



Date

Dear Parent,

In accordance with the Private Education Act 2009 (PEA) of Singapore, the International Community School (ICS) is required to execute a contract with each and every student prior to the student being enrolled in the school. As most of our students are under 18 years of age, a parent or the legal guardian is required to execute the contract on behalf of the student.

The ICS-Student Contract is an important legal agreement between the ICS and you, the Parent. Students are not considered enrolled at ICS until a duly-executed contract is returned by the parent.

*You should only sign this contract if you fully understand and are satisfied with all of the terms and conditions detailed therein. If you have any doubts about the contents of the contract, you should seek advice and clarification before signing.*

The contract is divided into a number of different sections, with the key information being found in:

**Section 1 – Tuition Information and Fees.**

ICS offers an American based curriculum accredited with the Western Association of Schools and Colleges and Association of Christian Schools International. Tuition is provided on an annual basis and covers the total curriculum for that academic year. Students are enrolled at ICS for one Tuition year, details of the school year are provided in Schedule 1. The Tuition fees and payment schedule (with exact payment dates) are as stated in Schedule 2.

**Section 2 – Refund Policy**

ICS's refund policy is clearly stated in Schedule 2. You must be comfortable with this refund policy before signing the contract.

**Section 3 – Fee Protection Scheme**

ICS provides fee protection insurance for each Student from a CPE approved insurance provider.

**Section 4 – Medical Insurance Scheme**

ICS has a medical insurance scheme that covers all students.

Please sign the back signatory page (page 9) of the contract and return it to the school (fax or email) or have your child drop it into the box at the school's main reception.

Should you require any additional information, do not hesitate to contact the Admissions Office at +(65) 6776 7435 or by email on [ftan@ics.edu.sg](mailto:ftan@ics.edu.sg)

Best regards,

Florence Tan  
Admissions Director

This Contract is dated (DD/MM/YYYY) and is made between:

(1) The International Community School ("ICS"), UEN 199303918N, CPE Registration Number (TBD), EduTrust Certificate Number ????? of 27A Jubilee Road, Singapore 128575, Telephone +(65) 6776 7435;

AND

(2) Full Name of Parent/Legal Guardian : \_\_\_\_\_  
 Passport Number : \_\_\_\_\_  
 Nationality : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 Email Address : \_\_\_\_\_

**FOR THE PROVISION OF TUITION FOR:**

Full Name of student ("**Student**") : \_\_\_\_\_  
 NRIC/FIN/ Student Pass Number : \_\_\_\_\_  
 Nationality : \_\_\_\_\_  
 Date of Birth (DD/MM/YYYY) : \_\_\_\_\_  
 Singapore Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Number in Singapore : \_\_\_\_\_  
 Email Address : \_\_\_\_\_

References to "**Student**" in this Agreement shall be deemed to include references to the Student's Parent or Guardian, as the case may be.

**1. TUTION INFORMATION AND FEES**

**1.1 Tuition Details**

**School Year :** \_\_\_\_\_ **Grade Level** \_\_\_\_\_

- a) Tuition is provided on an annual basis and covers the total curriculum for the year.
- b) ICS offers an American based curriculum accredited with the Western Association of Schools and Colleges (WASC) and Association of Christian Schools International (ASCI).
- c) Students are enrolled at ICS on a full-time basis for each school year which runs for ten (10) months.
- d) Details of the 2011-2012 school year are outlined in Schedule 1.

ICS hereby confirms that the content of each Grade Level curriculum is permitted by the Council for Private Education (CPE) and other relevant authorities.

ICS further confirms that it has verified that the Student has met the Grade Level entry requirement(s) prior to signing this Agreement.

**1.2 Course Details**

ICS is a standards-based school that provides a variety of approaches to assessment for how

students can demonstrate proficiency. Faculty is accountable to administration in how these approaches are executed. Because assessment practices are not compartmentalized into a one-size-fits-all exam approach, formative and summative assessments are implemented in different subjects and in different grade levels at different times throughout the semester and the year.

