



## PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This contract ("**Contract**") is made BETWEEN:

- |  |  |
|--|--|
| (1) Registered Name of Private Education Institution (PEI) | Dulwich College<br>(Singapore) Pte. Ltd. |
|  | : ("DCSG")                               |
| Registration Number  | : 201027137D                             |
| (the " <b>PEI</b> ")                                       |  |
| Registered Address   | 71 Bukit Batok West                      |
|  | : Avenue 8, 658966                       |

**(To be used if the Student is 18 and above years of age).**

- |  |                       |
|--|-----------------------|
| (2) Full Name of Contracting Party   | <b>Not Applicable</b> |
| <i>(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)</i>  | :                     |
| NRIC/FIN/Passport Number   | <b>Not Applicable</b> |
| <i>(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.)</i> | :                     |
| (the " <b>Contracting Party</b> ")   |                       |

OR

**(To be used if the Student is under 18 years of age).**

- |  |   |
|--|---|
| (2) Full Name of Contracting Party (Parent/Legal Guardian)   |   |
| <i>(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)</i>  | : |
| NRIC/FIN/Passport Number   |   |
| <i>(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.)</i> | : |
| (the " <b>Contracting Party</b> ") on behalf of  |   |
| Full Name of Student   |   |
| <i>(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)</i>  | : |
| NRIC/FIN/Passport Number   |   |
| <i>(NRIC number is meant to be stated where the Student is an SC/PR. FIN/Passport Number is meant to be stated where the Student is not an SC/PR. Please delete as appropriate by striking through.)</i>                     | : |
| (the " <b>Student</b> ")   |   |



## 1. DEFINITIONS

1.1 In the Contract, the following words and expressions shall have the following meanings:

<b>“Cooling-Off Period”</b>	Shall refer to the period of ten (10) calendar days commencing from and including the date of this Contract.
<b>“Course”</b>	Shall refer to the course described in Schedule A.
<b>“Course Fee”</b>	Shall refer to the compulsory fees to be charged by DCSG on account of the Student’s undertaking of the Course and as stated in Schedule B.
<b>“Course Commencement Date”</b>	Shall refer to the date of commencement of the Course as scheduled by DCSG and shall be as stated in Item 4 of Schedule A.
<b>“Course Completion Date”</b>	Shall refer to the date of completion of the Course as scheduled by DCSG, and shall be as stated in Item 5 of Schedule A.
<b>“Developer/Proprietor”</b>	Shall refer to the person who developed the Course, or who is the proprietor of the Course, as stated in Item 8 of Schedule A.
<b>“ICA”</b>	Shall have the meaning assigned to it in Clause 3.1(e).
<b>“Miscellaneous Fees”</b>	Shall refer to non-compulsory fees potentially chargeable by DCSG on account of, or arising from, the Student’s undertaking of the Course, and as described in Schedule C.
<b>“Permitted Course Duration”</b>	Shall refer to the permitted duration of the Course starting on and from the Course Commencement Date and ending on the Course Completion Date (both dates inclusive).
<b>“Private Education Mediation-Arbitration Scheme”</b>	Shall refer to the dispute resolution scheme under the <i>Private Education (Dispute Resolution Schemes) Regulations 2016</i> .
<b>“Refund Event”</b>	Shall have the meaning assigned to it in Clause 3.1.
<b>“SSG”</b>	Shall refer to the SkillsFuture Singapore Agency established pursuant to Section 3 of the <i>SkillsFuture Singapore Agency Act 2016</i> .
<b>“Student Pass”</b>	Shall be as described on <a href="http://www.ica.gov.sg">www.ica.gov.sg</a> or such other website which operates in lieu thereof.



## 2. COURSE INFORMATION AND FEES

- 2.1** DCSG shall provide the Course as set out in Schedule A to the Student. DCSG shall not make any change to any detail of the Course set out in Schedule A unless it has obtained the prior written consent of the Contracting Party and, where required under the *Private Education Act 2009* or the subsidiary legislation thereunder, the prior written consent of SSG.

For the avoidance of doubt, if it is stated in Schedule A that the Course includes industrial attachment, DCSG shall use reasonable endeavours to ensure that such industrial attachment is provided to the Student.

- 2.2** DCSG represents and warrants that:

- (a) The person stated in Item 8 of Schedule A is the Developer/Proprietor of the Course and that DCSG has obtained all necessary permissions, licenses and approvals for the provision of the Course to the Student.
- (b) It has obtained SSG's permission to conduct the Course and that it has not made any such changes to the Course which would require it to re-apply to SSG for permission to conduct the Course.
- (c) DCSG has verified that the Student meets the Course entry requirements set out in Item 10 of Schedule A.
- (d) The information set out in Items 1 to 5 and 7 to 17 of Schedule A is correct, complete and not inconsistent with the details submitted to the SSG to obtain its permission to provide the Course.

- 2.3** PEI undertakes that the Student will be awarded or conferred the qualification stated in Item 7 of Schedule A by the organisation named in Item 9 of Schedule A upon the Student's successful completion of the Course, and having met all the requirements of the award/qualification.

- 2.4** The parties agree that Schedule B and Schedule C set out all fees payable (potentially or otherwise) by the Contracting Party to DCSG for the Course or arising from the Student's undertaking of the Course.

- 2.5** The Contracting Party shall pay the Course Fees in the amount and by the timelines as stated in the instalment schedule in Schedule B and the Miscellaneous Fees as per the timelines stated in each invoice for the Miscellaneous Fees issued by DCSG to the Contracting Party.

The Terms and Conditions Governing Enrolment and Admission to Dulwich College (Singapore) ("Terms and Conditions") is an integral part of this Contract and the Parents and Student shall abide by these Terms and Conditions. The policy on late payment is explained in Item (11) Administration Charge for Late Payment for New Students and Item (12) Surcharge for Overdue Course Fees in the Terms and Conditions. DCSG will explain to the Student its policy for the late payment of Course Fees and Miscellaneous Fees, and any impact on the Course/module completion (if applicable).

## 3. TERMINATION AND REFUND POLICY (Please refer to the diagram in Schedule E)

- 3.1** DCSG will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a "Refund Event"):

- (a) It cannot commence the provision of the Course on the Course Commencement Date;



- (b) It cannot complete the provision of the Course by the Course Completion Date;
- (c) The Course will be terminated before the Course Completion Date;
- (d) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
- (e) The Immigration & Checkpoints Authority of Singapore (the “ICA”) rejects the Student’s application for the Student Pass.

**3.2** Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:

- (a) DCSG shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.
- (b) If the Contracting Party accepts such alternative study arrangements, DCSG shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect.
- (c) If DCSG does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 3.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to DCSG.

**3.3** Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, DCSG shall forthwith terminate this Contract by way of a written notice to the Contracting Party.

**3.4** If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), DCSG shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

**3.5** If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), DCSG shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

**3.6** If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), DCSG shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.

**3.7** If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), DCSG shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

**3.8 Refund for Withdrawal During the Cooling-Off Period:**

Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to DCSG, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to DCSG. DCSG shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.

**3.9 Refund for Withdrawal Outside the Cooling-Off Period:**



Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to DCSG. Upon receipt of such notice, DCSG shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

#### 4. ADDITIONAL INFORMATION

- 4.1** This Contract shall be interpreted in accordance with the laws of Singapore. Subject to the *Private Education (Dispute Resolution Schemes) Regulations 2016*, the courts of Singapore shall have exclusive jurisdiction to settle any claim, dispute or disagreement arising out of or relating to this Contract.
- 4.2** If any provision of this Contract is adjudged to be illegal, invalid or unenforceable, in whole or in part, such provision or part of it shall, to the extent that it is illegal, invalid or unenforceable, be deemed not to form part of this Contract and shall not affect the validity, legality and enforceability of the remainder of this Contract.
- 4.3** DCSG shall treat all personal information provided by the Student or Contracting Party as strictly confidential and shall not disclose any such personal information to any third-party, unless it has obtained the prior written consent of the Contracting Party or such disclosure is required under the law.
- 4.4** This Contract contains the whole agreement between the parties in respect of its subject matter and supersedes all previous discussions, correspondences and understanding between the parties in respect of such subject matter.
- 4.5** In no event shall any delay, failure or omission on the part of either party in exercising any right, power, privilege, claim or remedy arising under or pursuant to this Contract constitute a waiver of that right, power, privilege, claim or remedy, unless expressly given in writing. No waiver of a breach of this Contract shall be deemed to be a waiver of any other or subsequent breach of this Contract.
- 4.6** If this Contract is also signed in or translated into any language other than English, the English language version shall prevail in the event of any inconsistency.
- 4.7** A person who is not a party to this Contract shall have no right under the *Contracts (Right of Third Parties) Act 2001* to enforce any of its terms.







	Dates may change from time to time as determined by the College. Additional days may be added in the event that days are lost due to emergencies / inclement weather or other unforeseen events. Public holidays are advised by Singapore Ministry of Manpower and are sometimes varied or confirmed throughout the year.
13) Examination and/or other assessment and/or assignment period(s)  <i>Note: Attachment(s) may be included to show the information.</i>	
14) Expected final examination results release date (DD/MM/YYYY)  <i>Note: The date shall not be more than three (3) months after the completion of the final examination, unless otherwise permitted by SSG.</i>	
15) Expected date of conferment of the qualification (DD/MM/YYYY)	
16) Does the Course include any industrial attachment?	No
17) Duration of the industrial attachment	<b>Not Applicable</b>



SCHEDULE B  
COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
<i>Note: Show full breakdown of total payable course fees.</i> <u>New Student Only – One Off Payment Capital Levy<sup>^^</sup></u>	
<b>Total Course Fees Payable</b>	

*\* All fees are in Singapore Dollars and, where applicable, inclusive of the prevailing Good and Services Tax (GST) of 9% from 1 January 2024. All payments must be made in Singapore Dollars.*

<sup>^^</sup> Will be invoiced together with Course Fee.

Important note:

1. Late payment charges apply in accordance with paragraph 11 of Terms and Conditions and surcharge for overdue Course Fees apply in accordance with paragraph 12 of Terms and Conditions.

INSTALMENT SCHEDULE

Instalment <sup>1</sup> Schedule	Amount (with GST, if any) (S\$)	Date Due <sup>2</sup>
1st instalment		Within 14 Days of Invoice Date
2nd instalment		Within 14 Days of Invoice Date
3rd instalment		Within 14 Days of Invoice Date
<b>Total Course Fees Payable:</b>		

1. Each instalment amount shall not exceed the following:
- 12 months' worth of Course Fees for EduTrust certified PEIs\*; or
  - ~~6 months' worth of Course Fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)\*; or~~
  - ~~2 months' worth of Course 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 FEES**

	<b>Type and Purpose of Fees</b>	<b>Amount (with GST, if any) (S\$)</b>
1	Application Fee (one-time, non-refundable for new students only. The application fee is waived for returning students)	1500
2	Enrolment Fee (Non-refundable except when Student's Pass or MOE exemption is rejected)	4000
3	Late Payment for Course Fees and Miscellaneous Fees: 1st Reminder 2nd Reminder	218 218
4	Late Payment for Overdue Course Fees*	(Surcharge Schedule Table under Terms and Conditions)
5	Replacement of Student Smart Card	20
6	School Trip & Activity	Before activity
7	Extra-Curricular Activities	Before activity
8	Replacement for Textbooks	Current Market Value
9	Replacement for lost/damaged Library Books	Current Market Value
10	Penalty for loss/damage of IT equipment (iPad/Macbook)	Lost – Full replacement cost of item. Upon replacement of lost item Damage – Full repair cost Upon completion of the repair
11	Examination Fees	Current Value
12	Damaged Locker	Depending on evaluation by the Operations Manager
13	Convenience Fee for credit card payment	3% of Invoice Amount Charged
14	Boarding Application Fee	327
15	Boarding Fee	\$43,200 for entrance in August 2025.

**\* Late payment charges apply in accordance with paragraphs 11 and 12 of Terms and Conditions.**



## **SCHEDULE D** **REFUND POLICY**

The following refunds apply if a Student is withdrawn whether by the Parents or by DCSG pursuant to the terms of this Contract including the Terms and Conditions:

% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	If written notice of withdrawal is received or delivered by DCSG:
100%	Within the 10 calendar days 'cooling-off' period upon signing of the Contract and regardless of before or after Course Commencement Date, 100% of the Course Fees less administrative and bank charges will be refunded.
0%	After the 10 calendar days 'cooling-off' period
Refunds after due calculations, will be paid within seven (7) working days, after receipt of the notice of withdrawal.	

Clause 3.8 of the Student Contract does not apply to Application Fee and Enrolment Fee.

The Application Fee is strictly non-refundable and non-transferable.

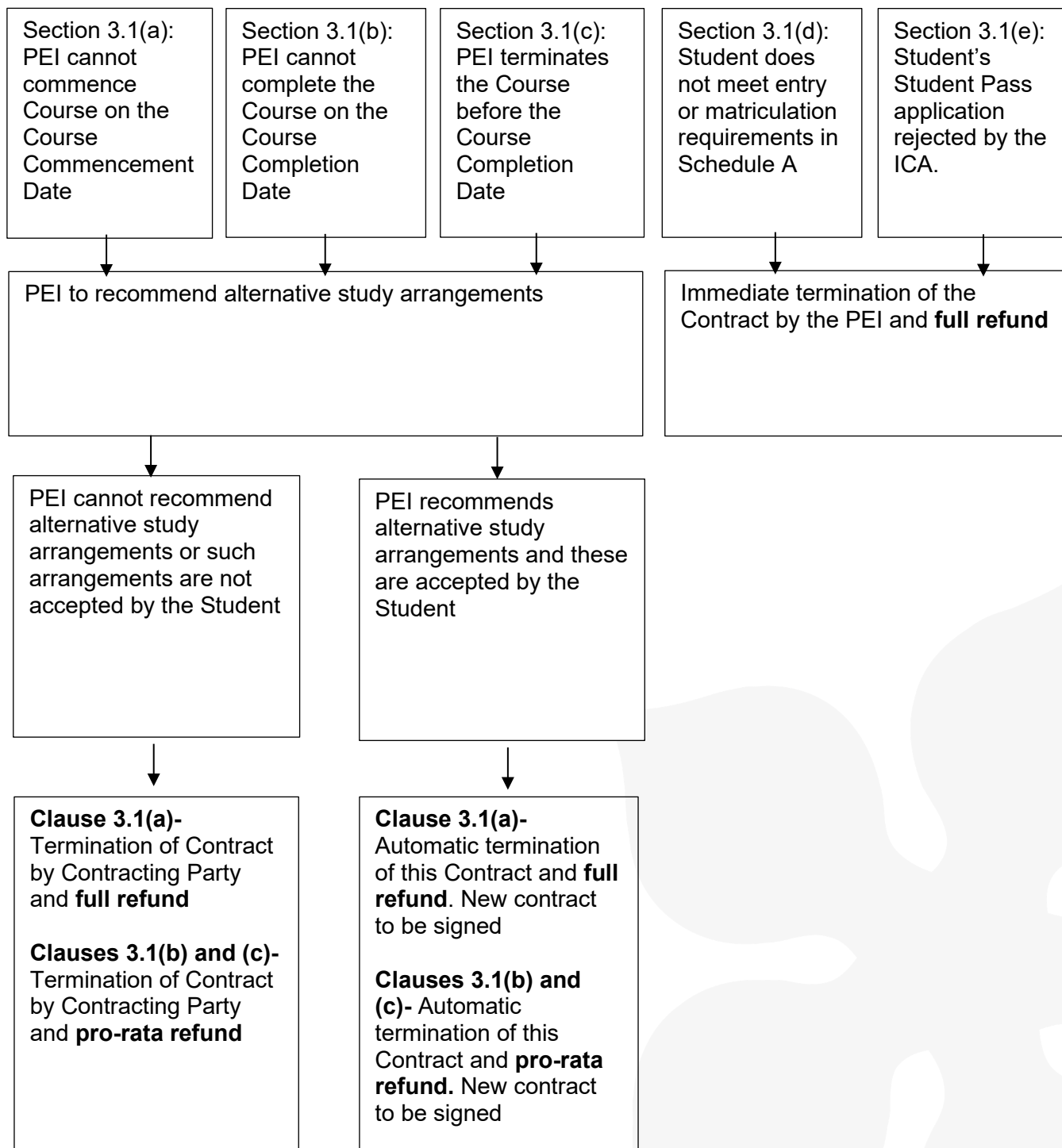
The Enrolment Fee is non-refundable and non-transferable except in the following circumstances:

- 1) The ICA rejects a Student's Pass application.
- 2) The MOE rejects an exemption for a Singaporean citizen to study at Dulwich College (Singapore).  
[NOTE: a child is deemed to be a Singapore citizen if they hold a Singapore passport or are a citizen of Singapore, regardless of whether they hold dual nationality.]



## **SCHEDULE E** **SECTION 3**

### **REFUND EVENTS**





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

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

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Authorised Signatory of DCSG

Name: David Ingram

Date:

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 Contracting Party

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Name of Contracting Party:

Date: