

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 : St Francis Methodist School
 Registration Number : 201021676W
- (2) Full Name of Student : _____
*(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)**
 NRIC Number (for SC/PR)* : N.A.
 Student's Pass Number (if available)/
 Passport Number (for international student)* : /
- (3) Full Name of Parent/Legal Guardian* : _____
 (if Student is under eighteen (18) years of age) : _____
 NRIC/Passport Number* : _____

** 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 seven (7) 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
- (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**SINGAPORE CAMBRIDGE LOWER SECONDARY – SECONDARY 1 COURSE DETAILS**

1) Course Title	SINGAPORE CAMBRIDGE LOWER SECONDARY – SECONDARY 1
2) Course Duration (in months)	12 months
3) Full-time or Part-time Course	Full-Time
4) Course Commencement Date	5 January 2015
5) Course Completion Date	31 December 2015 (inclusive of school holidays)
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Not Applicable
8) Organisation which develops the Course	-
9) Organisation which awards/ confers the qualification	Not Applicable
10) Course entry requirement(s)	(a) Minimum age requirements: 12 years old. (b) Obtained at least a Pass in 2 subjects at Primary 6 level or PSLE or its Equivalent including Maths. (c) A pass in Self-Designed English Language Test or Equivalent Primary 6 English at ESL level
11) Course schedule with modules and/or subjects	<u>Compulsory Subjects:</u> Language Arts / ESL* Mathematics Science Social Studies Physical & Health Education Visual & Performing Arts IT Skills <u>Elective Subject:</u> Chinese* <i>* Delete as appropriate</i>
12) Scheduled holidays (public and school) and/or semester/term break for course	<u>School Holidays:</u> 14 Mar (Sat) - 22 Mar 2015 (Sun) 06 Jun (Sat) - 28 Jun 2015 (Sun) 05 Sep (Sat) - 13 Sep 2015 (Sun) 14 Nov (Sat) - 31 Dec 2015 (Thu)

SCHEDULE A
SINGAPORE CAMBRIDGE LOWER SECONDARY – SECONDARY 1 COURSE DETAILS

12) Scheduled holidays (public and school) and/or semester/term break for course (continue)	<u>Other Holidays:</u> 01 Jan 2015 (Thu) New Year's Day 19 Feb 2015 (Thu) Chinese New Year 20 Feb 2015 (Fri) Chinese New Year 03 Apr 2015 (Fri) Good Friday 01 May 2015 (Fri) Labour Day 01 Jun 2015 (Mon) Vesak Day 17 Jul 2015 (Fri) Hari Raya Aidilfitri 07 Aug 2015 (Fri) SG50 Public Holiday 09 Aug 2015 (Sun)* National Day 24 Sep 2015 (Thu) Hari Raya Haji 10 Nov 2015 (Tue) Deepavali (subject to change) 25 Dec 2015 (Fri) Christmas Day <i>* The following Monday/Tuesday will be a public holiday.</i>
13) Examination and/or other assessment period	<u>Internal Assessments / Examinations</u> 5 Jan to 13 Mar 2015 - Continual Assessment 1 May / June 2015 - Mid Year Examination 29 Jun to 4 Sep 2015 - Continual Assessment 2 October / November 2015 - Year End Examination
14) Expected examination results release date	<u>Internal Assessments / Examinations</u> Continual Assessment 1 Results - 13 March 2015 Mid Year Examination Results - 5 June 2015 Continual Assessment 2 Results - 4 September 2015 Year End Examination Results - 13 November 2015
15) Expected award conferment date	Not Applicable

SCHEDULE B
COURSE FEES FOR SINGAPORE CAMBRIDGE LOWER SECONDARY – SECONDARY 1

WEF 29 JUNE 2015 TO 31 DECEMBER 2015

Fees Breakdown <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (S\$)	
Course Fee	S\$	7,500.00
Discount (if applicable)	S\$	-
Student Pass Processing Fee (if applicable)	S\$	300.00
Course Material Fee	S\$	120.00
Examination / Moderation Fee	S\$	15.00
FPS Insurance Fee	S\$	80.00
Enrichment Programme Fee	S\$	100.00
Total Course Fees Payable (excluding 7% GST)	S\$	8,115.00
7% GST	S\$	568.05
Total Course Fees Payable (including 7% GST)	S\$	8,683.05
No of Instalments:		1

INSTALMENT SCHEDULE

Instalment¹ Schedule	Amount (with GST, if any) (S\$)	Date Due²
1 st instalment	S\$ 8,683.05	Upon Signing of the Student Contract
2 nd instalment	-	
3 rd instalment	-	
Total Course Fees Payable:	S\$ 8,683.05	

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 (S\$) and When Payable
1. Guardian Arrangement Admin Fee	S\$100.00 - Upon Request of Service (Non-Refundable)
2. Admission Test Fee (if required)	S\$300.00 - Payable before sitting for the Admission Test (GST is not applicable for test conducted outside Singapore. Non-Refundable)
3. Airport Pick Up Charge	S\$150.00 – Upon Request of Service (Non-Refundable)
4. Interest Groups Subscription Fee	From S\$10.00 per term depending on type of Interest Group. Payable upon joining (Refundable only on a pro-rated basis if service cancelled, otherwise non-refundable)
5. Locker Rental	S\$15.00 (per term) to S\$60.00 (per year) – Upon Request of Service (Refundable on a pro-rated basis – provided a minimum rental period of 6 months)
6. Late / Lift Fine	From S\$2.00 to S\$5.00* – Payable on the same day (Non-Refundable)
7. Library Fine for Late Return	S\$0.20 per day – Payable on return of book (Non-Refundable)
8. Smoking Fine	S\$100 per fine* – payable within 7 working days from the offence (Non-Refundable)
9. Loss of Library Books	Original cost + 10% plus S\$10.00 Administrative Fee – Payment upon Report of Loss (Non-Refundable)
10. Fee for Replacement of Locker's Padlock	S\$20.00 per padlock - Upon Request of Service (Non-Refundable)
11. Fee for Replacement or Reprint of Progress Report, Exam Transcripts, and Leaving Certificates	S\$5.00 per page - Upon Request of Service (Non-Refundable)
12. School ID Card Replacement Fee	S\$20.00 – Payable on Replacement (Non-Refundable)
13. Transportation Recovery Fee for Interest Groups/School Activities	Minimum S\$1.00 per trip – Payable before Trip (Non-Refundable)
14. School T-Shirts, Windbreakers and Pullover	From S\$6.00 to S\$55.00 - Payable on Purchase (Non-Refundable)
15. Purchase and Sale of Text books (including bound photocopied examination questions, notes and calculators)	From S\$1.00 to S\$300.00 per item – Payable upon Order or Receipt of Book (Partial Refund only on cancellation of order less cancellation charges)

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 C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (S\$) and When Payable
16. School organized Overseas Trip for students	From S\$300 to S\$3000 per person per trip depending on duration and country – Payable on confirmation of trip. Refundable only if trip is cancelled or withdrawn before travelling subject to cancellation and other charges levied by airline or travel agency etc.
17. IELTS Examination Fee or any other Examination Fees (e.g., Prep. Course for Pearson Edexcel International GCSE; Prep. Course for Singapore-Cambridge GCE 'O' level) over and above the prescribed examination fees	From S\$40.00 per subject – Upon Registration (Non-Refundable)
18. Photocopy Charges	(a) Sale of S\$2.00 or S\$5.00 prepaid photocopying card - only to be used at Learning Centre (Level 6) ; (b) S\$0.20 per page without the use of prepaid card; – Upon Request of Service (Non-Refundable)
19. Download of Document plus Printing Cost	S\$1.00 a page – Upon Request of Service (Non-Refundable)
20. Cost of Local / International Fax	From S\$0.50 / S\$1.00 per page – Upon Request of Service (Non-Refundable)
21. Bank Charge for Credit Card Instalment Payment Scheme	2.0% of fee amount (S\$) - OCBC Credit Card - Upon Request of Service (Non-Refundable)
22. Fee for Late Payment of School Fees	1.0% per month on outstanding balance of fee (Non-Refundable)
23. Fee for Late Submission of Assignments - Applicable to Pearson BTEC Level 5 HND Diploma in Business Programme	From S\$60.00 per Assignment (Non-Refundable)
24. Fee for Re-Assessment of Assignments - Applicable to Pearson BTEC Level 5 HND Diploma in Business Programme	S\$150.00 per Assignment (Non-Refundable)
25. Change of Course Admin Fee	S\$300.00 per Change (Non-Refundable)
26. 4-Passport size photos	S\$5.00 – Upon Request of Service (Non-Refundable)
27. Accommodation Service Fee	S\$200.00 – Upon Request of Service (Non-refundable)
28. Courier Services for Mailing of Documents or Result Slips etc.	From S\$50.00 – Upon Request of Service (Non-Refundable)
29. SFMS Supplementary Tuition Programme Fee	From S\$200.00 – Upon Request of Service (Non-Refundable)

Please note: All Fees and Charges are subject to Annual Review and 7% GST except fines*.

Updated: 11 June 2015

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 the fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[75%]	("Maximum Refund") More than [14] days before the Course Commencement Date
[50%]	Before, but not more than [14] days before the Course Commencement Date
[30%]	After, but not more than [7] days after the Course Commencement Date
[15%]	More than [7] days after the Course Commencement Date, but not more than [30] days after the Course Commencement Date
[0%]	More than [30] 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:

 Seal of PEI

Date:

SIGNED by the Student

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

 Name of Student:

 Name of Parent or Legal Guardian:

Date:

Date: