

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		
Committee for Private Education (CPE)		
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 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*	:	

* Delete as appropriate by striking through.

Where non-applicable, put "N/A". Leave no fields blank.

State all dates in the format of DD/MM/YYYY.

1.	COURSE INFORMATION AND FEES
1.1	CIS will deliver the Course as set out in <u>Schedule A</u> to the Student, towards conferment of the stated qualification upon successful Course completion.
1.2	CIS confirms that the Course has been permitted by the Committee for Private Education (CPE) and no amendments have been made to the Course as set out in <u>Schedule A</u> , unless otherwise permitted by CPE.
1.3	The Course Fees payable are set out in <u>Schedule B</u> and the Miscellaneous Fees in <u>Schedule C</u> .
1.4	CIS considers payment made 1 day after the 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 interest charged in <u>Schedule C</u> (if applicable) and any impact on Course/module completion.

2.	REFUND POLICY
2.1	<p><u>Refund for Withdrawal Due to Non-Delivery of Course:</u> CIS will notify the Student within three (3) working days upon knowledge of any of the following:¹</p> <ul style="list-style-type: none"> (i) It does not commence the Course on the Course Commencement Date; (ii) It terminates the Course before the Course Commencement Date; (iii) It does not complete the Course by the Course Completion Date; (iv) It terminates the Course before the Course Completion Date; (v) It has not ensured that the Student meets the course entry requirement as set by the organisation stated in <u>Schedule A</u> within any stipulated timeline set by CPE; (vi) The Student Pass application is rejected by Immigration and Checkpoints Authority (ICA); or (vii) The Student fails to obtain any approvals from any other governmental organisations including but not limited to the Ministry of Education (MOE), which approvals are necessary for the Student to attend the Course. <p>The Student shall be informed in writing of alternative study arrangements (if any)² and also be entitled to a refund of the entire Tuition Fees, Support Programme Fees (if applicable) and Miscellaneous Fees³ (if applicable) already paid less any applicable bank administrative charges should the Student decide to withdraw, within seven (7) working days of the above notice.</p>
2.2	<p><u>Refund for Withdrawal Due to Other Reasons:</u> If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, or force majeure events (as defined in Clause 41 of CIS Terms and Conditions) occur, CIS shall, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in <u>Schedule D</u> less any applicable bank administrative charges payable.</p>
2.3	<p><u>Refund for Withdrawal / Termination of Enrolment:</u> Notwithstanding the generality of clauses 2.1 and 2.2 above, CIS shall provide a refund of any unconsumed Tuition Fees, Support Programme Fees and/or Miscellaneous Fees already paid less any applicable bank administrative charges should the Student decide to withdraw or the Student's enrolment is terminated for the following reasons:</p> <ul style="list-style-type: none"> (i) The Student is expelled from CIS for a serious breach of any of the rules or regulations of CIS including but not limited to the code of conduct in the Parent/Student Handbook, and clause 42 of CIS Terms and Conditions. (ii) Clause 3.6, 5.2, 5.4 of CIS Terms and Conditions apply.
2.4	<p><u>Confirmation Fee is Non-refundable:</u> For the avoidance of doubt, if the Student is withdrawn or terminated from CIS under Clause 2.2 or 2.3 above, the Confirmation Fee is non-refundable regardless of whether the Student has started the course or not.</p>
2.5	<p><u>Refund During Cooling-Off Period:</u> CIS will provide the Student with <u>a cooling-off period of seven (7) working days</u> after the date that the Contract has been signed by both parties.</p>

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

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

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

	<p>Within the cooling-off period and regardless of whether the Course Commencement Date has passed, the Student can withdraw from the School and be refunded the unconsumed Tuition Fees, Support Programme Fees (if applicable) and Miscellaneous Fees⁴ (if applicable) already paid less any applicable bank administrative charges properly paid/payable) PROVIDED that the Student submits a written notice of withdrawal to CIS within the cooling-off period, in accordance with Clause 38 of CIS Terms and Conditions.</p>
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3.	ADDITIONAL INFORMATION
3.1	The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
3.2	If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
3.3	If the Student and CIS cannot settle a dispute using the way arranged by CIS, the Student and CIS may refer the dispute to the CPE Mediation-Arbitration Scheme (https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html).
3.4	All information given by the Student to CIS will not be given by CIS to anyone else, unless the Student signs in writing that he agrees or unless CIS is allowed to give the information by law.
3.5	This agreement shall also be read with CIS's Terms and Conditions, which is attached to this Student Contract, and also found on CIS's website. If there is any other agreement between CIS and the Student that is different from the terms in this Contract (as may be amended by the Supplemental Contract(s), if any), then the terms in this Contract will apply.
3.6	If the Student or CIS does not exercise or delay exercising any right granted by this Contract, the Student and CIS will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
3.7	If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.

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

SCHEDULE A
COURSE DETAILS – Nursery Programme

1) Course Title	Nursery Programme
2) Course Duration (in months)	Ten months per academic year
3) 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 <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2024 ⁵
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	N/A
8) Organisation which develops the Course	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	<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 break for 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) Assessment period</p>	<p>January 2025 June 2025</p>
<p>14) Assessment results release date</p>	<p>Summary letters are distributed to parents in January 2025 and June 2025.</p>
<p>15) Expected award conferment date</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>

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) Course Duration (in months)	Ten months per academic year
3) 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 <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2024 ⁵
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	N/A
8) Organisation which develops the Course	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.

	<p>English Language Proficiency Requirements for Entry to CIS (WIDA level equivalency) Pre-Kindergarten to Grade 2 – N/A</p> <p>Grades 3 and 4: Eligible with an overall 2.5, and a minimum of 2.0 in all strands.</p> <p>Grades 5 and 6: Eligible with 3.5 overall or a minimum of 3.0 in all strands.</p> <p>Bilingual Programmes Entry Requirements</p> <p>Pre-Kindergarten and Junior Kindergarten : no language requirements</p> <p>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.</p> <p>Students from Grades 2 to 6 may be required to take English, Chinese and/or French Proficiency assessment.</p> <p>Grade 2: Native speaker in either bilingual programme language with a minimum high level 2 proficiency in the other</p> <p>Grade 3: Native speaker in either bilingual programme language with a minimum level 3 proficiency in the other</p> <p>Grade 4: Native speaker in either bilingual programme language with a minimum high level 3 proficiency in the other</p> <p>Grade 5: Native speaker in either bilingual programme language with a minimum high level 4 proficiency in the other</p> <p>Grade 6: Native speaker in both bilingual programme languages</p> <p>For more details, please refer to www.cis.edu.sg</p>
<p>11) Course schedule with modules and/or subjects</p>	<p>Pre-Kindergarten to Grade 6</p> <p>Students in Pre-Kindergarten to Grade 6 are instructed in the following subjects:</p> <ul style="list-style-type: none"> ● Physical, Social, and Personal Education ● Mathematics ● Science ● Social Studies ● Arts (Visual Arts, Drama, and Music) ● Language ● Literacy <p>CIS Foundation Programme</p> <p>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</p> <p>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 break for 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 period</p>	<p>November 2024 March 2025</p>
<p>14) Expected examination results release date</p>	<p>Reports are distributed to parents in January 2025 and June 2025.</p>
<p>15) Expected award conferment date</p>	<p>Pre-Kindergarten to Grade 6: 18 June 2025</p> <p>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.</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 2024
5) Course Completion Date	18 June 2025
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2024 ⁵
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</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) Organisation which develops 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).</p> <p>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.

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

	<p>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.</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</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

	<ul style="list-style-type: none"> • Sciences • 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 break for 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 period</p>	<p>Examinations: Grades 7 to 8 – November 2024, March 2025 Grades 9 to 10 - May 2025</p>

14) Expected examination results release date	October: Progress Report January: Semester Report April: Progress Report June: End of Year Report
15) Expected award conferment date	Grade 7 to Grade 10: 18 June 2025

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) Course Duration (in months)	Ten months per academic year
3) 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 <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2024 ⁵
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	CIS High School Diploma and/ or International Baccalaureate (IB) Diploma
8) Organisation which develops 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</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 break for 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</p>

	<p>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>
13) Examination and/or other assessment period	<p>Grade 11: May/June 2025 Grade 12: February 2025 and April/ May 2025</p>
14) Expected examination results release date	<p>Reports are distributed to parents: October: Progress Report January: Semester Report April: Progress Report June: 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>
15) Expected award conferment date	<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 in July 2025.</p>

SCHEDULE A
COURSE DETAILS – CIS FOUNDATION PROGRAMME

1) Course Title	CIS Primary Foundation Programme CIS Secondary Foundation Programme
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 2024
5) Course Completion Date	18 June 2025
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	13 August 2024 ⁵
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	N/A
8) Organisation which develops the Course	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 strands

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

	<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
11) Course schedule with modules and/or subjects	<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>
12) Scheduled holidays (public and school) and/or semester/term break for course	<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>
13) Examination and/or other assessment period	<p>December 2024 May 2025</p>
14) Expected examination results release date	<p>January 2025 June 2025</p>
15) Expected award conferment date	<p>Reports are issued January 2025 and June 2025.</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\$)
Tuition Fees*	
Nursery Programme Half Day	19,260.00
Nursery Programme Full Day	28,080.00
No of Instalments:	2

* The tuition fees which are payable by the Parents/Legal Guardian/Student may be pro-rated where a new Student commences his/her studies midway through the School Year (see Clause 24.5 of the Terms and Conditions) or amended where the Student is subject to a financial arrangement agreed between CIS and the Student (E.g. child of CIS staff). The amended 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 [^]
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.

SCHEDULE B
COURSE FEES – IB PYP

Fees Breakdown	Total Payable (with prevailing GST, if any) (S\$)
Tuition Fees*	
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

* 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 amended where the Student is subject to a financial arrangement agreed between CIS and the Student (E.g. child of CIS staff). The amended 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 [^]
1 st Instalment	18,900.00	Semester 1: 15 May 2024
2 nd Instalment	19,400.00 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.

SCHEDULE B
COURSE FEES – IB MYP

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

* The tuition fees which are payable by the Parents/Legal Guardian/Student may be pro-rated where a new Student commences his/her studies midway through the School Year (see Clause 24.5 of the Terms and Conditions) or amended where the Student is subject to a financial arrangement agreed between CIS and the Student (E.g. child of CIS staff). The amended 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 [^]
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.

SCHEDULE B
COURSE FEES – IB DP

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

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

INSTALMENT SCHEDULE

Instalment Schedule	Amount (with GST, if any) (S\$)	Date Due [^]
1 st Instalment	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.

SCHEDULE B

COURSE FEES – CIS FOUNDATION PROGRAMME

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

* The tuition fees which are payable by the Parents/Legal Guardian/Student may be pro-rated where a new Student commences his/her studies midway through the School Year (see Clause 24.5 of the Terms and Conditions) or amended where the Student is subject to a financial arrangement agreed between CIS and the Student (E.g. child of CIS staff). The amended 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

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.

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>4,000.00 for the first child enrolled, 3,300.00 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 Grades 1 to 3</p>	<p>1,620.00 4,170.00</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)

Grades 4 to 6 This is payable for students who enrol in a Chinese-English Bilingual programme.	4,170.00
Late Payment Interest	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.
Outdoor Excursions Programme * Note: Participating Students will be informed of the costs no more than three (3) months before the commencement * Includes excursion week, field work and overseas sports trips	1.00 to 5,000.00
Additional Copies of Yearbooks (First copy is provided free of charge to students)	55.00 each (costs of postage applies where necessary)
Copies of Transcripts	6.00 each (costs of postage applies where necessary)
Postage (yearbooks, transcripts, etc)	0.30 to 200.00 (depends on geographic location)
Competitive Sports Uniform Fee	120.00 to 360.00
CIS uniforms (school, PE, house league shirts, hoodies, hats & caps) <i>Available at Lim's Uniforms Prices are subject to change at the start of each school year</i>	18.00 to 49.00
Replacement or additional ID Cards (Parents and Students)	25.00 each card
Replacement or additional Lanyard/Card Holders (Parents and Students)	6.00 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
Replacement for loss or damage of school equipment/ device on loan	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.
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 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 during Semester 1(*):	If Student's 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).

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 _____

SAMPLE ONLY