

**FORM 12 PRIVATE EDUCATION ACT (No. 21 of 2009)**  
**PRIVATE EDUCATION REGULATIONS ADVISORY NOTE TO STUDENTS**

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/her parent or guardian.

I, **Testone Father**, NRIC/Passport number **1111/F-1111**,  
(\*Name of student/parent/guardian)

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

**Testone Student** NRIC/passport **3333/S-3333**.

(Name of student)

with One World International School Pte. Ltd.

\_\_\_\_\_  
(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 Parent/~~Legal Guardian~~ will represent the Student.

This Contract is made between:

- |  |   |
|--|---|
|  | : <u>ONE WORLD INTERNATIONAL<br/>SCHOOL PTE LTD</u> |
| (1) Registered Name of PEI   |   |
| Registration Number  | : <u>200800495N</u>                                 |
| (2) Full Name of student   | : <u>Testone Student</u>                            |
| <i>(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)*</i> |   |
| NRIC Number (for SC/PR)*   | : <u>3333</u>                                       |
| Student's Pass Number (if available)/  | : <u>S-3333</u>                                     |
| Passport Number (for international student)*   |   |
| (3) Full Name of Parent/ <del>Legal Guardian</del> *   | : <u>Testone Father</u>                             |
| NRIC/Passport Number*  | : <u>1111/ F-1111</u>                               |

### 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 1 day 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 and any impact on Course completion.

## 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;

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\* *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.*

- (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/she agrees or unless the PEI is allowed to give the information by law or Under Part B - Attachments.
- 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**

|  |  |
|--|--|
| 1) Course Title  | OWIS PRIMARY PROGRAMME (GRADE 1)   |
| 2) Course Duration(in months)  | 12 months  |
| 3) Full-time or Part-time Course   | Full Time  |
| 4) Course Commencement Date  | 21 August 2023   |
| 5) Course Completion Date  | 31/07/2024 or such earlier date when the Student is withdrawn from the course.   |
| 6) Date of Commencement of Studies<br><i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i> | N.A.<br>A Student may enrol at the School on an agreed course at any time after the Course Commencement date. If the date of enrolment is after the Course Commencement Date shown in this Schedule, then the course will have already commenced and the parties hereto acknowledge this by signing this document. |
| 7) Qualification<br><i>(Name of award to be conferred on the Student upon successful Course completion)</i>                              | Proceed onto OWIS GRADE 2<br>No awards given – Reports cards will be issued to each Student setting out the results of the Student's performance on assessments and / or examinations conducted during the academic year.  |
| 8) Organisation which develops the Course  | One World International School   |
| 9) Organisation which awards/ confers the qualification  | One World International School   |

|  |   |
|--|---|
| 10) Course entry requirement(s)  | <ul style="list-style-type: none"> <li>• Refer to Schedule E for the recommended age groups at the start of the academic year in August; or</li> <li>• Passing of relevant entrance tests as determined by the School in its sole discretion; or</li> <li>• Such other assessments as the School, in its sole discretion, shall consider appropriate with regard to the background and prior education of the Student and the School's suitability for the Student; or</li> <li>• Completion of the previous Grade level (or equivalent) and sufficient English Language skills to undertake the course, as determined by the School, will influence advancement from one Grade level to the next.</li> </ul> |
| 11) Course schedule with modules and/or subjects                                   | Such subjects as shall be offered to meet with the requirements of the School, International Baccalaureate Organisation (IBO) or Cambridge Assessment International Examinations (CAIE), where applicable and in accordance with the course delineated in the Schedule.   |
| 12) Scheduled holidays (public and school) and/or semester/term break for course : | <p><b>Public Holidays</b></p> <p>These will be observed throughout the academic year. If a public holiday falls on a Sunday, the following Monday will be a public holiday. For a list of all Singapore public holidays please visit the Ministry of Manpower's website at <a href="http://www.mom.gov.sg">www.mom.gov.sg</a></p> <p><b>Term Breaks</b></p> <p>There are four term breaks in an academic year with corresponding term breaks.</p> <p>For a detailed Academic Calendar of all holidays, please visit the website at <a href="http://www.owis.org">www.owis.org</a> or refer to the Academic Calendar in the Parent Handbook.</p>   |

|  |   |
|--|---|
| 13) Examination and/or other assessment period | Based on continuous School assessment and / or examinations prescribed by the School, IBO or CAIE, as applicable.           |
| 14) Expected examination results release date  | Results of continuous School assessment for all Grade levels are issued in accordance with the School's reporting schedule. |
| 15) Expected award conferment date             | Not applicable since no award is given.   |



