

STANDARD PEI-STUDENT CONTRACT

BETWEEN

Genesis School for Special Education

AND

< Name of Student >

FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on 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 programme (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 qualification which will be awarded to you upon successful completion of the course.

If you have any doubt 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 parent or guardian.

I, _____, NRIC/Passport number _____,
(name of student/parent/guardian) (NRIC/passport no.)

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

for myself / my ward** (_____ (NRIC/passport) _____)
(name of ward)

with _____.
(name of PEI)

(signature of student or parent / guardian)

Date : _____

**Please delete whichever is inapplicable.*

**GENESIS SCHOOL FOR SPECIAL EDUCATION PTE LTD
STUDENT CONTRACT**

This Contract binds both Genesis School for Special Education Pte Ltd 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 : Genesis School for Special
Education Pte Ltd
Registration Number : 199801373N
- (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* : _____

1. COURSE INFORMATION AND FEES

- 1.1 Genesis School 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 Genesis School 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.

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;

* 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.

- (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, Genesis School 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:

Genesis School 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 Genesis School 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 Genesis School cannot settle a dispute using the way arranged by Genesis School, the Student and Genesis School may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
- 3.4** All information given by the Student to Genesis School will not be given by Genesis School to anyone else, unless the Student signs in writing that he agrees or unless Genesis School is allowed to give the information by law.
- 3.5** Any agreement other than this Contract is invalid if it is administered without the written permission of CPE. If there is any other agreement between Genesis School 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 1

Entry Requirements for the Course

Initial consultation with the School Principal. The purpose of this meeting is to understand the child's strengths and needs. At this time, the School Principal will go through the "Basic Information on Pupils" form with the Parents. The School Principal then review any reports is psychological, therapy, school and etc to gain an understanding of which class would be the most suitable for the child.

There are two mandatory requirements

- 1) The Medical Form duly completed or recent updated medical records**
- 2) A copy of audiological test results since many children with language processing deficits or who are on the Autism Spectrum have undetected high and hearing loss.**

The school reserves the right to refuse enrolment and or/admission to any applicant at its sole discretion. The School is not able to accept children who are violent or physically aggressive in order to protect the safety of the other students.

SCHEDULE A
COURSE DETAILS

1) Course Title	
2) Course Duration (in months)	
3) Full-time or Part-time Course	
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	
8) Organisation which develops the Course	
9) Organisation which awards/ confers the qualification	
10) Course entry requirement(s)	
11) Course schedule with modules and/or subjects	
12) Scheduled holidays (public and school) and/or semester/term break for course	
13) Examination and/or other assessment period	
14) Expected examination results release date	

**SCHEDULE B
COURSE FEES**

Fees Breakdown <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (without GST) (S\$)
Course fee	
Half day (3 hours)	\$4,000.00
Full day (6 hours)	\$5,385.00
Registration fee	\$1,500.00
*Foreign Student Surcharge	\$3,000.00
Parent-Teacher Association Fund	\$100.00
Total Course Fees Payable:	\$4,000.00 or \$5,385.00

*Please delete as appropriate

QUARTERLY SCHEDULE

Quarterly Schedule	Amount (with GST, if any) (S\$)	Date Due
1 st Quarter	\$4000.00 or \$5,385.00	6 January 2014
2 nd Quarter	\$4000.00 or \$5,385.00	24 March 2014
3 rd Quarter	\$4000.00 or \$5,385.00	29 July 2014
4 th Quarter	\$4000.00 or \$5,385.00	7 October 2014
Total Course Fees Payable per year	\$16,000.00 or \$21,540.00	

**SCHEDULE C
MISCELLANEOUS FEES¹**

Purpose of Fee	Amount (without GST) (S\$)
Placement Fee	\$1,500.00

@ Please delete fees not applicable and include other relevant fees payable by students.

¹ Miscellaneous Fees refer to any optional 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 and C]	If Student's written notice of withdrawal is received:
100%	more than 30 days before the Course Commencement Date
50%	before, but not more than 14 days before the Course Commencement Date
[•]	after, but not more than [•] days after the Course Commencement Date
[•]	more than [•] days after the Course Commencement Date

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

SIGNED by Genesis School for
Special Education Pte Ltd

Authorised Signatory of Genesis School
for Special Education Pte Ltd

Name:

Date:

Seal of Genesis School for Special Education
Pte Ltd

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:

Date:

Name of Parent or Legal Guardian:

Date: