

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		
Renewal of student contract		
SkillsFuture Singapore (SSG)		
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.

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 2024/2025

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 Private Education Institution (PEI)	:	Canadian International School
	Registration Number (the "PEI")	:	199002243H
	Registered Address	:	
	<i>(To be used if the Student is 18 and above years of age).</i>		
(2)	Full Name of Contracting Party	:	
	<i>(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)</i>		
	NRIC/FIN/Passport Number *	:	
	<i>(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.)</i>		
	(the "Contracting Party")		

* 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.

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 Private Education Institution (PEI)	:	Canadian International School
	Registration Number (the "PEI")	:	199002243H
	Registered Address	:	
	<i>(To be used if the Student is under 18 years of age).</i>		
(2)	Full Name of Contracting Party (Parent/Legal Guardian)	:	
	<i>(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)</i>		
	NRIC/FIN/Passport Number*	:	
	<i>(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.)</i>		
	(the "Contracting Party") on behalf of		
	Full Name of Student	:	
	<i>(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)</i>		
	NRIC/FIN/Passport Number	:	
	<i>(NRIC number is meant to be stated where the Student is an SC/PR. FIN/Passport Number is meant to be stated where the Student is not an SC/PR. Please delete as appropriate by striking through.)</i>		
	(the "Student")		

* Delete as appropriate by striking through.
Where non-applicable, put "N/A". Leave no fields blank.
State all dates in the format of DD/MM/YYYY.

1. DEFINITIONS

1.1 In the Contract, the following words and expressions shall have the following meanings:

“Cooling-Off Period”	Shall refer to the period of ten (10) calendar days commencing from and including the date of this Contract.
“Course”	Shall refer to the course described in Schedule A.
“Course Fee”	Shall refer to the compulsory fees to be charged by the PEI on account of the Student’s undertaking of the Course and as stated in Schedule B.
“Course Commencement Date”	Shall refer to the date of commencement of the Course as scheduled by the PEI and shall be as stated in Item 4 of Schedule A.
“Course Completion Date”	Shall refer to the date of completion of the Course as scheduled by the PEI, and shall be as stated in Item 5 of Schedule A.
“Developer/Proprietor”	Shall refer to the person who developed the Course, or who is the proprietor of the Course, as stated in Item 8 of Schedule A.
“ICA”	Shall have the meaning assigned to it in Clause 3.1(e).
“Miscellaneous Fees”	Shall refer to non-compulsory fees potentially chargeable by the PEI on account of, or arising from, the Student’s undertaking of the Course, and as described in Schedule C.
“Permitted Course Duration”	Shall refer to the permitted duration of the Course starting on and from the Course Commencement Date and ending on the Course Completion Date (both dates inclusive).
“Private Education Mediation-Arbitration Scheme”	Shall refer to the dispute resolution scheme under the <i>Private Education (Dispute Resolution Schemes) Regulations 2016</i> .
“Refund Event”	Shall have the meaning assigned to it in Clause 3.1.
“SSG”	Shall refer to the SkillsFuture Singapore Agency established pursuant to Section 3 of the <i>SkillsFuture Singapore Agency Act 2016</i> .
“Student Pass”	Shall be as described on www.ica.gov.sg or such other website which operates in lieu thereof.

2.	COURSE INFORMATION AND FEES
2.1	<p>The PEI shall provide the Course as set out in Schedule A to the Student. The PEI shall not make any change to any detail of the Course set out in Schedule A unless it has obtained the prior written consent of the Contracting Party and, where required under the <i>Private Education Act 2009</i> or the subsidiary legislation thereunder, the prior written consent of SSG.</p> <p>For the avoidance of doubt, if it is stated in Schedule A that the Course includes industrial attachment, the PEI shall use reasonable endeavours to ensure that such industrial attachment is provided to the Student.</p>
2.2	<p>The PEI represents and warrants that:</p> <ul style="list-style-type: none"> (a) The person stated in Item 8 of Schedule A is the Developer/Proprietor of the Course and that the PEI has obtained all necessary permissions, licenses and approvals for the provision of the Course to the Student. (b) It has obtained SSG's permission to conduct the Course and that it has not made any such changes to the Course which would require it to re-apply to SSG for permission to conduct the Course. (c) The PEI has verified that the Student meets the Course entry requirements set out in Item 10 of Schedule A. (d) The information set out in Items 1 to 5 and 7 to 17 of Schedule A is correct, complete and not inconsistent with the details submitted to the SSG to obtain its permission to provide the Course.
2.3	<p>PEI undertakes that the Student will be awarded or conferred the qualification stated in Item 7 of Schedule A by the organisation named in Item 9 of Schedule A upon the Student's successful completion of the Course, and having met all the requirements of the award/qualification.</p>
2.4	<p>The parties agree that Schedule B and Schedule C set out all fees payable (potentially or otherwise) by the Contracting Party to the PEI for the Course or arising from the Student's undertaking of the Course.</p>
2.5	<p>The Contracting Party shall pay the Course Fees in the amount and by the timelines as stated in the instalment schedule in Schedule B and the Miscellaneous Fees as per the timelines stated in each invoice for the Miscellaneous Fees issued by the PEI to the Contracting Party.</p> <p>The PEI considers a payment made one day after the scheduled due date(s) in Schedule B for the Course Fees and one day after the scheduled due date(s) in the invoices for the Miscellaneous Fees as late. The PEI will explain to the Student its policy for the late payment of Course Fees and Miscellaneous Fees, and any impact on the Course/module completion (if applicable).</p>

3.	TERMINATION AND REFUND POLICY (Please refer to the diagram in Schedule E)
3.1	<p>The PEI will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a “Refund Event”):</p> <ul style="list-style-type: none"> (a) It cannot commence the provision of the Course on the Course Commencement Date; (b) It cannot complete the provision of the Course by the Course Completion Date; (c) The Course will be terminated before the Course Completion Date; (d) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or (e) The Immigration & Checkpoints Authority of Singapore (the “ICA”) rejects the Student’s application for the Student Pass.
3.2	<p>Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:</p> <ul style="list-style-type: none"> (a) The PEI shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event. (b) If the Contracting Party accepts such alternative study arrangements, the PEI shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect. (c) If the PEI does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 3.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to the PEI.
3.3	<p>Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.</p>
3.4	<p>If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.</p>
3.5	<p>If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.</p>
3.6	<p>If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.</p>
3.7	<p>If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.</p>
3.8	<p><u>Refund for Withdrawal During the Cooling-Off Period:</u> Notwithstanding anything herein contained, the Contracting Party shall be entitled to,</p>

	without any liability whatsoever to the PEI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the PEI. The PEI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.
3.9	<p><u>Refund for Withdrawal Outside the Cooling-Off Period:</u></p> <p>Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to the PEI. Upon receipt of such notice, the PEI shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.</p>

4.	ADDITIONAL INFORMATION
4.1	This Contract shall be interpreted in accordance with the laws of Singapore. Subject to the <i>Private Education (Dispute Resolution Schemes) Regulations 2016</i> , the courts of Singapore shall have exclusive jurisdiction to settle any claim, dispute or disagreement arising out of or relating to this Contract.
4.2	If any provision of this Contract is adjudged to be illegal, invalid or unenforceable, in whole or in part, such provision or part of it shall, to the extent that it is illegal, invalid or unenforceable, be deemed not to form part of this Contract and shall not affect the validity, legality and enforceability of the remainder of this Contract.
4.3	The PEI shall treat all personal information provided by the Student or Contracting Party as strictly confidential and shall not disclose any such personal information to any third-party, unless it has obtained the prior written consent of the Contracting Party or such disclosure is required under the law.
4.4	This Contract contains the whole agreement between the parties in respect of its subject matter and supersedes all previous discussions, correspondences and understanding between the parties in respect of such subject matter.
4.5	In no event shall any delay, failure or omission on the part of either party in exercising any right, power, privilege, claim or remedy arising under or pursuant to this Contract constitute a waiver of that right, power, privilege, claim or remedy, unless expressly given in writing. No waiver of a breach of this Contract shall be deemed to be a waiver of any other or subsequent breach of this Contract.
4.6	If this Contract is also signed in or translated into any language other than English, the English language version shall prevail in the event of any inconsistency.
4.7	A person who is not a party to this Contract shall have no right under the <i>Contracts (Right of Third Parties) Act 2001</i> to enforce any of its terms.

SCHEDULE A
COURSE DETAILS – Nursery Programme

1) Course Title	Nursery Programme
2) Permitted Course Duration (in months) <i>Note: This does not include the period of the industrial attachment, if any.</i>	Ten months per academic year
3) Whether the Course is a Full-time or Part-time Course	Full Day or Half Day
4) Course Commencement Date	13 August 2024
5) Course Completion Date	18 June 2025
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	13 August 2024 ⁵
7) Qualification <i>(Name of qualification to be conferred on the Student upon the successful completion of the Course)</i>	N/A
8) Developer / Proprietor of the Course	Canadian International School aligned to The Early Years Foundation Stage framework from the United Kingdom
9) Organisation which awards/confers the qualification	Canadian International School
10) Course entry requirement(s)	<p>Age Requirements The minimum entry age requirement for Nursery programme is 18 months. Students joining Nursery at age 18 months must complete 2 years of the Nursery programme in order to be promoted to Pre-Kindergarten.</p> <p>Documentation Students who are new to the school must provide the relevant official documents to verify their prior schooling, if applicable, at the time of admission.</p> <p>For more details, please refer to www.cis.edu.sg</p>
11) Course schedule (with modules and/or subjects referred to) <i>Note: Attachment(s) may be included to show the information.</i>	<p>UK Early Years Foundation Stage Framework</p> <p>Seven Areas of Learning</p> <ol style="list-style-type: none"> 1. Communication and Language 2. Personal, Social and Emotional Development 3. Physical Development 4. Literacy 5. Mathematics 6. Understanding The World 7. Expressive Arts and Design

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

<p>12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the course</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>27 September 2024 7 October to 18 October 2024 31 October 2024 16 December 2024 to 3 January 2025 27 January to 31 January 2025 14 March 2025 31 March to 4 April 2025 18 April 2025 1 May 2025 12 May 2025 6 June 2025</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>Please note that the CIS calendar is subject to change. All changes will be communicated via the Week at a Glance newsletter. For full details, please view the calendar on the school website.</p>
<p>13) Examination and/or other assessment and/or assignment period(s)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>January 2025 June 2025</p>
<p>14) Expected final examination / assessment results release date</p> <p><i>Note: The date shall not be more than three (3) months after the completion of the final examination, unless otherwise permitted by SSG.</i></p>	<p>Summary letters are distributed to parents by 31 January 2025 and 18 June 2025.</p>
<p>15) Expected date of conferment of the qualification</p>	<p>Certificate of completion: 18 June 2025</p> <p>Grade promotion is not automatic. If there are concerns about student promotion, a body of evidence (i.e. attendance, social and emotional readiness, behaviour, academic performance and professional judgement) in conjunction with parent meetings will be taken into account.</p>
<p>16) Does the Course include any industrial attachment?</p>	<p>No</p>
<p>17) Duration of industrial attachment</p>	<p>N/A</p>

SCHEDULE A
COURSE DETAILS – IB PYP

1) Course Title	International Baccalaureate Primary Years Programme (IB PYP) - Pre-Kindergarten Junior Kindergarten Senior Kindergarten Grade 1 to Grade 6
2) Permitted Course Duration (in months) <i>Note: This does not include the period of the industrial attachment, if any.</i>	Ten months per academic year
3) Whether the Course is a Full-time or Part-time Course	Full-time
4) Course Commencement Date	13 August 2024
5) Course Completion Date	18 June 2025
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	13 August 2024 ⁵
7) Qualification <i>(Name of qualification to be conferred on the Student upon the successful completion of the Course)</i>	N/A
8) Developer / Proprietor of the Course	Canadian International School in accordance with International Baccalaureate PYP Framework
9) Organisation which awards/ confers the qualification	Canadian International School
10) Course entry requirement(s)	<p>Age and Development Requirements 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, www.cis.edu.sg.</p> <p>Pre-Kindergarten, Junior Kindergarten and Senior Kindergarten students must be completely toilet trained and be able to independently manage their own toileting.</p> <p>Documentation Students who are new to the school must provide the relevant official documents to verify their prior schooling, if applicable, at the time of admission.</p> <p>Students already in the school must successfully complete their current grade in order to move to the next grade level. For more details, please refer to www.cis.edu.sg</p>

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

English Language Proficiency Requirements for Entry to CIS (WIDA level equivalency)

Pre-Kindergarten to Grade 2 – N/A

Grades 3 and 4: Eligible with an overall 2.5, and a minimum of 2.0 in all strands.

Grades 5 and 6: Eligible with 3.5 overall or a minimum of 3.0 in all strands.

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 speaker in either bilingual programme language with a minimum high level 2 proficiency in the other

Grade 3: Native speaker in either bilingual programme language with a minimum level 3 proficiency in the other

Grade 4: Native speaker in either bilingual programme language with a minimum high level 3 proficiency in the other

Grade 5: Native speaker in either bilingual programme language with a minimum high level 4 proficiency in the other

Grade 6: Native speaker in both bilingual programme languages

For more details, please refer to www.cis.edu.sg

11) Course schedule (with modules and/or subjects referred to)

Note: Attachment(s) may be included to show the information.

Pre-Kindergarten to Grade 6

Students in Pre-Kindergarten to Grade 6 are instructed in the following subjects:

- Physical, Social, and Personal Education
- Mathematics
- Science
- Social Studies
- Arts (Visual Arts, Drama, and Music)
- Language
- Literacy

Chinese Bilingual Programme (CEB)

For students entering CEB, the languages of delivery would be in English and Chinese.

The 7 subjects listed above would remain unchanged.

	<p>French Bilingual Programme (FEB)</p> <p>For students entering FEB, the languages of delivery would be in English and French.</p> <p>The 7 subjects listed above would remain unchanged.</p> <p>CIS Foundation Programme This programme is designed to accommodate the needs of students requiring an intensive bridging programme in Grades 3 to 8 so that they may gain entry to the CIS PYP/MYP programme when they reach the required English entry requirement as above.</p> <p>For more details, please refer to www.cis.edu.sg</p> <p>English Language Learner (ELL) Programme</p> <p>Senior Kindergarten (SK) to Grade 6 Students in SK to Grade 6 who are identified by CIS as needing ELL support must participate in the 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 a chargeable after school intensive English class (if deemed necessary) could also be required. With Grade 6 being the year they transition to MYP, the school will assess readiness for MYP and the student may be offered interventions.</p>
<p>12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the course</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>27 September 2024 7 October to 18 October 2024 31 October 2024 16 December 2024 to 3 January 2025 27 January to 31 January 2025 14 March 2025 31 March to 4 April 2025 18 April 2025 1 May 2025 12 May 2025 6 June 2025</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>Please note that the CIS calendar is subject to change. All changes will be communicated via the Week at a Glance newsletter. For full details, please view the calendar on the school website.</p>
<p>13) Examination and/or other assessment and/or assignment period(s)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>November 2024 March 2025</p>
<p>14) Expected final examination / assessment results release date</p> <p><i>Note: The date shall not be more than three (3) months after the completion of the final</i></p>	<p>Reports are distributed to parents by 31 January 2025 and 18 June 2025.</p>

<i>examination, unless otherwise permitted by SSG.</i>	
15) Expected date of conferment of the qualification	Pre-Kindergarten to Grade 6: 18 June 2025 Grade promotion is not automatic. If there are concerns about student promotion, a body of evidence (i.e. attendance, behaviour, academic performance and professional judgement) in conjunction with parent meetings will be taken into account.
16) Does the Course include any industrial attachment?	No
17) Duration of industrial attachment	N/A

SAMPLE ONLY

SCHEDULE A
COURSE DETAILS – IB MYP

1) Course Title	International Baccalaureate Middle Years Programme (IB MYP) – Grade 7 to Grade 10
2) Permitted Course Duration (in months) <i>Note: This does not include the period of the industrial attachment, if any.</i>	Ten months per academic year
3) Whether the Course is a Full-time or Part-time Course	Full-time
4) Course Commencement Date	13 August 2024
5) Course Completion Date	18 June 2025
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	13 August 2024 ⁵
7) Qualification <i>(Name of qualification to be conferred on the Student upon the successful completion of the Course)</i>	Credits earned in Grades 9 and 10 contribute towards a CIS High School Diploma. To be awarded with a CIS High School Diploma, students need a total of 25 credits earned from Grades 9 to 12.
8) Developer / Proprietor of the Course	Canadian International School in accordance with International Baccalaureate MYP Framework
9) Organisation which awards/ confers the qualification	Canadian International School
10) Course entry requirement(s)	<p>Age Requirements Grade 7 to Grade 10 students must meet the minimum entry age requirement for the relevant grade level. These ages are outlined on the school website, www.cis.edu.sg.</p> <p>Documentation Students who are new to CIS must provide the relevant official documents to verify their prior schooling, if applicable, at the time of admission. 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). To successfully complete each grade level and be promoted to the next grade level, students in Grades 7 to 10 must:</p> <ul style="list-style-type: none"> • score a total of 32 points or more in their MYP courses; • successfully complete the MYP service as action requirements. <p>Students who obtain between 28 to 31 total points in their 8</p>

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

	<p>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.</p> <p>Students who obtain less than 28 total points in 8 MYP courses may be encouraged to consider the alternate educational pathways. This may include repeating the current grade or leaving CIS.</p> <p>English Language Proficiency Requirements</p> <p>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, are required to take an English proficiency test for admission. Based on the results, students are placed into an English Language Acquisition phase that best meets the learning needs of the student.</p> <p>English Entry Requirements (WIDA level equivalency)</p> <ul style="list-style-type: none"> • Grade 7: Eligible with overall 3.0 AND a minimum 3.0 in all strands. Semester 2: Eligible with overall of 3.0, and a minimum of 3.0 in all strands. • Grade 8: Semester 1: Eligible with overall 3.5 AND a minimum 3.0 in all strands. Semester 2: Eligible with overall 3.5 and a minimum of 3.5 in all strands • Grade 9: Eligible with overall 4.0 AND a minimum 3.0 in all strands. After 30th August: Eligible with overall 4.5 AND a minimum of 3.0 in all strands • Grade 10: Eligible with overall 4.5 AND a minimum 4.0 in all strands • Grades 11 and 12: Eligible with overall 5.0 AND a minimum of 5.0 in all strands <p>English proficiency assessments and/ or MYP criteria assessments determine the student's level of proficiency in English in reading, writing, speaking, and listening.</p> <p>Students entering Grades 7 to 10 who are identified by the School as needing ELL support must participate in the English Language Learner programme – this is compulsory.</p> <p>Students in the MYP who are identified as needing ELL may be required to take additional intensive English instruction.</p> <p>CIS Foundation Programme This programme is designed to accommodate the needs of students requiring an intensive bridging programme in Grades 3 to 8 so that they may gain entry to the CIS PYP/ MYP programme when they reach the required English entry requirement as above.</p> <p>For more details, please refer to www.cis.edu.sg</p>
<p>11) Course schedule (with modules and/or subjects referred to) <i>Note: Attachment(s) may be included to show the information.</i></p>	<p>Students in Grades 7 to 10 take the following subjects:</p> <ul style="list-style-type: none"> • Language and Literature • Language acquisition, or Additional Language and Literature • Individuals and Societies • Sciences

	<ul style="list-style-type: none"> • Mathematics • Physical and Health Education <p>Grade 7 and 8 Students complete a rotation of semester courses in Visual Art, Theatre, Music and Design.</p> <p>Grade 9 Students select two courses from Visual Art, Theatre, Music, Design and Media Studies.</p> <p>Grade 10 Students take a design course and select one course from Visual Art, Theatre, Music and Media Studies.</p> <p>Students must successfully complete the Personal Project and the MYP Core Elements (Service and Action) to move to the next grade level.</p> <p>English Language Learner (ELL) Programme</p> <p>Grades 7 to 10 Students in Grades 7 to 10 who are identified by the School as needing ELL support must participate in English Language Learner Programme - this is compulsory. Students in the ELL programme are instructed by ELL instructors. Students attend MYP classes for the remaining instructional time.</p> <p>An additional ELL programme, including a chargeable after school intensive English class (if deemed necessary) could also be required for MYP students. With Grade 6 being the year, they transition to MYP, the school will assess readiness for MYP and the student may be offered interventions.</p>
<p>12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the course</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>27 September 2024 7 October to 18 October 2024 31 October 2024 16 December 2024 to 3 January 2025 27 January to 31 January 2025 14 March 2025 31 March to 4 April 2025 18 April 2025 1 May 2025 12 May 2025 6 June 2025</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>Please note that the CIS calendar is subject to change. All changes will be communicated via the Week at a Glance newsletter. For full details, please view the calendar on the school website.</p>
<p>13) Examination and/or other assessment and/or assignment period(s)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>Examinations: Grades 7 to 8 - November 2024, March 2025 Grades 9 to 10 - May 2025</p>
<p>14) Expected final examination / assessment results release</p>	<p>31 October 2024: Progress Report 31 January 2025: Semester Report</p>

<p>date</p> <p><i>Note: The date shall not be more than three (3) months after the completion of the final examination, unless otherwise permitted by SSG.</i></p>	<p>30 April 2025: Progress Report</p> <p>18 June 2025: End of Year Report</p>
<p>15) Expected date of conferment of the qualification</p>	<p>Grade 7 to Grade 10: 18 June 2025</p>
<p>16) Does the Course include any industrial attachment?</p>	<p>No</p>
<p>17) Duration of industrial attachment</p>	<p>N/A</p>

SAMPLE ONLY

SCHEDULE A
COURSE DETAILS – IB DP

1) Course Title	International Baccalaureate Diploma (IB DP) – Grade 11 CIS High School Diploma International Baccalaureate Diploma (IB DP) – Grade 12
2) Permitted Course Duration (in months) <i>Note: This does not include the period of the industrial attachment, if any.</i>	Ten months per academic year
3) Whether the Course is a Full-time or Part-time Course	Full-time
4) Course Commencement Date	13 August 2024
5) Course Completion Date	18 June 2025
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	13 August 2024 ⁵
7) Qualification <i>(Name of qualification to be conferred on the Student upon the successful completion of the Course)</i>	CIS High School Diploma and/ or International Baccalaureate (IB) Diploma
8) Developer / Proprietor of the Course	Canadian International School in accordance with International Baccalaureate Diploma Programme
9) Organisation which awards/ confers the qualification	Canadian International School and/or International Baccalaureate
10) Course entry requirement(s)	<p>Age Requirements 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, www.cis.edu.sg</p> <p>Documentation Students who are new to the school must provide the relevant official documents to verify their prior schooling, if applicable, at the time of admission.</p> <p>Academic progress will be reviewed during grade 11 to determine if a student will continue on the IBDP pathway.</p> <p>If a year 1 (Grade 11) student has less than 16 credit points in total, the secondary school principal will review the student's file.</p>

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

	<p>Based on this review, the secondary school principal will determine whether the student will:</p> <ul style="list-style-type: none"> • continue to Grade 12 on the IB diploma pathway, but on academic probation • continue to Grade 12 on the CIS High School diploma pathway. <p>English Language Proficiency Requirements</p> <p>Students entering Grades 11 and 12 must have a level of academic English proficiency in all four language domains (reading, writing, speaking, and listening) that allows them to thrive in the CIS curriculum. Proficiency requires a level of 5.0 in all language domains (WIDA level equivalency).</p>
<p>11) Course schedule (with modules and/or subjects referred to)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>Grades 11 and 12 – CIS High School Diploma:</p> <p>Students in Grades 11 and 12 must meet the total of 25 credits, from the following courses, to be eligible for a CIS High School Diploma.</p> <ul style="list-style-type: none"> • English • Mathematics • Science • Individuals and Societies • Additional Language, other than English • Physical Education • The Arts • <i>Discretionary Credit</i> <p>Grades 11 and 12 - IB Diploma:</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"> • Group 1 – Studies in Language and Literature • Group 2 – Language Acquisition • Group 3 - Individuals and Societies • Group 4 - Sciences • Group 5 - Mathematics • Group 6 - The Arts/Optional Subjects from other groups • Three core requirements of the programme are: the Theory of Knowledge (TOK), the Extended Essay (EE), and Creativity, Activity and Service (CAS).
<p>12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the Course</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>27 September 2024 7 October to 18 October 2024 31 October 2024 16 December 2024 to 3 January 2025 27 January to 31 January 2025 14 March 2025 31 March to 4 April 2025 18 April 2025 1 May 2025 12 May 2025 6 June 2025</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>Please note that the CIS calendar is subject to change. All changes will be communicated via the Week at a Glance newsletter. For full details, please view the calendar on the school website.</p>
<p>13) Examination and/or other assessment and/or assignment period(s)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>Grade 11: May/June 2025 Grade 12: February 2025 and April/ May 2025</p>
<p>14) Expected final examination / assessment results release date</p> <p><i>Note: The date shall not be more than three (3) months after the completion of the final examination, unless otherwise permitted by SSG.</i></p>	<p>Reports are distributed to parents: 31 October 2024: Progress Report 31 January 2025: Semester Report 30 April 2025: Progress Report 18 June 2025: End of Year Report</p> <p>The IB releases Grade 12 IB DP student results, usually within two months of the award assessment/examination.</p>
<p>15) Expected date of conferment of the qualification</p>	<p>Grade 12</p> <p>The CIS High School Diploma is awarded at graduation. The IB DP Diploma is awarded to students in Grade 12 after the DP results are released by 31 July 2025.</p>
<p>16) Does the Course include any industrial attachment?</p>	<p>No</p>
<p>17) Duration of the industrial attachment</p>	<p>N/A</p>

SCHEDULE A
COURSE DETAILS – CIS FOUNDATION PROGRAMME

1) Course Title	CIS Primary Foundation Programme CIS Secondary Foundation Programme
2) Permitted Course Duration (in months) <i>Note: This does not include the period of the industrial attachment, if any.</i>	Ten months per academic year
3) Whether the Course is a Full-time or Part-time Course	Full-time
4) Course Commencement Date	13 August 2024
5) Course Completion Date	18 June 2025
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	13 August 2024 ⁵
7) Qualification <i>(Name of qualification to be conferred on the Student upon the successful completion of the Course)</i>	N/A
8) Developer / Proprietor of the Course	Canadian International School
9) Organisation which awards/confers the qualification	Canadian International School
10) Course entry requirement(s)	<p>Age Requirements CIS Foundation students must meet the minimum entry age requirement for the relevant grade level. These ages are outlined on the school website, www.cis.edu.sg.</p> <p>Documentation Students who are new to the school must provide the relevant official documents to verify their prior schooling, if applicable, at the time of admission.</p> <p>English Language Proficiency Requirements (WIDA level equivalency) 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> <ul style="list-style-type: none"> • Grades 3 and 4: Overall 1.0 in all strands • Grade 5: Semester 1: Overall 1.0 in all strands. Semester 2: Overall 1.5 and a minimum of 1.5 in all

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

	<p>strands</p> <ul style="list-style-type: none"> • Grade 6: Semester 1: Overall 2.0 in all strands. Semester 2: Overall 2.5 and a minimum of 2.5 in all strands • Grade 7: Semester 1: Minimum of 2.5 in all strands, or overall 3.0 with a minimum of 2.0 in all strands Semester 2: Same as semester 1 Grade 8: Semester 1: Overall 3.0 and a minimum of 2.0 in all strands. Semester 2: Overall 3.5 and a minimum of 2.5 in all strands
<p>11) Course schedule (with modules and/or subjects referred to)</p> <p><i>Note: Attachment(s) may be included to show the information</i></p>	<p>Students will take the following subjects:</p> <ul style="list-style-type: none"> • English • Mathematics • Science • Social Studies • Physical and Health Education <p>The course will run 2 semesters per year.</p>
<p>12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the Course</p>	<p>27 September 2024 7 October to 18 October 2024 31 October 2024 16 December 2024 to 3 January 2025 27 January to 31 January 2025 14 March 2025 31 March to 4 April 2025 18 April 2025 1 May 2025 12 May 2025 6 June 2025</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>Please note that the CIS calendar is subject to change. All changes will be communicated via the Week at a Glance newsletter. For full details, please view the calendar on the school website.</p>
<p>13) Examination and/or other assessment and/or assignment period(s)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>December 2024 May 2025</p>
<p>14) Expected final examination / assessment results release date</p> <p><i>Note: The date shall not be more than three (3) months after the completion of the final examination, unless otherwise permitted by SSG.</i></p>	<p>31 January 2025 18 June 2025</p>

15) Expected date of conferment of the qualification	Reports are issued by 31 January 2025 and 18 June 2025. Please refer to Transfer Policy in clause 37 of the Terms and Conditions.
16) Does the Course include any industrial attachment?	No
17) Duration of the industrial attachment	N/A

SAMPLE ONLY

SCHEDULE B
COURSE FEES – Nursery Programme

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
Total Course Fees Payable	
Nursery Programme Half Day	19,260.00
Nursery Programme Full Day	28,080.00
No of Instalments:	2

INSTALMENT SCHEDULE

Instalment Schedule	Amount (with prevailing GST, if any) (S\$)	Date Due [^]
1 st Instalment	9,630.00 14,040.00	Semester 1: 15 May 2024
2 nd Instalment	9,630.00 14,040.00	Semester 2: 30 Oct 2024
Total Course Fees Payable:	19,260.00 28,080.00	

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

1. Each instalment amount shall not exceed the following:

- 12 months' worth of Course Fees for EduTrust certified PEIs*; or
- ~~6 months' worth of Course Fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or~~
- ~~2 months' worth of Course Fees for non-EduTrust-certified PEIs without IWC*.~~

* Delete as appropriate by striking through.

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE B
COURSE FEES – IB PYP

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
Total Course Fees Payable	
International Baccalaureate Primary Years Programme (IB PYP) - Pre-Kindergarten to Senior Kindergarten	37,800.00
Grade 1 to Grade 3	38,800.00
Grade 4 to Grade 6	42,200.00
No of Instalments:	2

INSTALMENT SCHEDULE

Instalment Schedule	Amount (with prevailing GST, if any) (S\$)	Date Due [^]
1 st Instalment	18,900.00	Semester 1: 15 May 2024
	19,400.00	
2 nd Instalment	21,100.00	Semester 2: 30 Oct 2024
Total Course Fees Payable:	37,800.00	
	38,800.00	
	42,200.00	

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

1. Each instalment amount shall not exceed the following:

- 12 months' worth of Course Fees for EduTrust certified PEIs*; or
- ~~6 months' worth of Course Fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or~~
- ~~2 months' worth of Course Fees for non-EduTrust-certified PEIs without IWC*.~~

* ~~Delete as appropriate by striking through.~~

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE B
COURSE FEES – IB MYP

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
Total Course Fees Payable	
International Baccalaureate Middle Years Programme (IB MYP) - Grade 7 to Grade 10	47,100.00
No of Instalments:	2

INSTALMENT SCHEDULE

Instalment Schedule	Amount (with prevailing GST, if any) (S\$)	Date Due [^]
1 st Instalment	23,550.00	Semester 1: 15 May 2024
2 nd Instalment	23,550.00	Semester 2: 30 Oct 2024
Total Course Fees Payable:	47,100.00	

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

1. Each instalment amount shall not exceed the following:

- 12 months' worth of Course Fees for EduTrust certified PEIs*; or
- ~~6 months' worth of Course Fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or~~
- ~~2 months' worth of Course Fees for non-EduTrust-certified PEIs without IWC*.~~

* Delete as appropriate by striking through.

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE B
COURSE FEES – IB DP

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
Total Course Fees Payable	
International Baccalaureate Programme (IB DP) - Grade 11 CIS High School Diploma International Baccalaureate Programme (IB DP) - Grade 12	49,610.00
No of Instalments:	2

INSTALMENT SCHEDULE

Instalment Schedule	Amount (with GST, if any) (S\$)	Date Due [^]
1 st Instalment	24,805.00	Semester 1: 15 May 2024
2 nd Instalment	24,805.00	Semester 2: 30 Oct 2024
Total Course Fees Payable:	49,610.00	

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

1. Each instalment amount shall not exceed the following:

- 12 months' worth of Course Fees for EduTrust certified PEIs*^{*}; or
- ~~6 months' worth of Course Fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or~~
- ~~2 months' worth of Course Fees for non-EduTrust-certified PEIs without IWC*.~~

* *Delete as appropriate by striking through.*

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE B
COURSE FEES – CIS FOUNDATION PROGRAMME

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
Total Course Fees Payable	
CIS Primary Foundation Programme	49,700.00
CIS Secondary Foundation Programme	54,600.00
No of Instalments:	2

INSTALMENT SCHEDULE

Installment Schedule	Amount (with prevailing GST, if any) (S\$)	Date Due [^]
1 st Instalment	24,850.00 27,300.00	15 May 2024
2 nd Instalment	24,850.00 27,300.00	30 October 2024
Total Course Fees Payable:	49,700.00 54,600.00	

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

1. Each instalment amount shall not exceed the following:

- 12 months' worth of Course Fees for EduTrust certified PEIs*; or
- ~~6 months' worth of Course Fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or~~
- ~~2 months' worth of Course Fees for non-EduTrust-certified PEIs without IWC*.~~

* Delete as appropriate by striking through.

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE C
MISCELLANEOUS FEES⁶

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>5,500.00 for the first child enrolled, 4,500.00 for the second child enrolled. Fee is waived for the third and subsequent child enrolled.</p>
<p>Support Programme Fees** (per Academic year)</p> <p><u>English Language Learners (ELL)</u> English Language Learners for SK to 10 English Language Learners for Grades 1 and 2 (Chinese/ French bilingual programme only)</p> <p><u>Learning Support (LS)</u> Tier-2 LS Tier-3 LS</p> <p><u>Learning Support (LS)</u> Assessment Fee (one time payment)</p> <p>Occupational therapy (OT)</p> <ul style="list-style-type: none"> • 10 session block • 5 session block <p>Speech Language Therapy (SLT)</p> <ul style="list-style-type: none"> • 10 session block • 5 session block <p><i>Note: Per 10 session blocks are applicable to initial and/or subsequent sessions. Per 5 session blocks are applicable to only subsequent sessions.</i></p> <p>** This is compulsory once the students are assessed and determined by CIS that such support is required. This fee does not cover after school intensive English classes or interventions, if to be charged separately by CIS.</p>	<p>8,400.00 8,400.00</p> <p>3,500.00 7,500.00</p> <p>450.00</p> <p>1,800.00 900.00</p> <p>1,800.00 900.00</p>
<p>Chinese-English Bilingual Programme Fee (per Academic year)</p> <p>Pre-Kindergarten, Junior and Senior Kindergarten</p>	<p>1,620.00</p>

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

** For Students under the Support programme provided by the School (see clause 5.6 of the Terms and Conditions)

<p>Grades 1 to 3 Grades 4 to 6</p> <p>This is payable for students who enrol in a Chinese-English Bilingual programme.</p>	<p>4,170.00 4,170.00</p>
<p>Late Payment Interest</p>	<p>2% 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, field work and overseas sports trips</p>	<p>1.00 to 5,000.00</p>
<p>Additional Copies of Yearbooks (First copy is provided free of charge to students)</p>	<p>55.00 each (costs of postage applies where necessary)</p>
<p>Copies of Transcripts</p>	<p>6.00 each (costs of postage applies where necessary)</p>
<p>Postage (yearbooks, transcripts, etc)</p>	<p>0.30 to 200.00 (depends on geographic location)</p>
<p>Competitive Sports Uniform Fee</p>	<p>120.00 to 360.00</p>
<p>CIS uniforms (school, PE, house league shirts, hoodies, hats & caps)</p> <p><i>Available at Lim's Uniforms</i> <i>Prices are subject to change at the start of each school year</i></p>	<p>18.00 to 49.00</p>
<p>Replacement or additional ID Cards (Parents and Students)</p>	<p>25.00 each card</p>
<p>Replacement or additional Lanyard/Card Holders (Parents and Students)</p>	<p>6.00 each piece</p>
<p>Lost or Damaged Textbooks and Library Books (Initial copies of Text Books are provided free of charge)</p>	<p>Price will depend on book value</p>
<p>Replacement for loss or damage of school equipment/ device on loan</p>	<p>Depending on the age of the device and its replacement availability in the market, CIS will charge a replacement cost up to its purchase price. If a device is no longer available in the market, the book value of the device will be charged. For a fully depreciated device, or book value less than 15% of purchase price, a 15% of the purchase value will be charged.</p>

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 (each piece)
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.
Examination, Testing or Marking fees	1.00 to 2,000.00 (depending on item)
Online or Externally provided courses	Cost will depend on course selection
Bank Charges and/ or Processing Fees	All payments (not limited to Electronic Funds Transfer (EFT), NETS, cheques, 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, NETS, bank or card payments, if any, shall be borne by the payer.

SCHEDULE D
REFUND POLICY

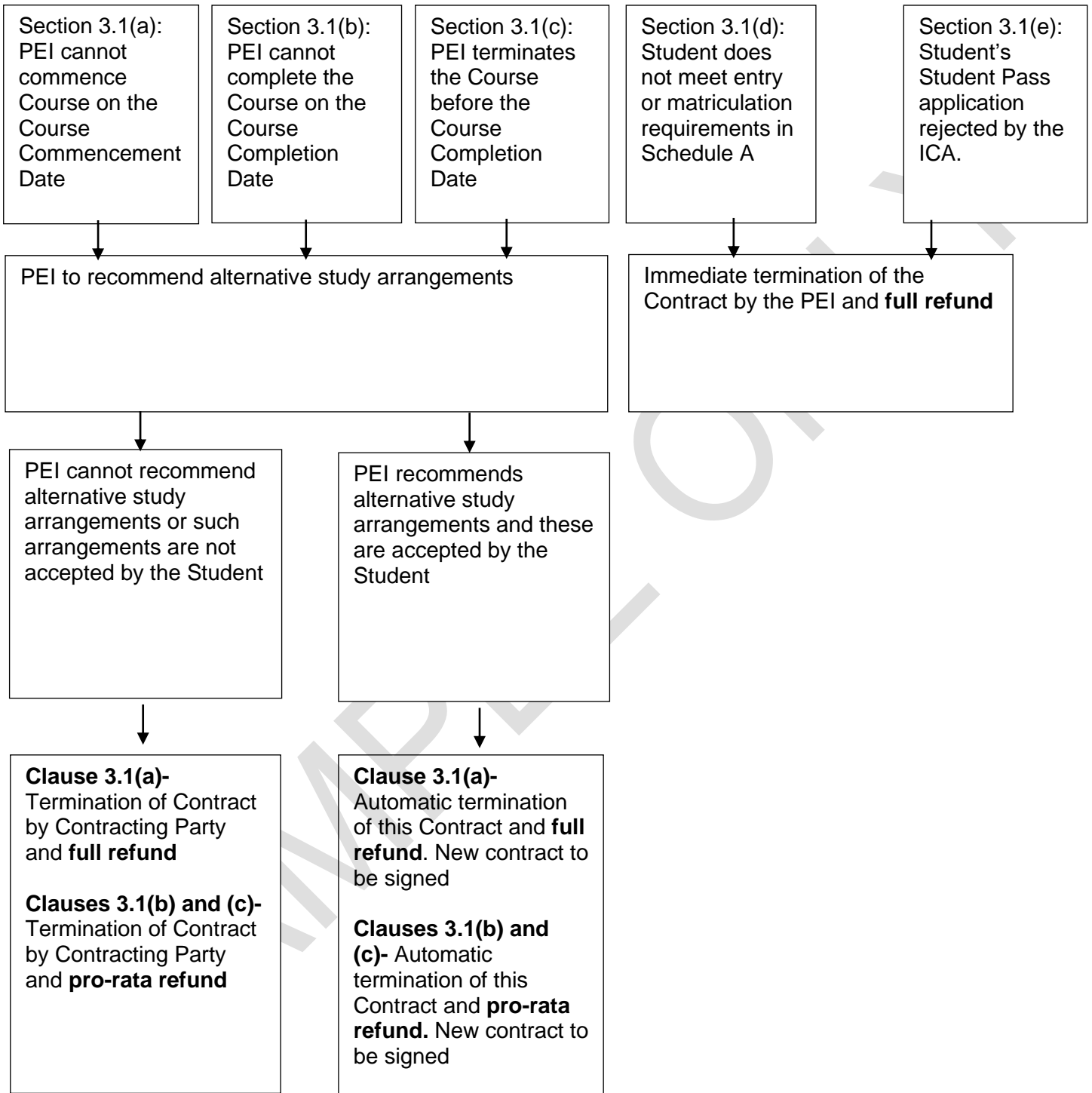
% of the amount of Course Fees and Support Programme Fees (if applicable) paid under <u>Schedule B and C</u>	If the Contracting Party written notice of withdrawal is received during Semester 1(*):	If the Contracting Party written notice of withdrawal is received during Semester 2 (*):
75% (^)	Before 14 June 2024	Before 21 November 2024
25% (^)	Between 14 June 2024 and 12 August 2024	Between 21 November 2024 and 19 January 2025
10% (^)	Between 13 August 2024 and 19 August 2024	Between 20 January 2025 and 26 January 2025
0%	After 19 August 2024	After 26 January 2025

* Please note that dates of notice of withdrawal will be adjusted accordingly should there be changes to the Course Commencement Date.

^ This does not apply if Student's leaving date with CIS is after 19 August 2024 (Semester 1)/ 26 January 2025 (Semester 2).

SCHEDULE E
SECTION 3

REFUND EVENTS



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



Authorized Signatory of CIS
Name: Dr. Allan Weston
Date:

Seal of CIS

SIGNED by the Contracting Party

Name of Contracting Party:
Date:

SAMPLE ONLY