## **SCHEDULE B**

### **COURSE FEES**

| <b>Fees Breakdown</b><br><i>[Shows the full breakdown of total payable course fees]</i> | <b>Fees Payable</b><br>(without GST)<br>(S\$) | <b>Subsidy</b><br>(without GST, if any)<br>(S\$) | <b>Total Payable</b><br>(with GST, if any)<br>(S\$) |
|---|---|--|---|
| Tuition Fees<br>(Course Fee for Academic Year 2023-2024)                                | \$ 14436.00                                   | \$ 0.00  | 15,655.04   |
| Infra Fees  | \$ 4038.75                                    | \$ 0.00  | 4,379.80  |
| <b>Total Course Fees Payable:</b>   |   |  | <b>20,034.84</b>                                    |
| <b>No of Installments</b>   | <b>3 installments</b>                         |  |   |

Note: The fees are inclusive of prevailing 8% GST until 31st Dec 2023, and 9% w.e.f. 1st Jan 2024

### **INSTALLMENT SCHEDULE**

| <b>Installment<sup>1</sup> Schedule</b> | <b>Amount (with GST, S\$)</b> | <b>Date Due<sup>2</sup></b> |
|---|-------------------------------|-----------------------------|
| 1 <sup>st</sup> installment             | 2,216.97                      | November 29 <sup>th</sup>   |
| 2 <sup>nd</sup> installment             | 8,867.88                      | November 29 <sup>th</sup>   |
| 3 <sup>rd</sup> installment             | 8,949.99                      | February 25 <sup>th</sup>   |
| <b>Total Course Fees Payable:</b>       | <b>20,034.84</b>              |                             |

1. Each installment amount shall not exceed the following:

- 12 months' worth of fees for EduTrust certified PEIs<sup>\*</sup>, or
- 6 months' worth of fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)<sup>\*</sup>, or
- 2 months' worth of fees for non-EduTrust-certified PEIs without IWC<sup>\*</sup>.

<sup>\*</sup> Delete as appropriate by striking through.

2. Each installment 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\$)   |
|---|--|
| 2023-24 Additional Counselling Needs Fee      | \$6480.00 per academic year  |
| 2023-24 Additional English Support Fee        | \$6480.00 per academic year  |
| 2023-24 Bus Reactivation Fee                  | \$756.00 for each Instance   |
| 2023-24 Camps and Workshop Activities         | \$2160.00 for each Instance  |
| 2023-24 Co-Curricular Activities (CCA)        | Up to \$1296.00 per activity per term.<br>Payable upon confirmation of participation |
| 2023-24 Duplicate copies of school reports    | \$54.00 per report   |
| 2023-24 Enhanced English Support Fee          | \$8100.00 per academic year  |
| 2023-24 Fee for entry assessment to another s | \$162.00 per subject   |
| 2023-24 Fines & Penalties                     | \$2160.00 for each Instance  |
| 2023-24 GIRO Return/Cheque Return charges     | \$108.00 for each Instance   |
| 2023-24 Late Payment Fee                      | \$108.00 per month or part thereof   |
| 2023-24 Music Tuition                         | \$3240.00 per academic year per instrument   |
| 2023-24 Non GIRO Admin Surcharge              | \$54.00 for each Instance  |
| 2023-24 Overseas Field Trip/Residential Trip  | \$3240.00 for each Instance  |
| Bus Zone I (TW)                               | \$3784.32 per annum  |
| Bus Zone II (TW)                              | \$4205.52 per annum  |
| Bus Zone III (TW)                             | \$4629.96 per annum  |
| Enquiries about Results(EARs) 2023-24         | \$2160.00 for each Instance  |

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

*\*These figures are estimates only and notification will be made of the actual amount prior to payment.*

*\*\*The Miscellaneous fees are inclusive of prevailing 8% GST until 31 Dec 2023, and 9% GST rate applies from 1st Jan 2024 onwards.*

*A bus service is available for those Students who wish to use this service.*

**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                |
| 0%   | before, but not more than 7 days before the Course Commencement Date |
| 0%   | after, but not more than 7 days after the Course Commencement Date   |
| 0%   | more than 7 days after the Course Commencement Date                  |

For withdrawals once the course has commenced please refer to the Parent/Student Handbook which is available on our website [www.owis.org](http://www.owis.org)

## SCHEDULE E

| Date of Birth   | Age in 2023/24 | 2023/24  | Age in 2024/25 | 2024/25  |
|---|----------------|----------|----------------|----------|
| 1 <sup>st</sup> September 06<br>to 31 <sup>st</sup> August 07 | 16-17 years    | Grade 11 | 17-18 years    | Grade 12 |
| 1 <sup>st</sup> September 07<br>to 31 <sup>st</sup> August 08 | 15-16 years    | Grade 10 | 16-17 years    | Grade 11 |
| 1 <sup>st</sup> September 08<br>to 31 <sup>st</sup> August 09 | 14-15 years    | Grade 9  | 15-16 years    | Grade 10 |
| 1 <sup>st</sup> September 09<br>to 31 <sup>st</sup> August 10 | 13-14 years    | Grade 8  | 14-15 years    | Grade 9  |
| 1 <sup>st</sup> September 10<br>to 31 <sup>st</sup> August 11 | 12-13 years    | Grade 7  | 13-14 years    | Grade 8  |
| 1 <sup>st</sup> September 11<br>to 31 <sup>st</sup> August 12 | 11-12 years    | Grade 6  | 12-13 years    | Grade 7  |
| 1 <sup>st</sup> September 12<br>to 31 <sup>st</sup> August 13 | 10-11 years    | Grade 5  | 11-12 years    | Grade 6  |
| 1 <sup>st</sup> September 13<br>to 31 <sup>st</sup> August 14 | 9-10 years     | Grade 4  | 10-11 years    | Grade 5  |
| 1 <sup>st</sup> September 14<br>to 31 <sup>st</sup> August 15 | 8-9 years      | Grade 3  | 9-10 years     | Grade 4  |
| 1 <sup>st</sup> September 15<br>to 31 <sup>st</sup> August 16 | 7-8 years      | Grade 2  | 8-9 years      | Grade 3  |
| 1 <sup>st</sup> September 16                                  | 6-7 years      | Grade 1  | 7-8 years      | Grade 2  |

to 31<sup>st</sup> August 17

1<sup>st</sup> September 17  
to 31<sup>st</sup> August 18

5-6 years

EC 3

6-7 years

Grade 1

1<sup>st</sup> September 18  
to 31<sup>st</sup> August 19

4-5 years

EC 2

5-6 years

EC 3

1<sup>st</sup> September 19  
to 31<sup>st</sup> August 20

3-4 years

EC 1

4-5 years

EC 2

1<sup>st</sup> September 20  
to 31<sup>st</sup> August 21

3-4 years

EC 1

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

SIGNED by the PEI



Seal of PEI

Authorised Signatory of the PEI

Name: James John Matthew Sweeney

Date: 22/11/2023

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: **Testone Student**

Date:

Name of Parent or Legal Guardian: **Testone Father**

Date:

**PART B - ATTACHMENTS****PERSONAL DATA PROTECTION ACT**

To comply with the Personal Data Protection Act (PDPA) which came into effect on 2<sup>nd</sup> July 2014. The Student and/or the Parent (as applicable) agree that their personal data may be collected, used and disclosed by the School, its officers and staff for the purposes of delivering and administering the Course. The School, its officers and staff shall be entitled to collect, use and disclose personal data such as contact information, Student's health condition and/or family circumstances (including but not limited to) to ensure the safety and promote the welfare of the Student or to avert a perceived risk or harm to the Student or to another person at the School.

The Student and/or the Parent (as applicable) agrees that the School may disclose their personal data to its affiliated entities, Parent and Friends Association members, third party service providers and agents for the above purposes. The School may disclose the personal data of the Student and/or the Parent (as applicable) where required by any governmental authorities.

The School reserves the right to monitor the Student's e-mail communications and Internet usage on the School's IT network at all times. The School is committed to be in compliance with the Personal Data Protection Act 2012 as detailed in the School Policy OP13.

**SUSPENSION & EXCLUSION OF STUDENTS**

A Student may be formally suspended or expelled from the School if the Student has committed a serious breach or a series of breaches of School discipline or expectation and/or criminal offence. The Head of School shall act in accordance with the School's policy (OP-25) on suspension and expulsion in all such cases. Should the Student be formally expelled before the end of a term, the Student shall nevertheless be obliged to pay the sum of the Course Fee for that term.

### GRADE PLACEMENT

Students will be placed in age appropriate classes except in the case of exceptional circumstances. The final decision on the Grade level the Student is to join will be dependent upon the assessment and/or interview at the time of application and previous school records.

I hereby confirm I have read this attachment and I agree to it.

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: **Testone Student**

\_\_\_\_\_  
Name of Parent or Legal Guardian: **Testone Father**

Date:

Date: