



TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS TO DULWICH COLLEGE (SINGAPORE) (the “College” or “DCSG”)

1. Admissions and College Policies.

The enrolment of a prospective student at the College, including the placement of the prospective student into a particular year group, is subject to College admissions and entry policies and all other policies and procedures (including those relating to discipline and curriculum) as amended by the College from time to time. Families with 3 or more children enrolled in full day courses are entitled to a discount of 5% per student. There will be no sibling discount for Toddler and Nursery children, however the enrolment in Toddler or Nursery still counts for the eligibility of sibling discounts for other year groups. Where the College admissions and entry policies and other policies and procedures of the college are different from the terms in this contract, the terms in this contract shall apply.

2. Deferral & Non – Acceptance of Offer.

If the applicant wishes to defer their place at DCSG after an offer of a place has been made, the College will permit one deferral for one academic year. The applicant’s place at the College for the new academic year is not guaranteed and will be subject to reassessment and availability. Parents can only defer their child’s offered place for up to one year without incurring additional fees. An application fee will be charged again for deferment beyond one year.

3. Admissions Disclosure and Residence.

Prospective students and their parents/guardians are required to produce valid documents for admissions purposes as prescribed by the regulatory authorities from time to time. Specific documents required will be notified at the time of admissions and will likely include valid passport, employment and dependent passes, or permanent identity cards. It is the duty of the parents and legal guardians to comply with the laws, regulations as well as any directives of the relevant authorities in relation to visa and residency, and to fully disclose the nationality, citizenship and visa status of the prospective students and their parents/guardians in order for the College to determine the students’ eligibility or identify approval required to admit to the College.

4. Guardianship.

In order to be considered for enrolment, a student must be living at the same residence in Singapore with one or more parent or with a legal guardian who has been previously approved by Dulwich College (Singapore). The College reserves the right to refuse a candidate's application if we believe that the child is not/will not be living with parents or a legal guardian.

5. Change in Status.

Admission and continued enrolment at the College is conditional upon the parents/guardians and students having valid documents to both reside in Singapore and attend a foreign system school. It is the parents’/guardians’ responsibility to maintain valid documents for students to remain eligible for continued enrolment at the College. Parents/guardians must notify the College immediately of any changes in the parents’/guardians’ or student’s nationality, citizenship or visa status. Students who lose eligibility to attend the College will be withdrawn, and fees (including Course Fees and Miscellaneous Fees) may be forfeited in accordance with the Refunds Table set out in Schedule D of the Student Contract.



6. Withdrawal by the College of an Enrolment Offer.

If any of the following occurs, the offer of enrolment or the enrolment itself can be withdrawn or suspended or made subject to new terms and conditions: (i) the College determines that there has been any breach of the College's policies or procedures or these Terms and Conditions, or that circumstances as described in these Terms and Conditions arise that entitle the College to exclude or remove a student, or withdraw or suspend enrolment or make enrolment subject to new terms and conditions; (ii) there has been any misrepresentation or inadequate disclosure about the prospective student including disclosure of the student's or parents'/guardians' nationality, citizenship and visa status and subsequent changes thereof; (iii) the College determines at any time that it cannot reasonably meet the child's needs, this may include, without limitation, situations where the College was unable to interview the prospective student fully before offering a place to the prospective student (e.g., where the prospective student was overseas) and subsequently determines it cannot meet the child's needs. If a student's existing enrolment is withdrawn, suspended, or made subject to new Terms and Conditions for any of the aforesaid reasons, this will be done pursuant to [College policy](#).

7. Withdrawal by Parents/Guardians.

Within 7 working days of signing the Student Contract (the 'cooling-off' period), regardless of whether the Course Commencement Date has passed, the parents/guardians can submit a written notice of withdrawal to DCSG and receive refunds in accordance with the Refunds Table set out in Schedule D of the Student Contract.

After the 7 working days 'cooling-off' period, if parents/guardians desire to withdraw a student for any reason from the College, the parents/guardians shall submit a written withdrawal notice through OpenApply to the College following the withdrawal deadlines schedule:

Tuition Period Academic Year 2022-2023	Final Day at School	Withdrawal Deadlines
Michaelmas Term	Friday 9 December 2022	Friday 9 September 2022
Lent Term	Friday 31 March 2023	Friday 9 December 2022
Trinity Term	Friday 28 June 2023	Friday 31 March 2023

If a written withdrawal notice is delivered to the College during a College holiday it will be deemed received by the College on the first day in session following the holiday. Course fees will not be refunded for withdrawals after the 7 working days 'cooling-off' period, as stipulated by the Refunds Table set out in Schedule D of the Student Contract.

8. Capital Levy.

The Capital Levy is a one-off payment to generally cover the additional costs and activities to register new students to the College's various online platforms, performed and rendered to the students within the first 2 months of their enrolment dates.

9. Refunds.

Please refer to Schedule D of the Student Contract.

10. Attendance Conditional Upon Full Payment.

The parents/guardians accept that a student's entitlement to begin or continue classes at the



College is conditional upon payment in full of each term's Course Fees and all other Miscellaneous Fees for which the parents/guardians are liable. The parents/guardians shall take full responsibility to ensure that payment is made in full whether or not Course Fees and other Miscellaneous Fees are paid by the parents/guardians or the employer of one of the parents/guardians.

11. Administration Charge for Late Payment for New Students.

In relation to new students, if the parents/guardians do not pay any type of fees or charges including Course Fees and/or Miscellaneous Fees due to the College by the due date set out in the invoice, a first reminder will be sent out and an administration charge of S\$214 inclusive of GST will be imposed. If no payment is received by the 14th day of the first reminder, a second reminder with another S\$214 to be imposed, inclusive of GST, will be sent out. Parents/guardians will be required to pay for administration charges for the first and second reminders, even though the Course Fees and/or Miscellaneous Fees (as applicable) are received within 7 days of the second reminder.

If still no payment is received within 7 days of the second reminder, in addition to any other right DCSG may have under this Contract including these Terms and Conditions, DCSG shall have the right to terminate this Contract for failure to pay Course Fees and/or Miscellaneous Fees by giving written notice to the parents/guardians. DCSG shall have the right to terminate this Contract in accordance with the foregoing notwithstanding that this Contract has been signed by both parties and the student has yet to attend school. Upon termination, DCSG shall have the right to vacate the seat and make an offer to another prospective student. DCSG may also choose to issue subsequent reminders and impose an administration charge of S\$214 inclusive of GST for each reminder sent. If still no payment is received by the deadline set out in the subsequent reminders, surcharge will be imposed at the rate set out in the table in paragraph 9 (provided that reference to "due date set out in invoice" shall be amended as "due date set out in the said subsequent reminders"). The issuance of subsequent reminders in no way prejudices DCSG's right to terminate this Contract.

DCSG reserves the rights to assess the late payment fee at its sole discretion.

12. Surcharge for Overdue Course Fees.

In relation to existing students (that is, students who have already commenced studies at DCSG), DCSG will impose a surcharge in accordance with the schedule as follows:

Surcharge For Overdue Course Fees and/or Miscellaneous Fees	
If payment is made 1-14 Days after due date set out in invoice	2% on total outstanding amount*
If payment is made 15-30 Days after due date set out in invoice	5% on total outstanding amount*
If payment is made 31 Days or later after due date set out in invoice, subject to DCSG's right to terminate this Contract	7% on total outstanding amount*



*Total outstanding amount means Course Fees and/or Miscellaneous Fees not paid by the due date set out in the invoice.

If payment is not received within 30 days after the due date set out in the invoice, in addition to any other right DCSG may have under this Contract including these Terms and Conditions, DCSG shall have the right to terminate this Contract for failure to pay Course Fees and/or Miscellaneous Fees by giving written notice to the parents/guardians.

If DCSG does not exercise its termination right by the 31st day after the due date set out in the invoice, 7% surcharge on total outstanding amount shall apply. The imposition of the 7% surcharge in no way prejudices DCSG's right to terminate this Contract.

DCSG reserves the rights to assess the surcharge for overdue course fees and/or miscellaneous Fees at its sole discretion.

13. Exclusion for Non-Payment.

In addition to any charges that may be imposed, the College reserves the right to exclude a student where parents/guardians fail to pay in full the Course Fees or any other sum for which the parents/guardians are liable by the payment deadline. The College may also withhold any information, character references or property in the aforesaid circumstances. If the aforesaid circumstances persist or there are no reasonable prospects of payment by the parents/guardians, the College reserves the right to withdraw the student. Without prejudice to the College's rights, the College shall endeavour to take reasonable steps to ensure that any such act does not cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the student.

14. Student Photographs.

Photographs or film of students and prospective students may appear in the College's materials, brochures, websites, advertisements or press releases, and such photographs may be used before, during or after the student's enrolment with the College. Parents/guardians who would not like their child to appear in any or all of these must notify the College in writing at the time of application.

15. Personal Data Protection.

The parents/guardians and the student hereby consent to the College collecting, using and disclosing personal data before, during or after the student's enrolment with the College, relating to the parents/guardians and the student including those personal data set out in this Contract and personal data provided in or along with the application form and such other personal data collected from time to time. The consent of the parents/guardians and student given herein is strictly on the condition that the foregoing personal data are required to be collected and used solely for purposes of College operations and activities that directly advance the educational and developmental potential of the student insofar as these are clearly within the curriculum for which the student is enrolled, whether relating to academic, co-curricular, cultural or sporting activities held in Singapore in conjunction with or organised by other Dulwich Colleges, affiliates of any Dulwich College, or other schools whether located in or outside of Singapore. If the student is under 18 years of age, the parents/guardians further confirm that by signing this Contract, the parents/guardians are giving consent for themselves as well as on behalf of the student with respect to the collection, use and disclosure of personal data relating to them.

The parents/guardians acknowledge that the College may disclose the personal data of certain individuals (students and staff) to parents/guardians solely for the purposes of maintaining contact



between parents/guardians and the College and among participants of the activities and operations described in the preceding paragraph, and that accordingly, parents/guardians will safeguard and not use or disclose this personal data for any other purpose, or transfer this personal data to third parties or out of Singapore for any reason. Parents/guardians must immediately notify the College if they become aware of any event or incident which gives rise to a risk of or results in the unauthorized access, collection, use, disclosure, copying, modification, disposal, loss, destruction or similar risks of personal data held by the parents/guardians and provided to them by the College under this section.

16. Random Drug Testing.

The parents/guardians and the student hereby consent to the student undergoing urine and/or hair analysis testing for the presence of drugs in accordance with the College's [Drug Testing Policy](#) for students in Senior School. Parents/guardians and the student understand that any urine and/or hair sample(s) taken for drug testing(s) will be tested only by the College approved testing agency (which will be located outside of Singapore). Parents/guardians and the student further consent to the College's transfer of such urine and/or hair sample(s) to such testing agency, including their respective employees or agents, for the purposes of performing urine and/or hair testing(s) for the detection of drugs, and for such testing agency to release all results of these tests to designated members of the College. The urine and /or hair sample(s) will not contain other data that allows the testing agency to identify the student. The test results will be available to parents/guardians and the student upon request.

17. Termination by the College.

The College may at any time terminate this Contract and the prospective student's enrolment may be withdrawn or suspended or made subject to new terms and conditions on one term's written notice, or on less than one term's notice where the College has reason, in its opinion, to determine that permanent exclusion or removal is required. The College shall not take such action without good cause and, where possible, full consultation with the parents/guardians and the student (if in the College's opinion the student is of sufficient maturity and understanding). Exclusions shall be carried out according to [College policy](#), which is available to parents/guardians. Parents/guardians have the right to appeal to the Board of Trustees on a decision to permanently exclude a student without prejudice to any other recourse they may have under this contract or at law arising from any exercise of this term by the College.

18. Parental Consent.

18.1 If one parent/guardian (regardless of whether such parent/guardian is the party who has signed this Contract) of a student consents to or approves a course of action or any matter in respect of this Contract or the student's enrolment and attendance at the College, both parents/guardians will be deemed to have given such consent or approval which shall be binding on all parents/guardians and the student, and the College shall not be obliged to obtain the consent of all parents/guardians.

18.2 Parent/Guardian signing this Contract hereby warrants and represents that he/she has full legal authority and power to sign this Contract on behalf of the Parent(s). Where this Contract is signed by a Legal Guardian, Admissions may request and the Legal Guardian shall provide to DCSG satisfactory evidence to DCSG to prove that the Legal Guardian has full legal authority and power to enter into this Contract on behalf of all Legal Guardians and the student.

18.3 Any act taken or required to be taken by the Parent under this Contract shall be deemed to have been performed by both parents although performed by one Parent only; and notices including



withdrawal notice shall be deemed to have been duly delivered to the parents or duly submitted by the parents if delivered to or submitted by one Parent only.

19. College Liability.

The College shall not be held liable or responsible for any personal or other injury or loss that a student, any parent/guardian or any other person may sustain at any time:-

19.1 outside the College gates or premises including without limitation on the road, pavement or car parks outside the College, notwithstanding that College staff may be present or providing traffic control guidance at such location.

19.2 on a school bus or on a school trip save as specified in the College's [Transport and trips policy](#). In addition, all parents/guardians and students shall abide by all policies of the College including pick up and drop off policies and access policies issued by the College from time to time.

19.3 within the College gates or premises unless such injury or loss is sustained during a College supervised activity or is directly and fully attributable to the fault or negligence of the College, the College officers or the College employees. In particular, the parents/guardians acknowledge that some College activities including without limitation sporting and play time activities are important to the students' educational and developmental needs, but by their nature such activities may involve the risk of physical injury even though the College has taken reasonable steps to minimise the risk of injury.

19.4 anywhere, whether within or outside the College gates or premises, in connection with any unsupervised activity or any activity partly or wholly supervised or provided by any third party other than the College.

20. Disclosure.

Please note that it is important to declare in writing all medical, behavioral, emotional and other issues that might affect the student's life at the College. In the case of a student with special educational needs, the College shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision. If the student has previously been asked to leave another school, this information must be provided. Failure to give full and frank disclosure in writing at any time during the application process shall entitle the College, where it is reasonable to do so having regard to the nature of the non-disclosure, to withdraw or suspend the offer of enrolment or the enrolment itself or to make the offer or enrolment itself subject to new terms and conditions with immediate effect.

21. Parents' Code of Conduct

All Parents and carers shall abide by the Parents' Code of Conduct found [here](#). In the event of any breach, the College reserves the right to exclude the offending parent or carer from the College premises, and from communication via email or social media. Additionally, the College reserves the right to remove the offending parents' children from the College temporarily or permanently.



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

SIGNED by Dulwich College (Singapore) Pte Ltd (DCSG)



Authorised Signatory of DCSG
Name: Nick Magnus
Date:

Company Chop

By signing this, I declare that all information submitted by me in this contract are true and accurate and I hereby accept and agree to be bound by all terms and conditions of this contract and the terms, conditions, policies and procedures of Dulwich College(Singapore).

SIGNED by the Student
(if 18 years old)

SIGNED by the Student's parent or legal guardian

NA

Name of Student:

Name of Parent or Legal Guardian:

Date:

Date:



Letter of Consent Authorisation to Collect and Use Personal Data

I _____ (name of signing parent / legal guardian) on behalf of

myself and my partner _____ (name of partner)

(collectively, 'We', 'Us'), as parents/legal guardian of _____ (name of student) ("Student"),

Passport Number _____ hereby unreservedly consent to the College's collection, disclosure, retention, transfer and processing of personal data, including photographs and videos relating to the Student and ourselves for the purposes of College operations and activities consistent with the ethos and philosophy of the College, which form part of the learning and teaching and pastoral care, or which directly or indirectly advance the educational and development potential of the Student, including without limitation public communication through the College's communication channels including the College's materials, brochures, websites, advertisements or press releases to provide information on the intended curriculum, academic testing results, school administration, furthering academic studies, student's holistic learning development and enrichment, to parent class representative(s) for the purpose of communicating class and school related information, or the College's academic, co-curricular, cultural and sporting activities and events whether held by the College or in conjunction with or organised by other Dulwich Colleges, affiliates of any Dulwich College (collectively, 'Dulwich College International Group'), or other schools located in or outside of the city or country in which the College is situated, unless such consent has been explicitly withheld by Us in writing. We further agree to the College sharing the above personal data cross-border with members of the Dulwich College International Group, their professional partners and institutions, and third party service providers (e.g. cloud service, insurance providers), including but not limited to those service providers located within or outside Singapore set out in the College's [Third Party Service Provider List](#), as updated by the College from time to time ("Third Party Service Providers"), and in furtherance of the above objectives. We understand and acknowledge that the College does not assume responsibility for the collection, use, processing and transfer of our and the Student's personal data by the Third Party Service Providers if we or the Student directly provide such personal data to the Third Party Service Providers.

We further confirm that we are giving our consent as well as on behalf of the Student with respect to the collection, use, retention and disclosure of personal data relating to ourselves and the Student and that we will waive any claim against the College, its sponsoring body, investors, subsidiaries and affiliates, and the directors, officers and employees of such entities, for any course of action in connection with our or the Student's personal data. Should we have any questions in relation to the College's data protection practices or need to access our personal data, we will contact the College by email addressed to DCSG_DPO@dulwich.org. Should we wish to update our personal data, we will contact the individual schools' offices using the following email addresses:

- DUCKS: ducksoffice.singapore@dulwich.org
- Junior School: junioroffice.singapore@dulwich.org
- Senior School: senioroffice.singapore@dulwich.org



On behalf of myself, partner, child, we hereby give unreservedly our consent as stated above.

SIGNED by _____

Parent/Legal Guardian

Date:

Name:

I hereby give unreservedly my consent as stated above, with necessary adjustments to reflect I'm giving consent on behalf of myself.

SIGNED by _____

Student (if 18 years old)

Name:

Date:



PE Regulations 25(5)(a)
PRIVATE EDUCATION ACT (No.21 of 2009)
ADMINISTRATION OF COURSES
Acknowledgement of Course Commencement

On behalf of my child/ward, I hereby acknowledge and accept that, if the confirmed date of enrolment is after the course commencement date (i.e. August of each academic year), the course applied will have commenced prior to my child/ward's starting date at Dulwich College (Singapore).

SIGNED by _____
Parent/Legal Guardian

Name:

Date: