup>st</sup> Instalment	19,950.00	Semester 1: 15 May 2019
2 <sup>nd</sup> Instalment	19,950.00	Semester 2: 30 Oct 2019
<b>Total Course Fees Payable:</b>	39,900.00	

<sup>^</sup> 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 B**  
**COURSE FEES – IB DP**

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
<b>Tuition Fees* – Lakeside Campus</b>	
International Baccalaureate Programme (IB DP) - Grade 11 and Grade 12	40,900.00
<b>No of Instalments:</b>	<b>2</b>

\* 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 <sup>^</sup>
1 <sup>st</sup> Instalment	20,450.00	Semester 1: 15 May 2019
2 <sup>nd</sup> Instalment	20,450.00	Semester 2: 30 Oct 2019
<b>Total Course Fees Payable:</b>	40,900.00	

<sup>^</sup> 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 B**  
**COURSE FEES – CIS FOUNDATION PROGRAMME**

<b>Fees Breakdown</b>	<b>Total Payable (with prevailing GST, if any) (S\$)</b>
Tuition Fees* - CIS Foundation Programme (Lakeside Campus)	33,000.00
<b>No of Instalments:</b>	<b>2</b>

\* 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**

<b>Installment Schedule</b>	<b>Amount (with prevailing GST, if any) (S\$)</b>	<b>Date Due<sup>^</sup></b>
1 <sup>st</sup> Instalment	16,500.00	15 May 2019
2 <sup>nd</sup> Instalment	16,500.00	30 October 2019
<b>Total Course Fees Payable:</b>	<b>33,000.00</b>	

<sup>^</sup> 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 FEES<sup>6</sup>**

Purpose of Fee	Amount (with prevailing 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>3,500.00 for the first child enrolled, 2,800.00 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 5,000.00</p> <p>English Language Learners (ELL) Intensive Programme 6,000.00</p> <p>Learning Support (LS) Programme (Tier 3) 6,000.00</p> <p>** This is payable once the students are assessed and determined by CIS that such support is 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>* Includes excursion week and field work.</p>	<p>1.00 to 5,000.00</p>

<sup>6</sup> 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 (see clause 5.6 of the Terms and Conditions)

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 (applicable to Grades 1 to 12 students only)	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
Online or Externally provided courses	Cost will depend on course selection
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 \_\_\_\_\_

\_\_\_\_\_