- a) Student grades are determined by each teacher based on: test scores, class participation, assigned work (homework), and other factors.
- b) Parents and students are provided with on-going access to student grade and attendance information during the period of enrollment.
- c) Final grades are issued in the last week of the school year as outlined in the school calendar in Schedule 1.
- d) Students graduating from Grade 12 receive their diploma by the last date of the school year as outlined in the school calendar in Schedule 1.

### **1.3 Fees:**

The Fees shall be apportioned as set out in Schedule 2 ("Fees") and shall, subject to Clause 2, be payable on or before the dates set out therein.

Any Fees outstanding at the end of a semester are subject to a 10% late charge on the remaining balance. Students with unpaid Fees from the previous semester will not be allowed to commence classes in the following semester.

### **1.4 Receipts:**

For every payment made on behalf of the Student to ICS, ICS shall issue a receipt including, but not limited to, the following:

- (i) Student's name;
- (ii) Student's identification number;
- (iii) Payment method;
- (iv) Amount paid;
- (v) Payment breakdown; and
- (vi) Grade level enrolled in.

## **2. REFUND POLICY**

No refund of school fees shall be granted except as otherwise provided in Clause 2 of the Agreement and in the case where admission of the Student is denied by ICS for reasons other than that relating to waitlists or a failure to meet the Grade Level entry requirements.

### **2.1 Notification and Arrangement:**

ICS shall inform the Student within three (3) working days if

- (i) It fails, for any reason, to commence tuition as referred to in Clause 1 above ("**Tuition**") on the first day of each Semester, as outlined in Schedule 1;
- (ii) It terminates the Tuition, for any reason, prior to the end of Semester 2
- (iii) It discontinues Tuition for that class or Year level;
- (iv) The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA); or
- (v) The waiver required by the Singapore Ministry of Education (MOE) for a Singapore citizen to attend the International Community School is not granted.

ICS shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (iii), provide the Student with information and details of alternative tuition arrangements to allow the Student to make a timely and appropriate decision on the alternative arrangement.

Disruptions due to unforeseen circumstances beyond the reasonable control of ICS including fire, explosions or acts of terrorism, as stated in Clause 9, are specifically excluded from this Clause 2.1.

### **2.2 Withdrawal:**

Subject to Clause 9, the Student shall be entitled to immediately withdraw from ICS by giving written

notice to ICS of his/her intention to do so if ICS is in breach of any of its obligations under this Agreement.

### **2.3 Refunds:**

For circumstances outlined under Clause 2.1, ICS shall, within ten (10) working days after notifying the Student, refund the prorated balance of the tuition fees paid by the Student for the current Tuition year. For all other withdrawals, ICS will refund Fees in accordance with Schedule 2.

## **3. FEE PROTECTION SCHEME (FPS)**

### **3.1 ICS's Undertaking to have a FPS:**

ICS hereby confirms and undertakes to the Student that it has in place a FPS by way of an insurance facility with LONPAC INSURANCE BHD Policy Number: Z/11/BM01/000141

### **3.2 FPS Insurance Facility:**

A copy of master insurance agreement between CPE, Hong Kong and Shanghai Banking Corporation Insurance/Lonpac Insurance Bhd (the "**Master Insurance Agreement**") and acceded to by ICS for the purpose of insuring the Student, is available on ICS's website at [www.ics.edu.sg](http://www.ics.edu.sg). The Master Insurance Agreement sets out the events under which Hong Kong Shanghai Banking Corporation Insurance/Lonpac Insurance Bhd shall indemnify the Student for Fees paid to ICS.

ICS hereby undertakes that the:

- i. Cover under the Master Insurance Agreement shall be extended to the Student;
- ii. Student receives the certificate on the same day the Student pays the Fee; and
- iii. Insured period shall commence from the Fee payment date to at least the next payment date.

### **3.3**

#### **No Double Claim:**

For the avoidance of doubt, if the Student and/or Parent receives any payment from ICS or the Insurance Company pursuant to a provision of this Agreement or the Master Insurance Agreement in respect of any matter or damage, then the Student and His/Her Parent shall not be entitled to claim against ICS or the Insurance Company for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Insurance Agreement.

## **4.**

### **MEDICAL INSURANCE COVERAGE**

### **4.1**

#### **Undertaking to provide Medical Insurance Coverage:**

ICS hereby confirms and undertakes to the Student that it has in place a medical insurance scheme for all its students as required by CPE under EduTrust certification scheme. This medical insurance scheme shall minimally provide for an annual coverage limit of not less than S\$20,000 per student, at least B2 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration, and the Student is encouraged to seek advice on whether more comprehensive insurance cover is required or desired.

ICS-appointed medical insurance provider: N/A

## **5. GOVERNING LAW AND DISPUTE RESOLUTION**

### **5.1 Governing Law:**

This Agreement shall be governed by, and construed in accordance with, the laws of Singapore.

### **5.2 Grievance Procedure:**

ICS shall, within ten (10) working days of the date of this Agreement and in any event no later than the first day of Term 1, provide the Student with a copy of its student handbook or such other document which shall prescribe a formal grievance procedure for the purpose of providing a timely and fair method of resolving disputes arising from this Agreement or such other matter as may relate to the Student's enrollment at ICS.

The terms of this contract shall take precedence over any provision in the student handbook or any other document provided by ICS. .

### **5.3 Dispute Resolution:**

In the event that the Student and ICS are unable to resolve a dispute in accordance with the grievance procedure referred to in Clause 5.2, the Student and ICS shall not proceed to litigation or any other form of dispute resolution without first referring the dispute to the Singapore Mediation Centre through the CPE Student Services Centre for mediation. A party who receives a notice for mediation from the other party shall consent and participate in the mediation process, and costs of the mediation shall be split equally between both parties. In the event that the mediation is unsuccessful within thirty (30) days, then such dispute shall be referred and finally determined by arbitration at the Singapore International Arbitration Centre ("SIAC") and in accordance with its Domestic Arbitration Rules. Any reference to arbitration under this Clause shall be a submission to arbitration within the meaning of the Arbitration Act (Cap. 10) for the time being in force in Singapore.

## **6. INTERNATIONAL STUDENTS**

### **6.1 Student's Pass Application:**

ICS undertakes to use its best efforts to assist the Student if he/she requires a Student's Pass from the ICA. This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student's enrollment and immigration status, and doing all such things as may be reasonably necessary to procure the Student's Pass on behalf of the Student.

### **6.2 Student's Pass Not Transferable:**

The Student's Pass issued under Clause 6.1 is not transferable and will expire upon the Student ceasing to be a student of ICS. ICS is under an obligation to inform the ICA of the Student's withdrawal from, or completion of his/her course of study at ICS. The Student is under an obligation to deliver to the ICA within seven (7) days of the Student ceasing to be a student of ICS, the passport and Student's Pass for cancellation of the Student's Pass.

### **6.3 Withdrawing from ICS:**

A Student who withdraws from ICS to enroll with another school for full-time study shall be deemed to have withdrawn from ICS under Clause 6.2 and the provisions of Clause 6.2 shall apply.

## **7. CHANGE IN OWNERSHIP/MANAGEMENT**

ICS shall inform the Student in the event of any :

- (a) Change in ownership or shareholding structure of ICS, and/or
- (b) Change in the management of ICS.

ICS shall inform the Student of such changes as soon as practicable, and in any event no later than fourteen (14) days after the change has been effected.

## **8. CONFIDENTIALITY**

ICS is committed to maintaining the confidentiality of all information provided by the Student and undertakes not to divulge any of this information to any third party without the prior consent of the Student, save where such information is required to be disclosed pursuant to applicable law, statute, regulation, court order or notice of public authorities or statutory body.

## **9. FORCE MAJEURE**

In the event that any party shall be rendered unable to carry out the whole or any part of its obligations under this Agreement for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable despatch.

## **10. PRECEDENCE**

In the event of there being any inconsistency between the terms of this Agreement and the terms of any other agreement (oral or written) entered into between ICS and the Student either before or after

the making of this Agreement, the terms of this Agreement shall prevail and the terms of such other agreement shall be deemed to be amended to the extent necessary for it to be read as being consistent with this Agreement.

**11. MISCELLANEOUS**

**11.1 Indulgence, Waiver, etc.:**

No failure on the part of any party to this Agreement to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this Agreement preclude any other or further exercise of it.

**11.2 Modification:**

Any amendment or modification to this Agreement shall only be binding upon the written consent of both ICS and the Student.

**11.3 Severability of Provisions:**

If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions of this Agreement.

**11.4 Successors and Assigns:**

Neither ICS nor the Student shall be entitled to assign its rights and/or obligations under this Agreement without the prior written consent of the other party. In addition, ICS shall not be entitled to assign its rights and/or obligations under this Agreement without the prior consent of the Council of Private Education, irrespective of any consent or waiver by the Student.

**11.5 Rights of Third Parties:**

A person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act (Cap 53B) to enforce any of its terms.

# SCHEDULE 1



## International Community School 2011-2012 Calendar

**July-11**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August-11**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September-11**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October-11**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November-11**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**December-11**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holidays and Start Dates	
<b>AUGUST</b>	
6	Secondary Open House (10 am-12 pm) Gr. 6-12
9	Singapore National Day
10	First Day of Elementary School (8:15 am - 3:00 pm)
11	First Day of Middle/ High School (8:10 am - 3:10 pm)
30	No School (Public Holiday)
<b>SEPTEMBER</b>	
<b>OCTOBER</b>	
14	End of 1st Quarter
26	No School (Public Holiday)
<b>NOVEMBER</b>	
7	No School (Public Holiday)
24&25	Thanksgiving Holiday
<b>DECEMBER</b>	
16	End of 2nd Quarter
19-Jan 8	Christmas Break 25 Christmas Day
<b>JANUARY</b>	
1	New Year's Day
9	School Resumes / New Parent Orientation
23-24	No School - Chinese New Year Holiday
<b>FEBRUARY</b>	
<b>MARCH</b>	
9	End of 3rd Quarter
19-23	No School - Spring Break
<b>APRIL</b>	
6	No School - Good Friday Holiday
<b>MAY</b>	
1	No School - Labor Day Holiday
7	No School - Public Holiday
25	Graduation
30	Early Release - 12:30 pm Last Day of School

**January-12**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February-12**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

**March-12**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**April-12**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May-12**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**June-12**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Key to Symbols:	
	Early Release - 12:30pm
	Holiday-Students & All Staff
	Holiday-Students & Teachers
	Open House/ Parents Night
	First Day of Elem. School
	First Day of M.S./ H.S.

## SCHEDULE 2

### FINANCIAL INFORMATION ACADEMIC YEAR 2011-2012

#### **STUDENT FEES:**

##### ***Application Fee-New Student 3,000***

***S\$***

An application fee of S\$2,800 and an administration fee of S\$200 shall be paid to International Community School (ICS) at the time that the application is submitted for consideration of enrollment by the Admissions Department. Upon enrollment to ICS, the application fees will be applied as payment toward the tuition fees. The S\$200.00 administration fee is not refundable under any circumstance.

- The application fee is non-refundable & non-transferrable for any student who is accepted but declines the acceptance by not attending
- Students not accepted not related to waitlists will refunded the S\$2800 application fee
- Students not offered a place within 2 terms will receive a refund of S\$2800
- Students on waitlist may withdraw their application & receive a refund of S\$2800

##### ***Registration Fee/Enrollment Fee***

***S\$ 1,200***

The enrollment fee is an annual fee paid by all students as a means of securing their place in class for the following year. Current students are offered an opportunity to re-enroll & reserve their space in class by payment of the enrollment fee each year during February only. All registrations/re-enrollments after February are subject to available space restrictions. New students are subject to a registration fee once they are admitted for the current school year which is payable in the first semester of attendance in addition to the tuition fees.

##### **English Language Assessment**

**S\$ 80**

An English language assessment shall be required for those students who are not native English speakers or have not completed a significant part of their educational learning in an English language setting. The S\$80 language assessment fee is not refundable under any circumstance.

#### **TUITION FEES: (exclusive of GST)**

**Annual**

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<b>Junior Kindergarten</b>	<b>S\$14,000</b>
<b>Elementary (Kindergarten – Grade 5)</b>	<b>S\$17,430</b>
<b>Middle School (Grade 6 – Grade 8)</b>	<b>S\$20,040</b>
<b>High School (Grade 9 – Grade 12)</b>	<b>S\$21,530</b>
<b>Special Services</b>	<b>S\$ 1,610</b>

#### **QUESTIONS/FEEDBACK**

Questions or feedback regarding billing may be addressed to the Business Manager, 27A Jubilee Road, Singapore 128575, or [icsfinance@ics.edu.sg](mailto:icsfinance@ics.edu.sg).

## **PAYMENTS**

All ICS tuition & fees are stated in Singapore Dollars. ICS accepts payment for school fees in the form of local checks, bank-to-bank, and wire transfers. Checks should be crossed and made payable to “**International Community School (S) Ltd.**” ICS does not accept post-dated checks. For bank-to-bank or wire transfers please ensure the student’s name & ID number are referenced to enable us to credit the account correctly. Please email a bank confirmation advice to [icsfinance@ics.edu.sg](mailto:icsfinance@ics.edu.sg). All bank charges are to be borne by the remitter.

## **DUE DATE OF FEES**

Tuition fees are invoiced on **1 July** for the first semester and **1 December** for the second semester or the date of acceptance for students starting after the first day of classes. Invoices are due for payment within 15 days from the date of invoice or the 1<sup>st</sup> day of attendance whichever occurs first.

## **REFUND OF FEES**

Tuition fees are payable for the whole semester and are not prorated in case of early withdrawal. Refunds of fees, less the non-refundable re-enrollment fee or application fee, are made according to the schedule below. Re-enrollment Fees or Application Fees paid for a student cannot under any circumstance be transferred or applied to another student’s account.

### **Initially enrolled for/during FIRST SEMESTER**

<b>Fee Type</b>	<b>Withdrawal Notice Received before 1 August</b>	<b>Withdrawal Notice Received after 1 August</b>
Registration Fee (New Students Only)	100% Refund	No Refund
Tuition Fees	100% Refund*	No Refund

### **Initially enrolled for/during SECOND SEMESTER**

<b>Fee Type</b>	<b>Withdrawal Notice Received before 1 January</b>	<b>Withdrawal Notice Received after 1 January</b>
Registration Fee (New Students Only)	100% Refund	No Refund
Tuition Fees	100% Refund*	No Refund

**\*After deduction for Non-Refundable Application/Re-enrollment Fees.**

## **REDUCTION OF TUITION FOR LATE ENROLLMENT**

Neither Registration Fees nor any other fees are prorated regardless of date of enrollment for new student. New students enrolling in the 2<sup>nd</sup> half of a semester will receive a 50% discount on tuition fees for that semester only.

## **WITHDRAWAL POLICY**

Written notice is required in writing to ICS. Students withdrawing less than 14 days before the beginning of the semester or during the semester are liable for payment of all tuition fees with no refund of any fees for any portion of a semester.

## **OUTSTANDING BALANCES**

Accounts with an unpaid balance at the end of a semester are subject to a 10% late charge on remaining balance. **Students with unpaid balances at the beginning of the upcoming semester will not be allowed to start classes.**

## **FINANCIAL ASSISTANCE**

A financial assistance program is available for missionaries and vocational Christian workers. The application for financial assistance may be picked up from the business office. Consideration of these requests will be based on available funding and demonstration of need. Financial assistance is granted year-by-year; therefore, a new application must be submitted by 15 March each year.

SIGNED for and on behalf of the Student's parent or legal guardian

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Name of Parent or Legal Guardian:

NRIC / FIN/ Passport No:

Date:

SIGNED by Witness

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Name of Witness:

NRIC / FIN/ Passport No:

Date:

SIGNED by and on behalf of ICS

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Authorized Signatory of ICS

Name:

Date:

STUDENT NAME:

GRADE LEVEL:

Once you have signed this page, please mail, scan or fax a copy of the signed page to:

International Community School, 27A Jubilee Road, Singapore 128575

Fax +(65) 6776 7436

Email: