

## 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 : Knightsbridge House International  
 : School  
 Registration Number : 202041856D  
 \_\_\_\_\_  
 \_\_\_\_\_
- (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)\*~~ : FIN No.  
 \_\_\_\_\_  
~~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 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 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 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 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](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.

## SCHEDULE A

### COURSE DETAILS

*Note: The information provided below should be the same as that submitted to the CPE.*

1) Course Title	International Primary Curriculum (IPC) Milepost 1 – Grade 1
2) Course Duration (in months)	10 months
3) Full-time or Part-time Course	Full time
4) Course Commencement Date	07/08/2023
5) Course Completion Date	21/06/2024
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 <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	International Primary Curriculum (IPC) Milepost 1 – Grade 1
8) Organisation which develops the Course	Fieldwork Education
9) Organisation which awards/ confers the qualification	Knightsbridge House International School
10) Course entry requirement(s)	6 years of age Academic requirements: - School reports showing evidence of passed previous grade - Passing school placement test and being able to demonstrate age-appropriate learning skills and English language Submission of all required documents
11) Course schedule with modules and/or subjects	<ul style="list-style-type: none"> <li>● Arts</li> <li>● English</li> <li>● ICT</li> <li>● IPC - Science and Humanities</li> <li>● Mandarin</li> <li>● Mathematics</li> <li>● Physical and Social Education</li> </ul>

<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p>2023-24 Public Holidays</p> <table border="1" data-bbox="660 230 1385 580"> <tr> <td>National Day</td> <td>9<sup>th</sup> August</td> </tr> <tr> <td>Deepavali</td> <td>13<sup>th</sup> November</td> </tr> <tr> <td>Christmas</td> <td>25<sup>th</sup> December</td> </tr> <tr> <td>New Year Day</td> <td>1<sup>st</sup> January</td> </tr> <tr> <td>Chinese New Year</td> <td>12<sup>th</sup> February</td> </tr> <tr> <td>Good Friday</td> <td>29<sup>th</sup> March</td> </tr> <tr> <td>Hari Raya Puasa</td> <td>10<sup>th</sup> April</td> </tr> <tr> <td>Labor Day</td> <td>1<sup>st</sup> May</td> </tr> <tr> <td>Vesak Day</td> <td>22<sup>nd</sup> May</td> </tr> <tr> <td>Hari Raya Haji</td> <td>17<sup>th</sup> June</td> </tr> </table> <p>School holidays 2023-24  16 – 20 October 2023  25 December – 12 January 2024  1 – 5 April 2024</p> <p>Please refer to the published calendar on the School's website.</p> <p>Dates may change from time to time as determined by the School. Additional days may be added in the event that days are lost due to emergencies / inclement weather or unforeseen events. Public holidays are advised by the Singapore Ministry of Manpower and are sometimes varied or confirmed throughout the year.</p>	National Day	9 <sup>th</sup> August	Deepavali	13 <sup>th</sup> November	Christmas	25 <sup>th</sup> December	New Year Day	1 <sup>st</sup> January	Chinese New Year	12 <sup>th</sup> February	Good Friday	29 <sup>th</sup> March	Hari Raya Puasa	10 <sup>th</sup> April	Labor Day	1 <sup>st</sup> May	Vesak Day	22 <sup>nd</sup> May	Hari Raya Haji	17 <sup>th</sup> June
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<p>13) Examination and/or other assessment period</p>	<p>Knightsbridge House International School will use continuous student assessment comprising of regular:</p> <ul style="list-style-type: none"> <li>- Formal testing for knowledge</li> <li>- Observation of skills and understanding</li> <li>- Assessing written work and project work.</li> </ul> <p>Baseline assessments – August 2023  Mid-Year Assessment – 16 to 19 January 2024  End of Year Assessment – 13 to 17 May 2024</p>																				
<p>14) Expected examination results release date</p>	<p>Reports to parents will consist of the following:</p> <p>Two formal written reports</p> <ul style="list-style-type: none"> <li>- Semester 1 reports : December 2023</li> <li>- Semester 2 reports : June 2024</li> </ul> <p>Two Parent Teacher conference</p> <ul style="list-style-type: none"> <li>- At the end of Term 1 in October 2023</li> <li>- At the end of Term 2 in March/April 2024</li> </ul>																				
<p>15) Expected award conferment date</p>	<p>21/06/2024</p>																				

**SCHEDULE B**  
**COURSE FEES**

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Tuition Fee	13,008.00
<b>Total Course Fees Payable:</b>	13,008.00
<b>No of Instalments:</b>	6

**INSTALMENT SCHEDULE**

Instalment <sup>1</sup> Schedule	Amount (with GST, if any) (S\$)	Date Due <sup>2</sup>
1 <sup>st</sup> instalment		
2 <sup>nd</sup> instalment		
3 <sup>rd</sup> instalment		
4 <sup>th</sup> instalment		
5 <sup>th</sup> instalment		
6 <sup>th</sup> instalment		
<b>Total Course Fees Payable:</b>	13,008.00	

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 FEES**<sup>3</sup>

Purpose of Fee	Amount (with GST, if any) (S\$)
Application Fee (One-time and non-refundable) – waived for 2023-2024 academic school year.	0
Registration Fee (One-time and non-refundable) – waived for 2023-2024 academic school year.	0
Assessment Fee – waived for 2023-2024 academic school year. (Limited to 1 assessment only).	0
Course Material Fee (Payable in full upon enrolment/re enrolment, once annually)	799.20
Internal Assessments to change grade (if requested by parents)	216.00
External Third-party reports (such as reports required by other schools when student is transferring schools)	270.00
Personal Learning Programme (PLP) per instalment	3,024.00
MOE Exemption Application for Singaporean Citizens to join KBH (Positive outcome not guaranteed)	1,080.00
Non-refundable Placement Holding Fee (for secured placement more than 2 months in advance of course start date)	1,080.00
Extra-Curricular Activities (cost per session)	41.04
School Transport Services Door-to-door services (per year)	3,801.60
Point-to-point service (per year)	2,073.60
Excursions, Field Trips & Camps	10.00 – 3,500.00
Uniforms	18.00 – 312.00
School Lunch Fee	7.56 – 10.80
Reissue of Student ID (upon replacement)	54.00
Administration Charges for late payment of fees (payable after 7 days past due date)	2% per month on any overdue amount as per the Course Fee Instalment Schedule Due Dates as set out in Schedule B*+GST
Science Laboratory Fee (per year)	540.00 – 864.00
External Examination Fees (per year)	129.60 – 3,000.00
YCT Test	162.00
Annual Student Insurance (payable in January each year)	54.00
Credit card processing fee	3.4% of total amount

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 fees paid under Schedules B]	If Student's written notice of withdrawal is received:
80%	more than 60 days before the Course Commencement Date
50%	before, but not more than 60 days before the Course Commencement Date
30%	after, but not more than 7 days after the Course Commencement Date
0%	more than 7 days after the Course Commencement Date

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

SIGNED by the PEI

\_\_\_\_\_  
 Authorised Signatory of the PEI  
 Name: John Anthony Fearon  
 Date:

\_\_\_\_\_  
 Seal of PEI

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: