

**FORM 12  
PRIVATE EDUCATION ACT  
(NO. 21 OF 2009)**

**PRIVATE EDUCATION REGULATIONS**

**ADVISORY NOTE TO STUDENTS**

This notice 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 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 PEI have informed you previously, or advertised, you should- always seek advice and/or clarifications before signing the Contract.

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*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 **GEMS World Academy (Singapore) Pte Ltd.**  
*(name of PEI)*

\_\_\_\_\_  
*(signature of student or parent/guardian)*

Date: \_\_\_\_\_

*\*Please delete whichever is inapplicable.*

## 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 : GEMS World Academy (Singapore)  
Pte Ltd  
Registration Number : 200803726H
- (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 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 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 PEI considers payment made after 30 days of the invoice 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;
- (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 BACCALAUREATE PROGRAMME (IB)
2) Course Duration (in months)	9.30 months
3) Full-time or Part-time Course	Full-Time Course
4) Course Commencement Date	14 August 2017
5) Course Completion Date	14 June 2018
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	N/A
8) Organisation which develops the Course	GEMS World Academy (Singapore) in accordance with International Baccalaureate Standards and Practices.
9) Organisation which awards/ confers the qualification	International Baccalaureate Organization GEMS World Academy (Singapore)
10) Course entry requirement(s)	<p><b>Age requirements</b> Students must meet the minimum entry age requirements for the relevant grade level. These ages are outlined on the school website, <a href="http://www.gwa.edu.sg">www.gwa.edu.sg</a></p> <p><b>Documentation</b> Students who are new to the school must provide the relevant official documents to verify their prior schooling, if applicable, at the time of admission. Please refer to the school website for a complete list of documentation required.</p> <p>Students already in the school must successfully complete their current grade in order to move to the next grade level.</p>
11) Course schedule with modules and/or subjects	<p>In general, students attend lessons full-time, 5 days per week, from 9:00am through to 3:30pm from Mondays to Thursday. On Fridays, the hours will be from 9:00am to 1:30pm. PreK-K1 have half day options, 9:00am to 1:30pm Monday to Fridays.</p> <p><b><u>Early Years</u></b> Students in Pre-K to KG2 take the following subjects:</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Physical Education</li> <li>• Mandarin</li> <li>• Arts</li> <li>• Mathematics</li> </ul> <p><b><u>Primary Years</u></b> Students in G1 to G5 take the following subjects:</p> <ul style="list-style-type: none"> <li>• Physical Education</li> <li>• English</li> <li>• EAL</li> <li>• Spanish</li> </ul>

	<ul style="list-style-type: none"> <li>• French</li> <li>• Mandarin</li> <li>• Science</li> <li>• Visual Arts</li> <li>• Mathematics</li> <li>• Social Studies</li> <li>• Music</li> </ul> <p><b>Secondary Years</b></p> <p>Students in G6 to G10 take the following subjects:</p> <ul style="list-style-type: none"> <li>• Language and Literature</li> <li>• EAL</li> <li>• French</li> <li>• Spanish</li> <li>• Mandarin</li> <li>• Individuals and Societies</li> <li>• Science</li> <li>• Mathematics</li> <li>• Design</li> <li>• Drama</li> <li>• Music</li> <li>• Visual Arts</li> <li>• Physical and Health Education</li> </ul> <p>Students in G11 and G12 take the subjects based on their individual course selection-</p> <p>Please refer to the subject selection on our website  <a href="http://www.gwa.edu.sg/Secondary-Years">http://www.gwa.edu.sg/Secondary-Years</a></p>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p>School Semester Breaks</p> <p>1<sup>st</sup> semester commences on 14 August 2017  Mid-session break – 16 October to 20 October 2017  Christmas break – 21 December to 09 January 2018</p> <p>2<sup>nd</sup> semester commences on 10 January 2018  Mid-session break – 02 April 2018 to 13 April 2018  Summer break – 18 June 2018 to 10 August 2018</p> <p>For Singapore public holidays, it will be as gazetted by the Ministry of Manpower.  For full details, please view the Academic Calendar on the school website, <a href="http://www.gwa.edu.sg">http://www.gwa.edu.sg</a></p>
<p>13) Examination and/or other assessment period</p>	<p>Pre-K to Grade 5 undertake on going assessment, through a variety of assessment types  Grades 6 to Grade 12 have continuous assessments, as well as semester examinations.  Grade 10 undertakes external IGCSE examinations in May/June.</p> <p>Semester.1: 27 November to 01 December 2017  Semester.2: 28 May to 01 June 2018</p>

14) Expected examination results release date	Report Cards are sent home quarterly (Four times per year). Parents may access school reports via ManageBac with their login details. Q1: 13 October 2017 Q2: 20 December 2017 (End of Semester.1) Q3: 29 March 2018 Q4: 14 June 2018 (End of Semester.2)
15) Expected award conferment date	14 June 2018

## SCHEDULE B

### COURSE FEES

1. Fees Breakdown	Total Payable (with GST, if any) (S\$)
Total annual payable course fees	
International Baccalaureate Programme Total School Fees	
<b>No of Instalments:</b>	2

### INSTALMENT SCHEDULE

2. Instalment <sup>1</sup> Schedule	Amount (with GST, if any) (S\$)	Date Due <sup>2</sup>
1st instalment		Semester 1: 30 days from date of invoice issuance.
2nd instalment		Semester 2: 30 days from date of invoice issuance.
<b>Total Course Fees Payable:</b>		

- Each instalment amount shall not exceed the following:
  - 12 months' worth of fees for EduTrust certified PEIs\*;
  - ~~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.

- 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\$)
Registration Fee (One-time non refundable payment)	S\$1,500
Admissions Fee (One-time non refundable payment) * Fee is waived for second child onwards due to sibling waiver	S\$4,000
Experiential Learning Programme (ELP) Fees which include but are not limited to: <ul style="list-style-type: none"> <li>• Camps</li> <li>• Field trips</li> <li>• Medical Insurance</li> <li>• Visa costs</li> </ul>	Ranging from S\$400 to S\$3,000 (Specific to individual ELP camp)
IGCSE Examination Fees for G10 *Subject to fee change directed by Cambridge International Examinations.	S\$100 per examination subject*
IB Diploma Programme Examination Fee for G12 *Correct for May 2018 examination session; subject to annual revision by the International Baccalaureate (IB)  Fee's for students taking the complete programme (student takes all six academic subjects and core components- TOK, Extended essay, CAS:  Fees for students taking DP courses only (student does not take all six academic courses):	Registration fee: S\$204 Individual subject examination fee: S\$140  Registration fee: S\$204 Individual subject examination fee: S\$140 Core fees: S\$108 per core component taken (optional)
School Uniforms * Please refer to price list in Family Welcome Handbook	
Lost or damaged textbooks/library books (Initial copies of textbooks are provided free-of-charge)	Price will depend on book value
Lost or damaged IT equipment i.e. Macbook Air, Ipad Air, portable charger, cables	Price will depend on item
Door-to-Door Bus Service (Provided by external vendor) *Charges are dependent on distance travelled. Please refer to Bus Service pricing list on school website, <a href="http://www.gwa.edu.sg">www.gwa.edu.sg</a>	
Extra-Curricular Activities provided by external vendor(s)	Ranging from S\$30 per class to S\$300 per class

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]	
[100%]	More than [30 days] before the Course Commencement Date
[50%]	Before, but not more than [30 days] days before the Course Commencement Date
[0%]	Upon course commencement Date

**\*Note: If a student withdraws during the Cooling Off Period, maximum refund will apply.**

**A. Registration and Admission fees are non-refundable**

**B. Proration of Tuition Fees only for late Enrolment within a Semester.**

**For Late enrolment students, tuition fees are as follows:**

Registration and Admission Fees must be paid in full, irrespective of start date within a Semester or Academic Year 2017-2018.

Semester fees will be calculated on a pro rated days' basis from the date the student starts at GWA (Singapore) within a semester until the end of the semester.

**C. Outstanding Payments:**

Students with outstanding accounts may have their GEMS World Academy (Singapore) attendance privileges restricted by GEMS World Academy (Singapore) until such time as their accounts are current. Continued outstanding accounts may lead to the exclusion of the student, with holding of academic records, and claims for lost fees made against the family. If any payment remains due upon withdrawal from GEMS World Academy (Singapore), transcripts, transfers, or other records may not be released until full payment is received.

**D. Non-Payment of Fees**

Non payment of any Fees may result in GEMS World Academy (Singapore) withholding reports, references and/or examination results, as well as temporary or permanent exclusion from GEMS World Academy (Singapore).



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

SIGNED by the PEI



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Authorised Signatory of the PEI  
Name: Richard Henry  
Date:

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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)

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Name of Student:

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Name of Parent or Legal Guardian:

Date:

Date: