

PRIVATE EDUCATION INSTITUTION-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 : Chatsworth International School
Registration Number : 199405288W
- (2) Full Name of Student : _____
(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*
: _____
: _____
- (3) Full Name of _____*
(if Student is under eighteen (18) years of age) : _____
: _____

* 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 The PEI 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 PEI 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 PEI considers payment made N/A days/month* after the scheduled due date(s) in Schedule B as late. The PEI 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).

2. REFUND POLICY

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

The PEI 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 Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

2.2 Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, 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 Schedule D.

2.3 Refund During Cooling-Off Period:

The PEI 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.

The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

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 the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
- 3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5** If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI 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.

SCHEDULE A
COURSE DETAILS

Note: The information provided below should be the same as that submitted to the CPE.

1) Course Title	INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME (IB-PYP) - YEAR 6
2) Course Duration (in months)	12 Months
3) Full-time or Part-time Course	Full-Time Course
4) Course Commencement Date	16 August 2018
5) Course Completion Date	20 June 2019
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	N.A.
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Report Card
8) Organisation which develops the Course	Chatsworth International School
9) Organisation which awards/ confers the qualification	International Baccalaureate Organization Chatsworth International School
10) Course entry requirement(s)	<p>Age Requirements Kindergarten 1 to Year 6 students must meet the minimum entry age requirement for the relevant grade level. These ages are outlined on the school website, www.chatsworth.com.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. Students already in the school must successfully complete their current year in order to move to the next year level.</p> <p>English Second Language Requirements (Primary) Year 5 and Year 6 students whose first language is not English are formally assessed at Chatsworth for English proficiency either prior to admission or during the initial weeks of school. Students may be required to take the Oxford Placement Test (OPT) or a developmentally age appropriate assessment depending on their level of English.</p>

11) Course schedule with modules and/or subjects	<p>Students in Year 3 to Year 6 take the following subjects:</p> <ul style="list-style-type: none"> • ART • DRAMA • LANGUAGE ARTS • LIBRARY • MANDARIN Or FRENCH • MATHEMATICS • MUSIC • PERSONAL, SOCIAL AND PHYSICAL EDUCATION • PROGRAMME OF INQUIRY (INCLUDES SCIENCE AND SOCIAL STUDIES)
12) Scheduled holidays (public and school) and/or semester/term break for course	<p>22 August 2018 15 October 2018 to 19 October 2018 5 November 2018 to 6 November 2018 13 December 2018 to 2 January 2019 1 February 2019 to 6 February 2019 25 March 2019 to 5 April 2019 19 April 2019 1 May 2019 20 May 2019 5 June 2019</p> <p>For full details, please view the calendar on the school website - http://international.chatsworth.com.sg/calendar</p>
13) Examination and/or other assessment period	<p>November/December 2018 May/June 2019</p>
14) Expected examination results release date	<p>December: Report June: Report</p>
15) Expected award conferment date	<p>International Baccalaureate Primary Years Programme (IB-PYP) Kindergarten 1 to Year 6: 20 June 2019</p>

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
<i>Note: show full breakdown of total payable course fees</i>	
Course Fee	25,250.00
Building & Maintenance Fee	2,100.00
Total Course Fee Protected	27,350.00
FPS Insurance (need not be protected)	205.14
GST	1,928.86
Total Course Fees Payable:	29,484.00
No of Instalments:	2

INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (S\$)	Date Due ²
1st Instalment	14,742.00	14 days from Invoice
2nd Instalment	14,742.00	Date
Total Course Fees Payable:	29,484.00	

1. Each instalment amount shall not exceed the following:

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

* Delete as appropriate by striking through.

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

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST) (SGD)
IB MYP	
IB MYP Exam Package Fee	800
Late Exam Registration Charge	350
Enquiry Upon Results (<i>excluding re-moderation</i>)	280
Legalization of Certificate (per certificate)	320
Replacement Certificate (per certificate)	180
Appeals	920
IB Diploma	
IB DP Exam Package Fee	1,980
Registration Amendments	280
Late Registration Charge	930
Enquiry Upon Results	350
Legalization of Diploma Results	350
Replacement Diploma or Certificate	180
Results to Universities (no charge for first six universities)	85
Appeals	1,060
Re-take of Exams (per subject fee)	280
EAL / LS Fee	
English as a Second Language (EAL) - per Academic Year	3,140
English as a Second Language (EAL) - per Semester	1,570
Learning Support (LS) - per Academic Year	3,140
Learning Support (LS) - per Semester	1,570
Other Miscellaneous Fees	
Additional Support for exams for special needs (per 30 min)	70
Repeat Drug Test	180
ManageBac Account Fee	60
Field Trip (per trip)	5 - 600
Participation in Overseas Science Field Trip (IB Diploma)	800 - 1,500
Curriculum Enhancement Week (CEW) Trip <i>*Payable to external service provider</i>	500 - 5,000
School Apparels	10 - 70
School File / Folders / Library Bag	15
School Caps	15
Additional Yearbook (per book)	28
Lost or Damaged Library Books / Textbooks (per book)	25 - 200
Replacement of ID Card (Parents and Students)	27
Locker Fee	27
Lock (for Locker)	17
Student Record Request (per copy)	20 - 80
International Courier Service (For Reports, Transcripts, etc.)	120
Registered Mail Service (For Reports, Transcripts, etc.)	30

3. Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises

**SCHEDULE D
REFUND TABLE**

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[75%]	more than [60] days before the Course Commencement Date
[25%]	before, but not more than [60] days before the Course Commencement Date
[0]	after, but not more than [0] days after the Course Commencement Date
[0]	more than [0] days after the Course Commencement Date

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

SIGNED by the PEI



Authorised Signatory of the PEI
Name: Chan Hua Ming
Date: 14/05/2018

Seal of PEI

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 _____ :

Date: N.A.

Date: