

# STUDENT CONTRACT

BETWEEN

**NEXUS INTERNATIONAL SCHOOL (SINGAPORE)**

AND «Student\_Formatted\_Name»

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«Student\_Formatted\_Name» Passport No:«Passport\_Number»



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 : Nexus International School (Singapore)  
 Registration Number : 201009668C  
 (hereinafter known as “the School”)
- (2) Full Name of Student : «Student\_Formatted\_Name»  
*(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)\**  
 (hereinafter known as “the Student”)
- NRIC Number (for SC/PR)\* : «NRIC\_No\_Singaporean\_SPR»  
 Student’s Pass Number (if available)/  
 Passport Number (for international student)\* : «Residence\_Visa\_Number» /  
 «Passport\_Number»
- (3) Full Name of Parent/Legal Guardian\*  
*(if Student is under eighteen (18) years of age)*  
 (hereinafter known as “the Parent”) : \_\_\_\_\_
- NRIC/Passport Number\* : \_\_\_\_\_

## 1. COURSE INFORMATION AND FEES

- 1.1 The School will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2 The School confirms that the Course has been permitted by the Council for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3 The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.4 The School considers payment made 14 days/month\* after the scheduled due date(s) in Schedule B as late. The School will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).

\* 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.

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## 2. REFUND POLICY

### 2.1 Refund for Withdrawal Due to Non-Delivery of Course:

The School will notify the Student within three (3) working days upon knowledge of any of the following:

- (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 or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by the Immigration and Checkpoints Authority of Singapore (ICA).

The Student should be informed in writing of alternative study arrangements (if any). Upon receiving the School's notification, the Student may withdraw from the Course by submitting a written notice of withdrawal, in which case the Student will be entitled to a refund of all Course Fees and Application Fees (set out in Schedule B) and Miscellaneous Fees (set out in Schedule C) already paid. However, in the case of a withdrawal arising from (vi) the Student's Pass application being rejected by the Immigration and Checkpoints Authority of Singapore (ICA), the Course Fees and the Miscellaneous Fees already paid shall be refunded but the Application Fee shall not be refunded.

Such refund will be made within seven (7) working days of the School receiving the Student's notice of withdrawal.

### 2.2 Refund for Withdrawal Due to Other Reasons:

In order to withdraw from the Course for any reason other than those stated in Clause 2.1, the Student must submit a written notice of withdrawal specifying the effective date that the Student intends to withdraw from the school roll. The school roll refers to the School's database of attending students. Once a Student has been removed from the school roll, he/she will no longer be entitled to attend the Course.

The School will, as soon as reasonably practicable upon receipt of such written notice, arrange for the Student's removal from the school roll, and refund to the Student an amount of the Course Fees apportioned based on the table set forth in Schedule D. For clarity, the refund of Course Fees will be calculated based on the date of the Student's removal from the school roll, and not the date that the Student submits his/her written notice of withdrawal. The following fees shall not be refunded to the Student:

- (a) Development Levy, as set out in Schedule B; and
- (b) Miscellaneous Fees, as set out in Schedule C.

Any refund of Course Fees will be made within seven (7) working days from the Student's removal from the school roll.

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### **2.3 Refund During Cooling-Off Period:**

The School will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

Notwithstanding Clause 2.2, the Student will be refunded all of the Course Fees and Miscellaneous Fees already paid, but not the Application Fee, if the School receives the Student's written notice of withdrawal within the cooling-off period, even when the notice of withdrawal is received less than fourteen (14) days before the Semester Commencement Date.

Such refund will be made within seven (7) working days of the School receiving the Student's notice of withdrawal.

## **3. ADDITIONAL INFORMATION**

- 3.1** Where the Student makes any payments under this Agreement in a form other than cash, the payment will be deemed to have been made when the School receives the payment to its account free and clear of all charges, provided that the School will deposit any payment by cheque without undue delay.
- 3.2** This Agreement may be subject to amendment by mutual agreement between the School and the Student. Without detracting from the generality of the foregoing and specifically in relation to the revision of Course Fees, the School may from time to time propose the revision of the amount or payment structure of the Course Fees by way of a letter to the Student with prior notice. The signing and return of the letter or an affirmative email by the Student to the School shall constitute consent to the revision of the Course Fee or alternatively, payment of the revised Course Fees shall constitute implied consent to the same even if the Student has not communicated their consent in any other form. In the event that there is any dispute in relation to the revised Course Fees, Parties may resolve the matter through the dispute resolution process set out in Clause 3.5 below.
- 3.3** The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.4** If any part of this Contract is not valid for any reason under the laws of Singapore, this will not affect any other part of this Contract.
- 3.5** If the Student and the School cannot settle a dispute using the way arranged by the School, the Student and the School may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.cpe.gov.sg](http://www.cpe.gov.sg)).
- 3.6** All information given by the Student to the School will not be given by the School to anyone else, unless the Student signs in writing that he agrees or unless the School is allowed to give the information by law or under Schedule E.
- 3.7** If there is any other agreement between the School and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.8** If the Student or the School does not exercise or delay exercising any right granted by this Contract, the Student and the School will still be able to exercise the same type of



right under this Contract during the rest of the time the Contract continues.

- 3.9** 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. SCHEDULES OF INFORMATION ATTACHED**

- 4.1** The following schedules which are attached shall form part of this Contract:

Schedule A – Course Details

Schedule B – Course Fees

Schedule C – Miscellaneous Fees

Schedule D – Refund Table

Schedule E – Confidential Personal Information

Schedule F – Expulsion of Student

Schedule G – Age Recommendations

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## SCHEDULE A COURSE DETAILS

Course Title	«Year_20152016»
Course Duration <i>(in months)</i>	<b>10 months</b>
Full-time or Part-time Course	<b>Full-time</b>
Course Commencement Date	<b>12<sup>th</sup> August 2015</b>
Course Completion Date -	<b>10/06/2016</b> or such earlier date when the Student is withdrawn from the course.
Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	<p style="text-align: center;">(DD/MM/YYYY)</p> <p>A student may enrol at the School on an agreed course at any time after the Course Commencement date. If the date of enrolment is after the Course Commencement Date shown in this Schedule, then the course will have already commenced, and the parties hereto acknowledge this by signing this document.</p>
Scheduled holidays (public and school) and/or semester/term break for course	<p><b>Public Holidays</b> Gazetted public holidays will be observed during each academic year. If a public holiday falls on a Sunday, the following Monday will be a public holiday. For a list of gazetted public holidays in Singapore, please refer to the Ministry of Manpower's website at <a href="http://www.mom.gov.sg">www.mom.gov.sg</a></p> <p><b>Term Breaks</b> There are four term breaks in an academic year and the duration and approximate months of the breaks: Term 1: two weeks in October Term 2: three weeks from mid December to early January Term 3: two weeks from mid March to early April Term 4: eight weeks from mid June to mid August</p> <p>For a detailed timetable showing all scheduled holidays and term breaks, please refer to the Academic Calendar in the school website (available for viewing or downloading at <a href="http://www.nexus.edu.sg">www.nexus.edu.sg</a>)</p>
Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Report Cards will be issued to each Student setting out the results of the Student's performance on assessments and / or examinations conducted during the academic year. Students will upon request be provided with a transcript of all grades attained during their attendance at the School.

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Organisation which develops the Course	« <b>Organisation_which_develops_the_Course</b> »
Organisation which awards/ confers the qualification	« <b>Organisation_which_awards_confers_the_q</b> »
Course entry requirement(s)	<ul style="list-style-type: none"> <li>• Refer to Schedule G for the recommended age groups at the start of the academic year in August; or</li> <li>• Passing of relevant entrance tests as shall be determined by the School in its sole discretion; or</li> <li>• Such other assessments as the School, in its sole discretion, shall consider appropriate having regard to the background and prior education of the Student and the School's suitability for the Student; or</li> <li>• Completion of the previous Year level (or equivalent) and sufficient English language skills to undertake the course, as determined by the School, will influence advancement from one Year level to the next.</li> </ul> <p>For Year 12 entry:  "Entrance to the IB Diploma Programme is on a case-by-case basis as learners apply to the school from so many different educational backgrounds. For learners who have studied IGCSEs the School would normally expect them to achieve at least five A*-C grades to enter the Diploma. The Diploma Programme is delivered in English so the School expects learners to be proficient in English to be able to cope with the demands of the programme. Reading Age is measured on entry to the School and should ordinarily be commensurate with the learner's true age for the application to be successful. All applicants are interviewed by the IB Diploma Coordinator and/or Head of Secondary to understand and assess the learner's ability to undertake the Diploma."</p>
Course schedule with modules and/or subjects	Such subjects as shall be offered to meet with the requirements of the School, International Baccalaureate Organization (IBO) or Cambridge International Examinations (CIE), where applicable, and in accordance with the course delineated in this Schedule.
Examination and/or other assessment period	Based on internal ongoing assessments and / or examinations as shall be prescribed by the School, IBO or CIE, as applicable.
Expected examination results release date	Results of ongoing assessment for all Year groups save for Years 11 & 13 are issued in accordance with the School's reporting schedule. Years 11 & 13 receive their examination results directly from IBO or CIE.
Expected award conferment date	Applicable to Years 11 & 13. Conferment dates are determined by CIE for Year 11 and IBO for Year 13 and information is published timely on the respective websites.

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## **SCHEDULE B**

### **COURSE FEES**

Please note that the fees set out hereunder are for Academic Year 2015 – 2016 (which are inclusive of 7% GST) and are subject to revision from time to time in accordance with Clause 3.2. Student is advised to check the School website at [www.nexus.edu.sg](http://www.nexus.edu.sg) (under “Admissions” page) for the latest Fee Schedule.

<b>Fees Breakdown</b> <i>[shows the full breakdown of total payable course fees]</i>	<b>«Year_20152016» Total Payable (S\$)</b>
Registration Fee Course Fee for academic year Development Levy* Additional English Support fee (For Semester 1 & 2) <u>Less</u> (where applicable): Sibling Discount Staff Discount Pro-Rated Course Fee Nursery Loyalty Discount Scholarship	<b>«Registration_Fee»</b> <b>«Tuition_Fee»</b> <b>«Development_Levy»</b> <b>«Additional_English_a»</b>  <b>«Sibling_Discount»</b> <b>«Staff_Discount»</b>  <b>«Prorating»</b> <b>«Nursery_Half_Discount»</b> <b>«Loyalty»</b> <b>«Scholarship»</b>
<b>Total Course Fees Payable:</b> <b>Total Course Fees Payable (including GST)</b>	<b>«Total_Fee_without_GST_a»</b> <b>«TotalCF_With_7_GST_a»</b>
<b>No of Instalments:</b>	<b>3</b>

\* The Development Levy is payable in full during the first semester of attendance each academic year. Where a Student withdraws from the Course pursuant to Clause 2.2, this Development Levy is non-refundable and will not be pro-rated regardless of enrolment date.

### **APPLICATION FEE PAID**

<b>Fees Breakdown</b>	<b>Total Paid (include 7% GST where applicable) (S\$)</b>
Application Fee**	<b>«Application_Fee_Inc_GST»</b>

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\*\*Where withdrawal is in accordance with Clauses 2.1(i) to (v), the Application Fee will be refunded in full. Where withdrawal is for any other reason, the Application Fee is non-refundable for withdrawals and will not be pro-rated regardless of enrolment date.

### **INSTALMENT SCHEDULE**

<b>Instalment Schedule*</b>	<b>Amount (include 7% GST where applicable) (S\$)</b>	<b>Date Due**</b>
<b>1<sup>st</sup> instalment</b> ( <del>Registration</del> / Reenrolment fee)	«Reenrolment_W_GST»	<b>Due 7 calendar days from date of invoice</b>
<b>2<sup>nd</sup> instalment</b>	«D1_Instalment_With_GST_a »	«Instalment_D1_Due _Date»
<b>3<sup>rd</sup> instalment</b>	«D2_Instalment_With_GST_a »	«Instalment_D2_Due _Date»
<b>Total Course Fees Payable:</b>	«TotalCF_With_7_GST_a»	

\* Each instalment amount shall not exceed 12 months' worth of fees. In very exceptional cases, the School may in its discretion, based on the personal circumstances of a Student, allow the Course Fees for one academic year to be paid in more than two instalments. In such exceptional cases, at the start of each academic year (or upon enrolment with the School, if that is later), the Student shall pay all the instalments for that academic year by cheques dated on the due date of each instalment, as set out in the table above. Should the Student withdraw pursuant to Clause 2.2 before the end of a semester, the Student shall nevertheless be obliged to pay the sum of the Course Fee consumed for that semester, less any refund of Course Fees in accordance with Clause 2.2.

\*\* The Student must pay each instalment at least one week before the due date of the next instalment.

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## SCHEDULE C MISCELLANEOUS FEES<sup>1</sup>

(See Note 1 – These fees are non-refundable for withdrawals under Clause 2.2)

Purpose of Fee	Amount (S\$) and When Payable (including 7% GST)
Re-enrolment fee (for returning students, off-settable against first instalment of tuition fee)	S\$3,210.00 Payable by end of 1 <sup>st</sup> week of Term 4
Registration fee (payable only on initial enrolment and is thus a one off fee)	S\$2,354.00
Reimbursement of credit card charges where payment of fees is made via credit card	2.5% of the fee amount payable
Reimbursement of bank charges where payment of fees is made via bank transfer	S\$20.00 – S\$30.00 - dependent on bank charges
Late payment fee	5% of outstanding fees if payment is not made within 14 days after the scheduled due date(s) in Schedule B. Payable at time of payment of Course Fees The parties agree and acknowledge that this sum represents a genuine pre-estimate of the costs that the School is likely to incur in the event of late payment.
Textbooks (depending on Year level)*	Up to S\$500.00 per Year level
Replacement fees for lost or damaged items	S\$5.00 – S\$500.00
Photocopying / Printing	S\$10.00 per 100 prints above school allocation
House T-Shirts	S\$20.00 per piece
Examination fees for IGCSE candidates*	S\$150.00 – S\$2,500.00 Upon registration for IGCSE examinations
Examination fee for IB Diploma candidates*	S\$1,400.00 – S\$2,500.00 Upon registration for IB Diploma examinations
Managebac Account for CAS (IB Diploma candidates)*	S\$50.00 payable at Year 12
Yearbook	S\$20.00 per copy
Field Trips (local and overseas) <sup>#</sup>	Up to \$7,000.00 per trip payable prior to trip
Co-curricular Activities (CCAs)*	Up to S\$300.00 per term Payable upon confirmation of participation
Student's Pass processing fee – new application and renewal application Visa fee	S\$30.00 per application (payable to Immigration and Checkpoint Authority) S\$60.00 – S\$90.00 depending on region (payable to Immigration and Checkpoint Authority)
Additional English Support Fee	S\$2,140.00 per semester
<p>* - These figures are estimates only and students will be advised of the actual amount applicable to them when invoiced.  # - Trips are unlikely to exceed S\$2,500.00, other than targeted opportunities with the IB Diploma Programme  1- Miscellaneous Fees refer to any optional fees which the students pay only when applicable. Such fees are normally collected by the School when the need arises and these fees are non-refundable if the Student withdraws from the Course for any reason pursuant to Clause 2.2 above.</p>	

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**SCHEDULE D**  
**REFUND TABLE**

% of the amount of fees paid under <b>Schedule B</b> <i>(with the exception of Development Levy and Application Fee)</i>	<b>If written notice of Student's withdrawal is received</b>
100%	90 calendar days or more before the Semester Commencement Date
50%	Less than 90 calendar days but more than 14 calendar days before the Semester Commencement Date
0%	14 calendar days or less before the Semester Commencement Date or after the Semester Commencement Date

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## **SCHEDULE E**

### **CONFIDENTIAL PERSONAL INFORMATION**

The Student and/or the Parent (as applicable) agree that their personal data may be collected, used and disclosed by the School, its officers and staff for the purposes of delivering and administering the Course. Furthermore, notwithstanding that such personal data (including but not limited to contact details, Student's health condition and/or family circumstances) may constitute confidential information, the School, its officers and staff shall be entitled to collect, use and disclose such personal data where reasonably necessary to ensure the safety and promote the welfare of the Student or to avert a perceived risk of harm to the Student or to another person at the School.

The Student and/or the Parent (as applicable) agree that the School may disclose their personal data to its affiliated entities, parent class representative, third party service providers and agents for the above purposes. For the avoidance of doubt, the School may disclose the personal data of the Student and/or the Parent (as applicable) where required by any governmental authorities.

The School reserves the right to monitor the Student's e-mail communications and internet usage on the School's IT network at all times. The School is committed to be in compliance with the Personal Data Protection Act 2012. Details on how the School handles personal data are available upon request.

## **SCHEDULE F**

### **EXPULSION OF STUDENT**

A Student may be formally expelled from the School if the Student has committed a serious breach or a series of breaches of School discipline or expectation and/or a criminal offence. The Principal shall act in accordance with the School's policy on discipline and expulsion in all such cases. Should the Student be formally expelled before the end of a semester, the Student shall nevertheless be obliged to pay the sum of the Course Fee consumed for that semester, less any refund of Course Fees in accordance with Clause 2.2.

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## **SCHEDULE G**

### **AGE RECOMMENDATIONS**

As students join the School from countries and educational systems around the world, the exact age requirements for each Year group varies. The final decision on the Year level the Student is to join will be dependent upon the assessment and/or interview at the time of application and previous school records. As a general rule, students at the School fall in the following age groups at the start of the academic year in August:

No child may start before their 3<sup>rd</sup> birthday.

<b>Year level for AY 2015-2016</b>	<b>Date of birth guideline</b>	<b>Age</b>
Nursery	1 August 2011 – 31 July 2012	3-4
Kindergarten	1 August 2010 – 31 July 2011	4-5
Year 1	1 August 2009 – 31 July 2010	5-6
Year 2	1 August 2008 – 31 July 2009	6-7
Year 3	1 August 2007 – 31 July 2008	7-8
Year 4	1 August 2006 – 31 July 2007	8-9
Year 5	1 August 2005 – 31 July 2006	9-10
Year 6	1 August 2004 – 31 July 2005	10-11
Year 7	1 August 2003 – 31 July 2004	11-12
Year 8	1 August 2002 – 31 July 2003	12-13
Year 9	1 August 2001 – 31 July 2002	13-14
Year 10	1 August 2000 – 31 July 2001	14-15
Year 11	1 August 1999 – 31 July 2000	15-16
Year 12	1 August 1998 – 31 July 1999	16-17
Year 13	1 August 1997 – 31 July 1998	17-18

«Student\_Formatted\_Name» Passport No:«Passport\_Number»



No parts of the Contract are to be altered by means of addition or deletion by any one party.

The parties hereby acknowledge and agree to the terms stated in this Contract.

SIGNED by the SCHOOL

*Stuart Martin*



\_\_\_\_\_  
Authorised Signatory of the School  
Name: Dr. Stuart Martin  
Date: **DD/MM/YYYY**

\_\_\_\_\_  
Seal of the School

SIGNED by the Student

\_\_\_\_\_  
SIGNED by the Student's parent or legal guardian  
*(if the student is under eighteen (18) years of age)*

«**Student\_Formatted\_Name**»

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

\_\_\_\_\_  
Name of Parent or Legal Guardian:

Date:

Date:

«**Student\_Formatted\_Name**» Passport No:«**Passport\_Number**»



**Regulation 25(5) (b)**

**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.

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h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

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*This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.*

I \_\_\_\_\_, NRIC/Passport number \_\_\_\_\_  
*(Name of student/parent /Guardian) (NRIC/ Passport no.)*

have read and understood this advisory note before signing the Student Contract

for myself / my Ward\*\* **«Student Formatted Name»** (NRIC/passport)  
**«Passport Number»**

*(Name of ward)*

With **NEXUS INTERNATIONAL SCHOOL (SINGAPORE)**  
*(Name of PEI)*

\_\_\_\_\_  
*(Signature of student or parent / guardian)*

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

*\*Please delete whichever is inapplicable.*

