



## Regulation 25(5)(b)

**FORM 12**  
**PRIVATE EDUCATION ACT**  
**(No. 21 of 2009)**  
**PRIVATE EDUCATION REGULATIONS**  
This note is for a prospective student

You are strongly encouraged to thoroughly research the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher - student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or program (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.
- h. The degree or diploma or qualifications which will be awarded to you upon successful completion of the course.



If you have any doubts about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his/her parent or guardian.

I, \_\_\_\_\_, NRIC/Passport number \_\_\_\_\_,  
(name of parent / guardian) (NRIC/Passport No)

have read and understood this advisory note before signing the Student Contract

for my child/my ward\*\* ( \_\_\_\_\_ (NRIC/Passport) \_\_\_\_\_ )  
(name of child/ward)

with Dulwich College (Singapore).

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(Date: DD/MM/YYYY)

**\*\* Please delete whichever is inapplicable**



## DULWICH COLLEGE (SINGAPORE) – STUDENT CONTRACT

This Contract binds both Dulwich College (Singapore) Pte. Ltd. (“DCSG”) and the Parents 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) Dulwich College (Singapore) Pte Ltd  
Registration Number : 201027137D
- (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)\* \_\_\_\_\_  
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 DCSG 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 DCSG 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 Terms and Conditions Governing Enrolment and Admission to Dulwich College (Singapore) (“Terms and Conditions”) set out in Schedule E 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 (8) Administration for Late Payment for New Students and Item (9) Surcharge for Overdue Course Fee in the Terms and Conditions.



## 2. REFUND POLICY

### 2.1 **Refund for Withdrawal Due to Non-Delivery of Course:**

DCSG 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, if applicable; 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 Parents decide to withdraw the Student, 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, DCSG will, within seven (7) working days of receiving the Parents' written notice of withdrawal, refund to the Parents an amount based on the table in Schedule D and subject to the terms set out in Schedule D.

### 2.3 **Refund During Cooling-Off Period:**

DCSG will provide the Parents with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Parents will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Parents submit a written notice of withdrawal to DCSG 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 Parents and DCSG cannot settle a dispute using the way arranged by DCSG, the Parents and DCSG 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 Parents to DCSG will be treated in accordance with paragraphs 11 and 12 of the Terms and Conditions.
- 3.5 If there is any other agreement between DCSG and the Parents that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6 If the Parents or DCSG does not exercise or delay exercising any right granted by this Contract, the Parents and DCSG 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 COURSE DETAILS

1) Course Title	<b>English National Curriculum (ENC) Foundation Stage - Reception</b>
2) Course Duration (in months)	<b>10 months</b>
3) Full-time or Part-time Course	<b>Full Time</b>
4) Course Commencement Date	<b>21st August 2019</b>
5) Course Completion Date	<b>26th June 2020</b>
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	<b>Not Applicable</b>
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	<b>Not Applicable</b>
8) Organisation which develops the Course	<b>English National Curriculum - Early Years Foundation Framework, Department for Education (DFE)</b>
9) Organisation which awards/ confers the qualification	<b>Not Applicable</b>
10) Course entry requirement(s)	<b>Achieved developmental milestones for age appropriate English proficiency as expected for this age level</b>



<p>11) Course schedule with modules and/or subjects</p>	<p>Course and module titles are published on the College website under the</p> <p>Please refer to individual timetable.</p>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p>The Dulwich College (Singapore) Academic Year runs from August to June and the school year calendar and scheduled holidays are published on the College website. Please refer to the College website and newsletter for additional information on calendar events.</p> <p>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.</p>
<p>13) Examination and/or other assessment period</p>	<p><b>Not Applicable</b></p>
<p>14) Expected examination results release date</p>	<p><b>Not Applicable</b></p>
<p>15) Expected conferment date</p>	<p><b>Not Applicable</b></p>



## SCHEDULE B COURSE FEES

<b>Fees Breakdown</b> <i>[shows the full breakdown of total payable course fees]</i>	Total Payable S\$ (with GST)
<b>English National Curriculum (ENC) Foundation Stage - Reception</b> Full Course Fee	<b>36,240.00</b>
<b>No Discount</b>	<b>(0.00)</b>
<b>Total Course Fees Payable:</b>	<b>36,240.00</b>
<b>No of Instalments:</b>	<b>3</b>

# All fees are in Singapore Dollars and, where applicable, inclusive of the prevailing Good and Services Tax (GST) which currently is 7%. All payments must be made in Singapore Dollars.

**Important note:**

1. Late payment charges apply in accordance with paragraph 8 of Schedule E and surcharge for overdue Course Fees apply in accordance with paragraph 9 of Schedule E.

### INSTALMENT SCHEDULE

<b>Instalment<sup>%</sup> Schedule</b>	Amount S\$ (with GST)	Date Due <sup>^</sup>
1 <sup>st</sup> Instalment <sup>^^</sup>	<b>12,080.00</b>	Within 14 days of Invoice Date
2 <sup>nd</sup> Instalment	<b>12,080.00</b>	Within 14 days of Invoice Date
3 <sup>rd</sup> Instalment	<b>12,080.00</b>	Within 14 days of Invoice Date
<b>Total Course Fees Payable:</b>	<b>36,240.00</b>	

<sup>%</sup> 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 Coverage (IWC)\*; or~~
- ~~2 months' worth of fees for non-EduTrust certified PEIs without IWC\*.~~

<sup>^</sup> Each instalment after the first shall be collected within one week before the next payment scheduled.

<sup>^^</sup> Miscellaneous Fees may be billed together with the 1<sup>st</sup> Instalment where applicable.



## SCHEDULE C MISCELLANEOUS FEES<sup>1</sup>

	Purpose of Fee	Amount S\$ (with GST)
1	Application Registration Fee (Once only, non-refundable, new enrolment student only)	4500 Upon Application
2	Capital Levy (Once only, non-refundable, non-transferable, new enrolment student only)*	3750 With the 1 <sup>st</sup> Installment payment of course fee
3	Late Payment for Course Fees and Miscellaneous Fees: 1 <sup>st</sup> Reminder 2 <sup>nd</sup> Reminder	214 214
4	Late Payment for Overdue Course Fees**	(Surcharge Schedule Table under Terms and Conditions, Schedule E)
5	Replacement of Student Smart Card	20
6	Field Trips	Before activity
7	Excursion Trips	Before activity
8	Sport Trips	Before activity
9	Extra-Curricular Activities	Before activity
10	Replacement for Textbooks	Current Market Value
11	Replacement for lost/damaged Library Books	Current Market Value
12	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
13	Examination Fees	Current Value
14	Damaged Locker	Depending on evaluation by the Operations Manager
15	Convenience Fee for credit card payment of termly fees	3% of Invoice Amount Charged

**\*Will be invoiced together with Course Fee.**

**\*\* Late payment charges apply in accordance with paragraph 8 of Schedule E.**

<sup>1</sup> Miscellaneous Fees refer to any optional fees which the students pay only when applicable. Such fees are normally collected by DCSG when the need arises.





## **SCHEDULE D REFUND TABLE**

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 set out in Schedule E:

% of Course Fees paid under Schedule B	If written notice of withdrawal is received or delivered by DCSG:
100%	Within the 7 working 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 7 working days 'cooling-off' period
Refunds after due calculations, will be paid within seven (7) working days, after receipt of the notice of withdrawal.	

The Capital Levy is strictly non-refundable and non-transferable in all circumstances.

Other Miscellaneous Fees listed in Schedule C may or may not be refunded, please review the terms of refund at the point of purchase or payment.

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

- 1) Dulwich College (Singapore) is unable to offer a place to a student applicant due to denial of student pass or approval by the relevant Singapore authorities
- 2) Dulwich College (Singapore) is unable to offer a place to a student applicant due to waitlist of relevant year level and the student applicant elects not to be placed on the waitlist.
- 3) Student applicant elects to withdraw from the waitlist before Dulwich College (Singapore) makes a secure offer to the student applicant.
- 4) Student applicant does not meet eligibility criteria for enrolment at Dulwich College (Singapore)

The Application Fee will be refunded in full (minus Administrative Fee of S\$500) in the event a student applicant cannot be accepted at Dulwich College (Singapore) for the reasons set out in 1) to 4) as determined by Dulwich College (Singapore) in its sole discretion.



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: