

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)

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

for myself/my ward* _____,
(Name of ward)

(NRIC/passport) _____ with **NEXUS INTERNATIONAL SCHOOL (SINGAPORE).**
(Name of PEI)

(Signature of student or parent/guardian)

Date: _____

**Please delete whichever is inapplicable.*

STUDENT CONTRACT

BETWEEN

**NEXUS INTERNATIONAL SCHOOL
(SINGAPORE)**

AND

This contract ("**Contract**") is made BETWEEN:

- (1) Registered Name of Private Education Institution (PEI) : Nexus International School (Singapore)
Registration Number : 201009668C
Registered Address : 1 Aljunied Walk, Singapore (387293)
(hereinafter known as "the School")

(Students under 18 years of age):

- (2) Full Name of Contracting Party (Parent/Legal Guardian) : _____
(As per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)

: _____

(the "Contracting Party") on behalf of

Full Name of Student : _____
(as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)

NRIC Number (for SC/PR) : _____

FIN Number (for non SC/PR- If available) : _____

Passport Number : _____

(the "Student")

OR

(Students 18 and above years of age):

- (3) Full Name of Contracting Party : _____
(as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)

NRIC/FIN/Passport Number : _____

(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.)

(the "Contracting Party")



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 School 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 School 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 School, 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 School 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.
“SWDA”	Shall refer to the Skills and Workforce Development Agency established pursuant to Section 3 of the <i>Skills and Workforce Development Agency Act 2026</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 The School shall provide the Course as set out in Schedule A to the Student. The School 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 *Private Education Act 2009* or the subsidiary legislation thereunder, the prior written consent of SWDA.

For the avoidance of doubt, if it is stated in Schedule A that the Course includes industrial attachment, the School shall use reasonable endeavours to ensure that such industrial attachment is provided to the Student.

2.2 The School represents and warrants that:

- (a) The person stated in Item 8 of Schedule A is the Developer/Proprietor of the Course and that the School has obtained all necessary permissions, licences and approvals for the provision of the Course to the Student.
- (b) It has obtained SWDA'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 SWDA for permission to conduct the Course.
- (c) The School 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 SWDA to obtain its permission to provide the Course.

2.3 School 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.

2.4 The parties agree that Schedule B and Schedule C set out all fees payable (potentially or otherwise) by the Contracting Party to the School for the Course or arising from the Student's undertaking of the Course.

2.5 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 School to the Contracting Party.

The School considers a payment made 01 day/month after the scheduled due date(s) in Schedule B for the Course Fees and 01 day/month after the scheduled due date(s) in the invoices for the Miscellaneous Fees as late. The School 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).

3. TERMINATION AND REFUND POLICY

(For "Refund Events" please refer to the diagram in Schedule E)

3.1 The School will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a "Refund Event"):

- (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 Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:

- (a) The School 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 School 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 School 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 School.

3.3 Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, the School shall forthwith terminate this Contract by way of a written notice to the Contracting Party.

3.4 If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), the School shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

3.5 If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), the School 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.

3.6 If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), the School shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

3.7 If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), the School 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.

3.8 Refund for Withdrawal During the Cooling-Off Period:

Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to the School, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the School. The School shall return all Course Fees and Miscellaneous Fees paid, but not the Application Fees, to the Contracting Party within seven (7) working days of the receipt of the written notice.

3.9 Refund for Withdrawal Outside the Cooling-Off Period:

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.

4. ADDITIONAL INFORMATION

4.1 This Contract shall be interpreted in accordance with the laws of Singapore. Subject to the *Private Education (Dispute Resolution Schemes) Regulations 2016*, 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 School 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 and shall also be read with the School's Terms and Conditions, which can be found on the School's website.
- 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 *Contracts (Right of Third Parties) Act 2001* to enforce any of its terms.

5. SCHEDULES OF INFORMATION ATTACHED

- 5.1** 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 Policy

Schedule E – Section 3 : Refund Events



SCHEDULE A

COURSE DETAILS

1) Course title	
2) Permitted Course Duration	10 months <i>(in months)</i>
3) Whether the Course is a full-time or part-time Course	Full-time
4) Course Commencement Date	<i>(DD/MM/YYYY)</i>
5) Course Completion Date	<i>(DD/MM/YYYY)</i>
6) Date of Commencement of studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	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.
7) Qualification <i>(Name of qualification to be conferred on the Student upon the successful completion of the Course)</i>	Assessment Report 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 and/or references as required.
8) Developer/Proprietor of the Course	
9) Organisation which awards/ confers the qualification	
10) Course entry requirement(s)	For standard entry • Passing of relevant entrance tests as shall be determined by the School in its sole discretion; or • 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 • 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. Other factors may include the child's absence/lateness record and the presence of suitable accommodation arrangements to enable the child to maximise their potential. In Addition for Year 12 entry: • Entrance to the IB Diploma Programme is on a case-by-case basis as Students apply to the school from so many different educational backgrounds.



	For Students who have studied IGCSEs the School would normally expect them to achieve at least five A*-C/9-4 grades to enter the Diploma. The School will consider applicants with four A*-C/9-4 grades (including Maths and English) if they have completed their IGCSE studies at the School. The Diploma Programme is delivered in English so the School expects Students to be proficient in English to be able to cope with the demands of the programme. 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.
11) Course schedule (with modules and/or subjects referred to)	Such subjects as shall be offered to meet with the requirements of the School, International Baccalaureate Organization (IB), Cambridge Assessment International Education (CAIE) or Edexcel, where applicable, and in accordance with the course delineated in this Schedule.
12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the Course	Public Holidays: 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 www.mom.gov.sg Term Breaks: There are four term breaks in an academic year. 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 www.nexus.edu.sg)
13) Examination and/or other assessment and/or assignment period(s)	Based on internal ongoing assessments and/or examinations as shall be prescribed by the School, IB, CAIE or Edexcel, as applicable.
14) Expected final 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 IB, CAIE or Edexcel.
15) Expected date of conferment of the qualification	Applicable to Years 11 & 13. Conferment dates are determined by CAIE and Edexcel for Year 11 and IB for Year 13 and information is published timely on the respective websites.
16) Does the Course include any industrial attachment?	Yes/No (delete as appropriate)
17) Duration of the industrial attachment	N.A.

SCHEDULE B

COURSE FEES

Please note that the fees set out hereunder are for Academic Year **2026-2027** (which are inclusive of 9% GST) and are subject to revision from time to time in accordance with Clause 3.10 of the Terms and Conditions. Students are advised to check the School website at www.nexus.edu.sg (under “Admissions” page) for the latest Fee Schedule.

Fees Breakdown <i>[shows the full breakdown of total payable Course Fees]</i>	Semester 1 Fee (including 9% GST where applicable)(S\$)	Semester 2 Fee (including 9% GST where applicable)(S\$)
Fees Payable per Semester:		
Total Course Fees Payable:		
No of fee Instalments:		

* 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 3.9, this Development Levy is non-refundable and will not be pro-rated regardless of enrolment date.

INSTALMENT SCHEDULE

Instalment Schedule	Amount (including 9% GST where applicable) (S\$)*	Date Due**
Total Course Fees Payable:		

* Each instalment amount shall not exceed 12 months' worth of fees. In very exceptional cases, the School may at its discretion, based on the personal circumstances of a Student, allow the Course Fees for one academic year to be paid in more than four instalments. Should the Student withdraw pursuant to Clause 3.9 before the end of a semester, the Student shall nevertheless be obliged to pay the Semester Course Fee, less any refund of Course Fees in accordance with Clause 3.9.

** The Student must pay each instalment by the due date as specified in Schedule B. Where a payment term is stated, it refers to the number of days after the invoice date. (i.e. 7 Days refers to Payment due 7 days from the Invoice date)

^Sibling Discount applies to the 2nd, 3rd etc. child's Course Fees (NOT the first child's Course Fees) each year.

SCHEDULE C

MISCELLANEOUS FEES

Purpose of Fee	Amount and When Payable (including prevailing GST)(S\$)
Enrolment (payable only on initial enrolment and is thus a one off fee)	S\$5,123.00
Administrative charges for credit card payments	2.5% of the fee amount payable
Late payment	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
Textbooks (depending on Year level)*	Up to S\$650.00 per Year level
Graphic Calculator (depending on Year level)*	Up to S\$250.00
Replacement fees for lost or damaged items	Price will depend on value of lost item.
Photocopying / Printing	S\$10.00 per 100 prints above school allocation
Examination for IGCSE candidates*	S\$150.00 – S\$2,500.00 Upon registration for IGCSE examinations
Examination for IB Diploma candidates*	S\$1,400.00 – S\$2,500.00 Upon registration for IB Diploma examinations
Examination for IELTS*	Up to \$500.00 Upon registration for IELTS examinations
Yearbook	S\$20.00 per copy
Optional Day Trips / Weekend Events*	S\$10.00 - S\$500.00 per trip payable prior to trip
Compulsory Residential Trips*	S\$500.00 - S\$2,500.00 per trip payable prior to trip
Optional Overseas Trips*	S\$200.00 - S\$5,500.00 per trip payable prior to trip
Co-curricular Activities (CCAs)*	Up to S\$800.00 per CCA selected Payable upon confirmation of participation
Student Record Request (2nd copy onwards)	S\$25.00 per copy

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. These fees are non-refundable with the exception of Student's withdrawing from a Course under Clause 3.1.

* - These figures are estimates only and students will be advised of the actual amount applicable to them when invoiced.



SCHEDULE D **REFUND POLICY**

The table below outlines the amount of refund available depending on when the Nexus Withdrawal Form is received by the School (see Refund Policy - Withdrawal Procedure available on the School website).

% of the Semester Course Fee amount payable under Schedule B (with the exception of Development Levy and Application Fee)	If written notice of Student's withdrawal is received	
	Semester 1 (August to December)	Semester 2 (January to June)
100% Refund	Before 01 June	Before 01 November
0% Refund	After 01 June	After 01 November

The Application Fee, Development Levy and Enrolment Fee is strictly non-refundable and non-transferable.

SCHEDULE E **SECTION 3**

REFUND EVENTS

Section 3.1(a): The School cannot commence Course on the Course Commencement Date ☐	Section 3.1(b): PEI cannot complete the Course on the Course Completion Date ☐	Section 3.1(c): PEI terminates the Course before the Course Completion Date ☐	Section 3.1(d): Student does not meet entry or matriculation requirements in Schedule A ☐	Section 3.1(e): Student's Student Pass application rejected by the ICA. ☐
☐ PEI to recommend alternative study arrangements			☐ Immediate termination of the Contract by the PEI and full refund	
☐ PEI cannot recommend alternative study arrangements or such arrangements are not accepted by the Student		☐ PEI recommends alternative study arrangements and these are accepted by the Student		
Clause 3.1(a)- Termination of Contract by Contracting Party and full refund Clauses 3.1(b) and (c)- Termination of Contract by Contracting Party and pro-rata refund		Clause 3.1(a)- Automatic termination of this Contract and full refund . New contract to be signed Clauses 3.1(b) and (c)- Automatic termination of this Contract and pro-rata refund . New contract to be signed		



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

SIGNED by the School

Authorised Signatory of the School

Name: Ms. Karrie Dietz

Date:

SIGNED by the

Name of

Date:

SAMPLE