

## 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	:	DELA CRUZ, JUANITO
	(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*		
	FIN	:	G*****H
	Passport Number (for international student)*	:	P*****F
(3)	Full Name of Parent/Legal Guardian* (if Student is under eighteen (18) years of age)	:	DELA CRUZ, JUAN
	FIN	:	G*****S
	Full Name of Parent/Legal Guardian* (if Student is under eighteen (18) years of age)	:	DELA CRUZ, JUANITA
	FIN	:	G*****E

*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 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 from last day of attendance indicated in the 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](http://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	Primary One
2) Course Duration (in months)	10 months
3) Full-time or Part-time Course	Full Time
4) Course Commencement Date	08 January 2024
5) Course Completion Date	15 November 2024*
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 (Name of award to be conferred on the Student upon successful Course completion)	Promotion to Primary Two
8) Organisation which develops the Course	HFSE International School
9) Organisation which awards/ confers the qualification	HFSE International School
10) Course entry requirement(s)	Age requirement: 6 years old Passed the entrance test
11) Course schedule with modules and/or subjects	Mondays - Fridays 8:15AM - 12:15PM (Morning Class)* 1:15PM - 5:15PM (Afternoon Class)*
12) Scheduled holidays (public and school) and/or semester/term break for course	Term 1 Break: 11 - 15 March 2024
	Semestral Break: 27 May - 21 June 2024
	Term 3 Break: 02 - 06 September 2024
	Semestral Break: 18 November - 31 December 2024
13) Examination and/or other assessment period	Term 1 Exam: 28 & 29 February 2024*
	Term 2 Exam: 15 & 16 May 2024*
	Term 3 Exam: 21 & 22 August 2024*
	Term 4 Exam: 16 & 17 October 2024*
14) Expected examination results release date	Term 1: 01 March 2024*
	Term 2: 17 May 2024*
	Term 3: 23 August 2024*
	Term 4: 18 October 2024*
15) Expected award conferment date	15-Nov-2024

\*Subject to change. Parents shall be notified accordingly

Parent / Guardian  
Signature

**SCHEDULE B  
COURSE FEES**

Fees Breakdown	Total Payable (with GST, if any) (Singapore Dollar)
Total Course Fees	8,880.80
No. of installments	12.00

**INSTALMENT SCHEDULE**

Instalment Schedule	Fees	GST	Total Fees	Date Due <sup>2</sup>
	(S\$)	(S\$)	(S\$)	
1 <sup>st</sup> Instalment	680.00	54.40	734.40	15-Nov-23
2 <sup>nd</sup> Instalment	680.00	54.40	734.40	15-Dec-23
3rd Instalment	680.00	61.20	741.20	15-Jan-24
4th Instalment	680.00	61.20	741.20	15-Feb-24
5th Instalment	680.00	61.20	741.20	15-Mar-24
6th instalment	680.00	61.20	741.20	15-Apr-24
7th instalment	680.00	61.20	741.20	15-May-24
8th instalment	680.00	61.20	741.20	15-Jun-24
9th instalment	680.00	61.20	741.20	15-Jul-24
10th instalment	680.00	61.20	741.20	15-Aug-24
11th instalment	680.00	61.20	741.20	15-Sep-24
12th instalment	680.00	61.20	741.20	15-Oct-24
<b>Total Course Fees Payable:</b>	680.00	720.80	8,880.80	

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 FEES<sup>3</sup>**

Purpose of Fee	Amount (exclusive of GST) (S\$)
<b>Application Fee (For New Students)</b>	
Application Fee (Processing and Assessment Fee)	500.00
<b>Enrolment Fee (One-time fee, non-refundable)</b>	
Personal Accident Insurance - PA	20.00
Hospitalization & Surgical Insurance - H&S	50.00
Fee Protection Scheme - FPS	170.00
Online Support Lesson Plan & Syllabus	300.00
Facilities Fee	300.00
Materials Fee, Books & Stationeries	500.00
Uniform	150.00
<b>Total</b>	<b>1,490.00</b>
<b>Other Fees</b>	
Co-Curricular Activities (Payable per term (SGD75): Jan / Apr / Jul / Sep)	300.00
Events Fee (Payable per term (SGD25): Jan / Apr / Jul / Sep)	100.00
<b>Miscellaneous Fees</b>	
Academic Field Trips, Camps, Other School Activities (to be collected prior to the commencement of activity)	50.00 - 500.00
Document Request (Transcript, Certification, etc)	10.00 / copy
Bank Transfer Charges	10.00 / transfer
Student ID / Replacement	20.00 / request
Additional Uniform	15.00 – 50.00/piece
Penalty for Late Fee Payment	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 the commencement date or before the last day of attendance.

Commencement Date / Last Day of Attendance	Submission of Withdrawal Form
10 January 2024	On or before 12 December 2023
28 February 2024	On or before 01 February 2024
31 March 2024	On or before 01 March 2024
30 April 2024	On or before 01 April 2024
31 May 2024	On or before 01 May 2024
30 June 2024	On or before 01 June 2024
31 July 2024	On or before 01 July 2024
31 August 2024	On or before 01 August 2024
30 September 2024	On or before 01 September 2024

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 / Guardian  
Signature

Name of Parent or Legal Guardian: DELA CRUZ, JUAN

Date: 22-Nov-23