

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	:	HFSE International School
	Registration Number	:	201541283N
(2)	Full Name of Student	:	XXXX
	<i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i>		
	FIN	:	XXXX
	Passport Number (for international student)*	:	XXXX
(3)	Full Name of Parent/Legal Guardian* (if Student is under eighteen (18) years of age)	:	XXXX
	FIN	:	XXXX
			XXXX (Father) XXXX

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 Committee 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 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).

Parent/Guardian
Signature

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.

Parent/Guardian
Signature

SCHEDULE A

COURSE DETAILS

1) Course Title	Preparatory Course for Admission to Government School (Primary Three)
1) Course Duration (in months)	6 months
1) Full-time or Part-time Course	Full Time
1) Course Commencement Date	13th January 2020
1) Course Completion Date	30 June 2020
1) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	N. A
1) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Course Completion Certificate
1) Organisation which develops the Course	HFSE International School
1) Organisation which awards/ confers the qualification	HFSE International School
1) Course entry requirement(s)	According to individual age of Students
1) Course schedule with modules and/or subjects	Mondays - Fridays 8:30AM - 12:30PM (Morning Class) 1:30PM - 5:30PM (Afternoon Class)
1) Scheduled holidays (public and school) and/or semester/term break for course	Term Break (16 - 20 March 2020) Semestral Break (26 May - 30 June 2020)
1) Examination and/or other assessment period	Foundation Programme One– 2 & 3 March 2020 Foundation Programme Two – 13 & 14 May 2020
1) Expected examination results release date	Foundation Programme One - 4 March 2020 Foundation Programme Two - 15 May 2020
1) Expected award conferment date	21 November 2020

Parent/Guardian
Signature

SCHEDULE B COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (Singapore Dollar)
First Semester - Foundation Programme Fees (\$750 x 5 months)	3,750.00
Enrolment Fees (One-time and non-refundable)	1,320.00
Registration Fee (Non-Refundable)	\$300
Assessment / Placement Test Fee (Non-Refundable)	\$100
Materials Fee, Books & Stationeries (Non-Refundable)	\$500
Personal Accident Insurance - PA (Non-Refundable)	\$20
Hospitalization & Surgical Insurance - H&S (Non-Refundable)	\$50
Regular Uniform & PE Uniform (Non-Refundable)	\$150
Online Support Lesson Plan & Syllabus (Non-Refundable)	\$200
Total Course Fees Payable:	5,070.00
Less Discount:	1,050.00
Net Course Fees Payable:	4,020.00
No of Instalments:	5

INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (S\$)	Date Due ²
Before Acceptance of Application (Registration)	NA	15 October 2019
Enrolment Fees (One-time non-refundable)	770	31 October 2019
1 st Instalment	650	15 November 2019
2 nd Instalment	650	15 December 2019
3 rd Instalment	650	15 January 2020
4 th Instalment	650	15 February 2020
5 th Instalment	650	15 March 2020
Total Course Fees Payable:	4020	

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.

Parent/Guardian
Signature

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
<i>Academic Field Trips, Camps, Other School Activities (to be collected prior to the commencement of activity)</i>	50.00 - 500.00
<i>Co-Curricular Activities (Annual)</i>	50.00 - 500.00
<i>Records Copy Fee</i>	10.00 / copy
<i>Bank Transfer Charges</i>	10.00 / transfer
<i>Student ID Replacement</i>	20.00 / request
<i>Uniform</i>	15.00 – 50.00/piece
<i>Penalty for Late Fee Payment</i>	1% per month on any overdue amount as per Course Fee Instalment Schedule

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 arise*

PAYMENT OF SCHOOL FEES:

All School fees are assessed in Singapore dollars and all payments must be made in Singapore dollars. HFSE accepts payment for school fees in the form of local cheques, cash, and bank to bank transfers.

OUTSTANDING PAYMENTS:

Students with outstanding accounts may have their school attendance privileges revoked by the school until such time as their accounts are current. If any payment remains upon withdrawal from the school, no transcripts, transfers or other records will be released until full payment is received.

Parent/Guardian
Signature

**SCHEDULE D
REFUND TABLE**

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[100% of One Month Tuition Fee Deposit]	30 days or more before the commencement date or before the last day of attendance.
[0% of One Month Tuition Fee Deposit]	less than [30] days before before the commencement date or before the last day of attendance.

Commencement Date / Last Day of Attendance	Submission of Withdrawal Form
13 January 2020	On or before 12 December 2019
28 February 2020	On or before 01 February 2020
31 March 2020	On or before 01 March 2020
30 April 2020	On or before 01 April 2020
31 May 2020	On or before 01 May 2020
30 June 2020	On or before 01 June 2020
31 July 2020	On or before 01 July 2020
31 August 2020	On or before 01 August 2020
30 September 2020	On or before 01 September 2020

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

SIGNED by the PEI.

SEAL of PEI

Signature of Authorized Person

HFSE International School Seal

Authorised Signatory of the PEI
Name: NINALYN SULIT CACANANTA
Date: _____

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

Parent or Legal Guardian Signature

Name of Parent or Legal Guardian: XXXX
Date: 28 Jun 2019