



Dear Parents and Guardians,

In accordance with the Private Education Act of Singapore (2009) and the Committee for Private Education (CPE), Middleton is required to execute this Student Contract prior to a student being enrolled in the School.

Students are not considered fully enrolled until a fully-executed student contract and Form 12 Advisory Note is returned to the School.

Please read the Advisory Note and Student Contract carefully and complete ALL pages below.

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

Please do not hesitate to contact us at +65 6636 1155 or tampines@middleton.edu.sg should you require any additional information.

Regards,

Atima Joshi
Senior Principal

PRIVATE EDUCATION ACT (No. 21 of 2009)
PRIVATE EDUCATION REGULATIONS

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,
- g. Information about the PEI’s policies on academic and disciplinary matters; and
- 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. the parent/guardian

I, _____, FIN/NRIC/Passport _____
(name of parent/guardian) *(FIN/NRIC/Passport)*

have read and understood this advisory note before signing the Student Contract for myself/my ward

(_____, FIN/NRIC _____)
(name of student) *(FIN/NRIC)*

with _____ Middleton International School _____.

(signature of parent / guardian)

Date: _____

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 : Middleton International School
 Registration Number : 201625676E
- (2) Full Name of Student : _____
 NRIC / Foreign Identity Number (FIN) Number : _____
(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / FIN for international student / Dependent Pass (DP) / Diplomatic Pass (IEO))
- (3) Full Name of Parent/Legal Guardian
 (if Student is under eighteen (18) years of age) : _____
 FIN / NRIC / Passport Number : _____

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 07 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 the Immigration and Checkpoints Authority (ICA).
- (vii) A waiver has not been issued by the Ministry of Education (MOE) for SC.

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 (<https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html>).
- 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.
- 3.8** The Middleton International School's Terms and Conditions (<https://www.middleton.edu.sg/wp-content/uploads/2020/10/TC-for-Middleton-International-School-14-Oct-2020.pdf>) form part of this legal Student Contract.

SCHEDULE A
COURSE DETAILS

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

1) Course Title	
2) Course Duration (in months)	12 Months
3) Full-time or Part-time Course	Full Time
4) Course Commencement Date	18 January 2022
5) Course Completion Date	08 December 2022
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>	Certificate of Completion of Middleton International School / Middleton International School Program
8) Organisation which develops the Course	Middleton International School
9) Organisation which awards/ confers the qualification	Middleton International School
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	N/A
14) Expected examination results release date	June: Report December: Report
15) Expected award conferment date	08 December 2022

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Course Fee (Term 1 – Term 4)	15,762.08
Student Insurance	60.00
Fee Protection Scheme (FPS)	63.29
GST (7%)	1,111.98
Total Course Fees Payable:	16,997.35
No of Instalments:	04

INSTALMENT SCHEDULE

Instalment Schedule ¹	Amount (with GST, if any) (S\$)	Date Due ²
1 st Instalment	4,348.27	17/11/2021
2 nd Instalment	4,216.36	10/02/2022
3 rd Instalment	4,216.36	19/05/2022
4 th Instalment	4,216.36	11/08/2022
Total Course Fees Payable:	16,997.35	

***Parents are responsible for any fees associated with interbank transfers / 3rd party credit card transactions.

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*.

² Each instalment after the first instalment will be invoiced within one week prior to the next payment due date.

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
Registration Fee (non-refundable, applicable for new registration) Comprises of: - Administration Fee (\$535.00) - Confirmation Fee (\$535.00)	1,070.00
Enrolment Assessment Fee	107.00
Additional Language (Chinese/ Hindi/French/Enrichment Programme)	535.00 - 1,070.00 per term
EAL (English as an Additional Language)	321.00 – 642.00 per term
Learning Support Fee	500.00 – 4,000.00 per year
Arrowsmith Assessment Fee	2,675.00
Arrowsmith Programme (7 years and above)	4,387.00 – 19,795.00 per year
Books and Stationery**	100.00 – 500.00**
Uniform	15.00 – 50.00 (per item)
External Standardised Assessment Fee (ISA / CAT4 Assessment) Grade 4 - 10*	80.00*
Field Trip(s) / School Camps*	150.00 - 2,000.00*
ECAs (by external providers)	200.00 - 800.00 per term
Meals	25.00 per week (invoiced termly)
Loss of Library Book	20.00 – 100.00 (depending on book replacement cost)
Re-issuing of Student Contract Fee	10.00 per contract
Late Payment Fee Charge (invoiced 1 month after payment due date)	5% of outstanding fee per month
Inter-Campus Transfer Fee (non-refundable)	267.50
Student Pass (STP) & Long-Term Visit Pass (LTVP) Letter of Consent Application & Renewal Fee	107.00
Additional printed School Reports	\$10.00 per printed copy
Certification Letter	\$10.00 per printed copy
IGCSE Exam Fee*	140.00 – 280.00 per subject*
IGCSE Postage Fee (Grade 10 only)*	50.00*

*To be invoiced before activity or event.

**Students in Grades 6 and above are required to purchase a personal set of books and stationery.

***Parents are responsible for any fees associated with interbank transfers / 3rd party credit card transactions.

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 and C]	If Student's written notice of withdrawal is received:
100%	8 calendar weeks or more before the commencement date of each term. On or before the following dates in relation to students commencing in the respective terms: 23 November – Term 1 (Jan – Mar) 07 February – Term 2 (Apr – Jun) 23 May – Term 3 (Jul – Sep) 08 August – Term 4 (Oct – Dec)
50%	Less than 8 calendar weeks but more than 4 calendar weeks before the commencement date of each term: Between the following dates in relation to students commencing in the respective terms: 24 November to 21 December – Term 1 (Jan – Mar) 08 February to 08 March – Term 2 (Apr – Jun) 24 May to 21 June – Term 3 (Jul – Sep) 09 August to 06 September – Term 4 (Oct – Dec)
0%	Less than or equal to 4 weeks to the commencement date of each term: On or after the following dates in relation to students commencing in the respective terms: 22 December – Term 1 (Jan – Mar) 09 March – Term 2 (Apr – Jun) 22 June – Term 3 (Jul – Sep) 07 September – Term 4 (Oct – Dec) If a student has commenced school during either of the 4 terms, there will be no refund for early withdrawal regardless of when the notice of withdrawal is given.

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

SIGNED by the PEI

Atima Joshi



Authorised Signatory of the PEI

Seal of PEI

Name: Atima Joshi

Date:

SIGNED by the Student SIGNED by the Student's parent or legal guardian
(if the student is under eighteen (18) years of age)

N/A

Name of Student: N/A

Date: N/A

Name of Parent or Legal Guardian:

Date: