

PART A - PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

Regulation 25(5)(b)

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, **Areena Test**, NRIC/Passport number **987654321/AC456789**,
(name of student/parent/guardian) (NRIC/passport no.)

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

for myself / my ward** (**Areena test** (NRIC/passport) **W123456/AC4348253**)
(name of ward)

with **One World International School Pte. Ltd.**
(name of PEI)

**Please delete whichever is inapplicable.*

PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This contract ("**Contract**") is made BETWEEN:

(1) Registered Name of Private Education Institution (PEI)

: **ONE WORLD INTERNATIONAL
SCHOOL PTE LTD**

Registration Number
(the "**PEI**")

: **200800495N**

Registered Address

: **21 Jurong West Street 81,
Singapore, 649075**

(To be used if the Student is under 18 years of age).

(2) Full Name of Contracting Party (Parent/Legal Guardian)

: **Areena Test**

*(The name has to be as per NRIC for Singapore Citizen (SC) and
Permanent Resident (PR) and as in passport for foreigners.)*

NRIC/FIN/Passport Number

: **987654321/ AC456789**

*(NRIC number is meant to be stated where the Contracting Party is an
SC/PR. FIN/Passport Number is meant to be stated where the
Contracting Party is not an SC/PR. Please delete as appropriate by
striking through.)*

(the "**Contracting Party**") on behalf of

Full Name of Student

: **Areena test**

*(The name has to be as per NRIC for Singapore Citizen (SC) and
Permanent Resident (PR) and as in passport for foreigners.)*

NRIC/FIN/Passport Number

: **W123456/AC4348253**

*(NRIC number is meant to be stated where the Student is an SC/PR.
FIN/Passport Number is meant to be stated where the Student is not an
SC/PR. Please delete as appropriate by striking through.)*

(the "**Student**")

1. DEFINITIONS

1.1 In the Contract, the following words and expressions shall have the following meanings:

"Cooling-Off Period"	Shall refer to the period of ten 10 calendar days commencing from and including the date of this Contract.
"Course"	Shall refer to the course described in Schedule A.
"Course Fee"	Shall refer to the compulsory fees to be charged by the PEI on account of the Student's undertaking of the Course and as stated in Schedule B.
"Course Commencement Date"	Shall refer to the date of commencement of the Course as scheduled by the PEI and shall be as stated in Item 4 of Schedule A.
"Course Completion Date"	Shall refer to the date of completion of the Course as scheduled by the PEI, and shall be as stated in Item 5 of Schedule A.
"Developer/Proprietor"	Shall refer to the person who developed the Course, or who is the proprietor of the Course, as stated in Item 8 of Schedule A.
"ICA"	Shall have the meaning assigned to it in Clause 3.1(e).
"Miscellaneous Fees"	Shall refer to non-compulsory fees potentially chargeable by the PEI on account of, or arising from, the Student's undertaking of the Course, and as described in Schedule C.
"Permitted Course Duration"	Shall refer to the permitted duration of the Course starting on and from the Course Commencement Date and ending on the Course Completion Date (both dates inclusive).
"Private Education Mediation - Arbitration Scheme"	Shall refer to the dispute resolution scheme under the Private Education (Dispute Resolution Schemes) Regulations 2016.
"Refund Event"	Shall have the meaning assigned to it in Clause 3.1.
"SSG"	Shall refer to the SkillsFuture Singapore Agency established pursuant to Section 3 of the SkillsFuture Singapore Agency Act 2016.
"Student Pass"	Shall be as described on www.ica.gov.sg or such other website which operates in lieu thereof.

2. COURSE INFORMATION AND FEES

- 2.1** The PEI shall provide the Course as set out in Schedule A to the Student. The PEI shall not make any change to any detail of the Course set out in Schedule A unless it has obtained the prior written consent of the Contracting Party and, where required under the Private Education Act 2009 or the subsidiary legislation thereunder, the prior written consent of SSG. For the avoidance of doubt, if it is stated in Schedule A that the Course includes industrial attachment, the PEI shall use reasonable endeavors to ensure that such industrial attachment is provided to the Student.
- 2.2** The PEI represents and warrants that:
- (a) The person stated in Item 8 of Schedule A is the Developer/Proprietor of the Course and that the PEI has obtained all necessary permissions, licences and approvals for the provision of the Course to the Student.
 - (b) It has obtained SSG's permission to conduct the Course and that it has not made any such changes to the Course which would require it to re-apply to SSG for permission to conduct the Course.
 - (c) The PEI has verified that the Student meets the Course entry requirements set out in Item 10 of Schedule A.
 - (d) The information set out in Items 1 to 5 and 7 to 17 of Schedule A is correct, complete and not inconsistent with the details submitted to the SSG to obtain its permission to provide the Course.
- 2.3** PEI undertakes that the Student will be awarded or conferred the qualification stated in Item 7 of Schedule A by the organisation named in Item 9 of Schedule A upon the Student's successful completion of the Course, and having met all the requirements of the award/qualification.
- 2.4** The parties agree that Schedule B and Schedule C set out all fees payable (potentially or otherwise) by the Contracting Party to the PEI for the Course or arising from the Student's undertaking of the Course.
- 2.5** The Contracting Party shall pay the Course Fees in the amount and by the timelines as stated in the instalment schedule in Schedule B and the Miscellaneous Fees as per the timelines stated in each invoice for the Miscellaneous Fees issued by the PEI to the Contracting Party. The PEI considers a payment made 01 days/~~month~~ after the scheduled due date(s) in Schedule B for the Course Fees and 01 days/~~month~~ after the scheduled due date(s) in the invoices for the Miscellaneous Fees as late. The PEI will explain to the Student its policy for the late payment of Course Fees and Miscellaneous Fees, and any impact on the Course/module completion (if applicable).

3. TERMINATION AND REFUND POLICY (Please refer to the diagram in Schedule E)

- 3.1** The PEI will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a “Refund Event”):
- (a) It cannot commence the provision of the Course on the Course Commencement Date;
 - (b) It cannot complete the provision of the Course by the Course Completion Date;
 - (c) The Course will be terminated before the Course Completion Date;
 - (d) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
 - (e) The Immigration & Checkpoints Authority of Singapore (the “ICA”) rejects the Student’s application for the Student Pass.
- 3.2** Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:
- (a) The PEI shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.
 - (b) If the Contracting Party accepts such alternative study arrangements, the PEI shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect.
 - (c) If the PEI does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 3.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to the PEI.
- 3.3** Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.
- 3.4** If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.5** If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.
- 3.6** If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.7** If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

3.8 Refund for Withdrawal During the Cooling-Off Period:

Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to the PEI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the PEI. The PEI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.

3.9 Refund for Withdrawal Outside the Cooling-Off Period:

Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to the PEI. Upon receipt of such notice, the PEI shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

4. ADDITIONAL INFORMATION

- 4.1** This Contract shall be interpreted in accordance with the laws of Singapore. Subject to the *Private Education (Dispute Resolution Schemes) Regulations 2016*, the courts of Singapore shall have exclusive jurisdiction to settle any claim, dispute or disagreement arising out of or relating to this Contract.
- 4.2** If any provision of this Contract is adjudged to be illegal, invalid or unenforceable, in whole or in part, such provision or part of it shall, to the extent that it is illegal, invalid or unenforceable, be deemed not to form part of this Contract and shall not affect the validity, legality and enforceability of the remainder of this Contract.
- 4.3** The PEI shall treat all personal information provided by the Student or Contracting Party as strictly confidential and shall not disclose any such personal information to any third-party, unless it has obtained the prior written consent of the Contracting Party or such disclosure is required under the law.
- 4.4** This Contract contains the whole agreement between the parties in respect of its subject matter and supersedes all previous discussions, correspondences and understanding between the parties in respect of such subject matter.
- 4.5** In no event shall any delay, failure or omission on the part of either party in exercising any right, power, privilege, claim or remedy arising under or pursuant to this Contract constitute a waiver of that right, power, privilege, claim or remedy, unless expressly given in writing. No waiver of a breach of this Contract shall be deemed to be a waiver of any other or subsequent breach of this Contract.
- 4.6** If this Contract is also signed in or translated into any language other than English, the English language version shall prevail in the event of any inconsistency.

4.7 A person who is not a party to this Contract shall have no right under the *Contracts (Right of Third Parties) Act 2001* to enforce any of its terms.

SCHEDULE A
COURSE DETAILS

1) Course title	INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAM (IB-PYP) GRADE 1
2) Permitted Course Duration (in months) <i>Note: This does not include the period of the industrial attachment, if any.</i>	12 months
3) Whether the Course is a full-time or part-time Course	Full Time
4) Course Commencement Date (DD/MM/YYYY)	12 August 2026
5) Course Completion Date (DD/MM/YYYY)	31/07/2027 or such earlier date when the Student is withdrawn from the course.
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. 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 (Name of qualification to be conferred on the Student upon the successful completion of the Course)	Proceed onto INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAM (IB-PYP) GRADE 2 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) Developer/Proprietor of the Course	International Baccalaureate
9) Organisation which awards/ confers the qualification	International Baccalaureate

<p>10) Course entry requirement(s)</p>	<p>1. As per OWIS Age Criteria</p> <ul style="list-style-type: none"> • Passing of relevant entrance tests as determined by the School in its sole discretion; or • 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 • 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. <p>2. Submitted the required documents</p> <p>3. Paid due fees</p>
<p>11) Course schedule (with modules and/or subjects referred to)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>Subjects as shall be offered to meet with the requirements of the school where applicable and in accordance with the course delineated in the schedule.</p>
<p>12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the Course</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>Public Holidays</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 www.mom.gov.sg</p> <p>Term Breaks</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 www.owis.org or refer to the Academic Calendar in the Parent Handbook.</p>
<p>13) Examination and/or other assessment and/or assignment period(s)</p> <p><i>Note: Attachment(s) may be included to show the information.</i></p>	<p>Based on continuous School assessment and / or examinations prescribed by the School, IBO or CAIE, as applicable.</p>

<p>14) Expected final examination results release date (DD/MM/YYYY) <i>Note: The date shall not be more than three (3) months after the completion of the final examination, unless otherwise permitted by SSG.</i></p>	<p>31/07/2027</p>
<p>15) Expected date of conferment of the qualification (DD/MM/YYYY)</p>	<p>31/07/2027</p>
<p>16) Does the Course include any industrial attachment?</p>	<p>No</p>
<p>17) Duration of the industrial attachment</p>	<p>NA</p>

**SCHEDULE B
COURSE FEES**

Fees Breakdown <i>[Shows the full breakdown of total payable course fees]</i>	Fees Payable (without GST) (S\$)	Subsidy (without GST, if any) (S\$)	Total Payable (with GST, if any) (S\$)
Tuition Fees (Course Fee for Academic Year 2026-2027)	\$ 22163.25	\$ 0.00	24,157.94
Building fees	\$ 6688.71	\$ 0.00	7,290.69
Total Course Fees Payable:			31,448.64
No of Installments	3 installments		

INSTALLMENT SCHEDULE

Installment ¹ Schedule	Amount (with GST, S\$)	Date Due ²
1 st installment	10,482.88	June 25 th
2 nd installment	10,482.88	October 25 th
3 rd installment	10,482.88	February 25 th
Total Course Fees Payable:	31,448.64	

1. Each installment 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^{*}.~~

^{*} *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 FEES³

Purpose of Fee	Amount (with GST, if any)(S\$)
2026-27 Additional Counselling Needs Fee	\$6540.00 per academic year
2026-27 Additional English Support Fee	\$7085.00 per academic year
2026-27 Additional Learning Support Fee	\$6540.00 per academic year
2026-27 Bus Reactivation Fee	\$763.00 for each Instance
2026-27 Camps and Workshop Activities	\$2180.00 for each Instance
2026-27 Co-Curricular Activities (CCA)	Up to \$1635.00 per activity per term. Payable upon confirmation of participation
2026-27 Enhanced English Support Fee	\$8175.00 per academic year
2026-27 Fines & Penalties	\$2180.00 for each Instance
2026-27 Late Payment Fee	\$109.00 per month or part thereof
2026-27 Music Tuition	\$3270.00 per academic year per instrument
2026-27 Non GIRO Admin Surcharge	\$109.00 for each Instance
2026-27 Overseas Field Trip/Residential Trip	\$3270.00 for each Instance
Bus Zone I (OW)	\$2066.64 Per annum
Bus Zone I (TW)	\$3178.44 per annum
Bus Zone II (OW)	\$2799.12 Per annum
Bus Zone II (TW)	\$4198.68 per annum
Bus Zone III (OW)	\$3178.44 Per annum
Bus Zone III (TW)	\$4865.76 per annum
Bus Zone IV (OW)	\$3426.96 Per annum
Bus Zone IV (TW)	\$5258.16 per annum
Bus Zone V (OW)	\$3531.60 Per annum
Bus Zone V (TW)	\$5441.28 per annum
IB - Enquiries about results	\$1635.00 for each Instance
IB 2026-27 Duplicate copies of school reports	\$163.50 per report
IB 2026-27 GIRO Return/Cheque Return charges	\$218.00 for each Instance
IB 2026-27 Recreational Visits	\$381.50 for each Instance

IB-2026-27 Non Refundable Fee for iPad & Apple Car	\$619.12 for each Instance
IB-Charges for entry assesment to another school	\$163.50 per subject
Miscellaneous Fees	\$1090.00 for each Instance
Non refundable fee for Bump Case 2026-27	\$56.68 for each Instance
Non refundable fee for Macbook Air & Apple care	\$1580.50 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.*

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

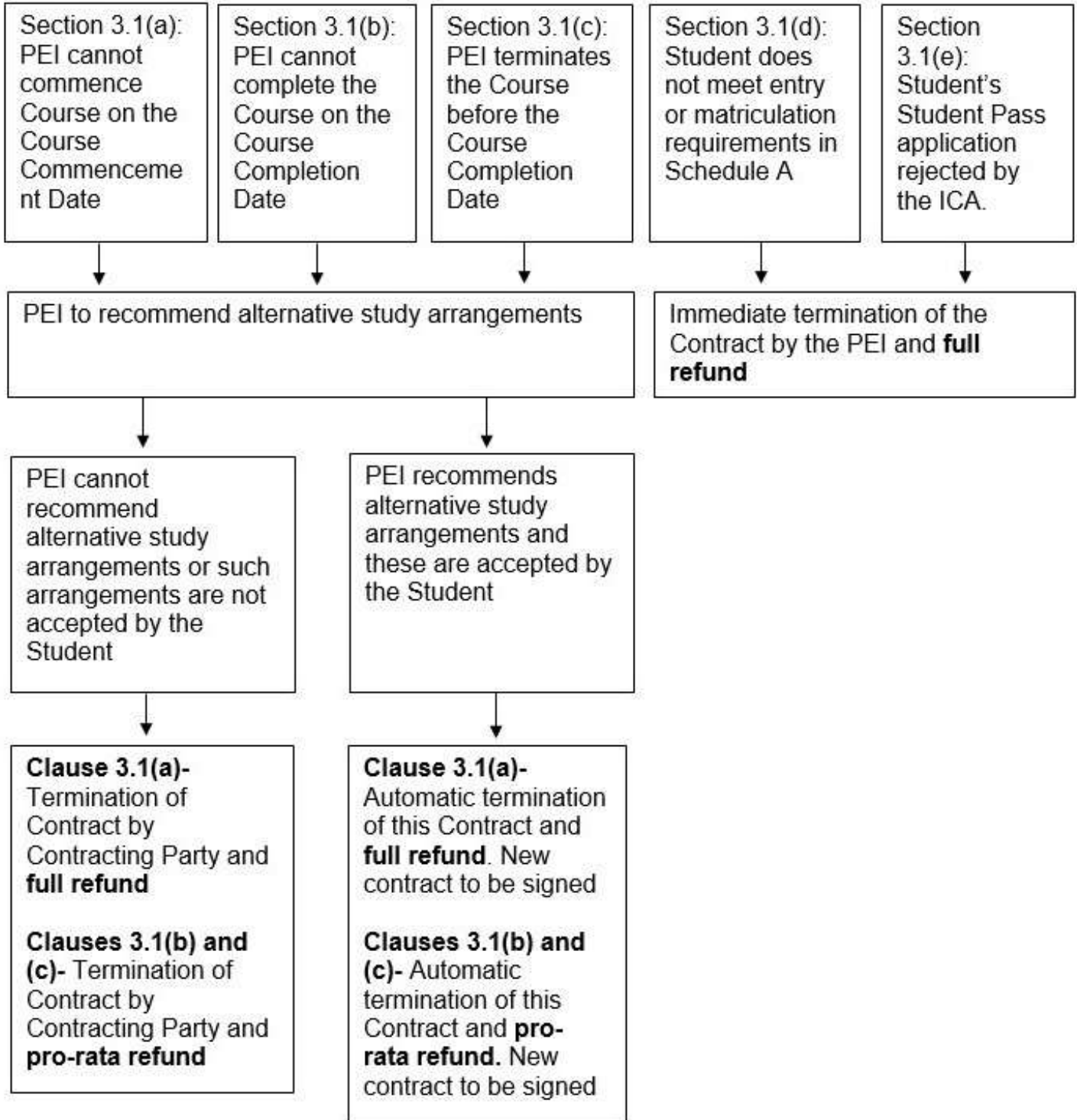
SCHEDULE D
REFUND TABLE

% of (the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C)	If the Contracting Party's written notice of withdrawal is received:
100%	more than 30 days before the Course Commencement Date
NIL	on or before, but not more than 30 days before the Course Commencement Date
NIL	after, but not more than 7 days after the Course Commencement Date
NIL	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

**SCHEDULE E
SECTION 3**

REFUND EVENTS



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

SIGNED by the PEI



Seal of PEI



Authorized Signatory of the PEI

Name: James Morris

Date: 16/06/2026

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: Areena test

Name of Parent or Legal Guardian: Areena Test

Date:

Date:

PART B - Declaration for Re-enrolment, Citizenship and Immigration

I / We **Areena Test**, Parent/Legal Guardian of **Areena test** enrolled in **One World International School PTE LTD** hereby state that:

1. I / we have read and understood the guidelines for Singapore citizens issued by the Ministry of Education (the "MOE") which are as follows:

Admission of Singapore Citizen or Foreign Students and Singapore Permanent Residents who attain Singapore Citizenship

Singapore citizens are exempted from seeking MOE's approval to study at the foreign system school's Kindergarten / Pre-school.

Singapore Citizens who are enrolled in Kindergarten / Pre-School are not guaranteed continued admission to Grade/ Standard/ Class 1 and are required to seek prior MOE approval for continuing education in OWIS.

Singapore Citizen below 6 years:

All Singapore Citizens who will be age appropriate for the MOE School Primary 1 registration exercise should participate in the P1 registration process. This is to ensure that these children continue their education in the national schools, if their application to study at OWIS is not approved by MOE.

All Singapore Citizen children, who are age appropriate for MOE School Primary 1 and have not obtained MOE approval to continue their study in OWIS will be required to study in the MOE schools no later than the start of the respective MOE Primary Year1 academic year.

Singapore citizens above 6 years:

Parents of OWIS students who become Singapore Citizen after they have achieved 6 years age, are exempted from MOE approval for continuing their education in OWIS. However, parents of such students are required to comply with the requirements specified in Point 4 below and seek a written approval from the OWIS Admissions Department confirming the promotion/ re-admission in the next grade.

For details, kindly refer the Ministry of Education's circular EDUN C12-01-001 dated 22 Feb 2013, posted under Enrolment in myOWIS.

2. I / We understand that, **One World International School PTE LTD** has granted admission to **Areena test** subject to the following terms and conditions.
- (i) that my child holds a non-Singapore citizenship OR is a Singapore citizen authorised by the Ministry of Education as per clause "1" above, to study at OWIS, and
 - (ii) that my child is eligible for a promotion to next grade and / or satisfies the re-enrolment criteria as established by the school, and
 - (iii) that I / we have read the School Terms and Conditions, School Policies and the Student Handbook, displayed / published online in myOWIS, and that I/ we agree to comply, and shall ensure that my/ our child also complies with the afore-mentioned terms, and
 - (iv) that my child has not violated laws of any country or is facing any trial in any court or is convicted of any offence(s).
3. As on the date of signing this document, I /we declare that **Areena test** has following nationality and immigration details.
- Nationality: **Thai**
- Passport number: **AC4348253**
- Issue Date: **01/02/2023**
- Immigration Status: **Others**
- NRIC/FIN number: **W123456**
4. I / we agree that at any time our child is granted and accepts a Singapore citizenship, then within 7 (seven) working days from date of such acceptance, I / we agree to do the following:
- (i) Apply for MOE approval through the OWIS Admissions Department, applicability to be determined as per clause 1, where applicable,
 - (ii) Update the student particulars in myOWIS profile and upload the new passport and immigration documents / Ministry letters if any, and seek review of changed profile by the class teacher,
 - (iii) Get a written confirmation from the OWIS Admissions Department (admissions.sg@owis.org) that the child is exempted from MOE approval and the child can continue his/her education at OWIS.
 - (iv) Generate a new student e-contract with revised nationality and immigration status and inform the class teacher by written email if the student e-contract could not be generated / completed for any reason(s).

5. I / we agree and fully understand that in the event we fail to perform and comply with steps mentioned in clause "4" above, then it would be deemed as a breach of School's Terms and Conditions.
6. I/ we represent that all the information and details mentioned in the student profile of my/ our child is correct and valid as on the date of signing of this Declaration. I / we agree and undertake that I/ we shall ensure that the student profile of my/ our child is updated with latest, correct and valid particulars at all times during the time my/ our child is enrolled with OWIS. In case any of the particulars of the student profile of my child are changed, including but not limited to change in the immigration status of my child from Student Pass/ Dependent Pass Holder to Permanent Resident, I shall upload the latest details on the student profile within seven (7) days of such change becoming effective.
7. I / we agree that the school may be asked to share student particulars with the Ministry of Education or any other relevant authority in case of an enquiry or as a matter of routine administrative procedure in accordance with the applicable laws.

8. **PERSONAL DATA PROTECTION ACT**

To comply with the Personal Data Protection Act (PDPA) which came into effect on 2nd 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. Should you have any objection to your child/ren data being used by the school, kindly inform us via email at helpdesk.owis.sg@globalschools.com .

9. **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.

10. I / we agree that the school may be asked to share student particulars with the Ministry of Education or any other relevant authority in case of an enquiry or as a matter of routine administrative procedure in accordance with the applicable laws.
11. I / we understand that suppression of facts or furnishing misleading / false information or failure to provide updated information as required under this Declaration may result in cancellation/ termination of admission from the School and the School may exercise other rights and seek remedies as may be available under law at my/our cost and liability.
12. I/ we **Areena Test** certify that the information provided in this Declaration is true and complete.

Mother name: **Areena Test**
Ic no : **987654321**
Passport no: **AC456789**

TERMS AND CONDITIONS

Legal Contract: The profile/account must be created by a Parent or a legal Guardian of the Student and documents in support thereof must be provided. The electronic confirmation (i.e. clicking on the "Confirm" button) by the Parent/ Guardian of the information provided in the Profile/ account shall give rise to a legally binding contract on the terms of these Terms and Conditions.

The Parents/ Guardians shall be legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions and all the Policies, Procedures, Terms and Conditions specified by the School from time-to-time in relation to the education of the Student in the School.

Parental Consent: If one Parent/ Guardian of a child consents to or approves a course of action, both Parents will be deemed to have given such consent or approval, and the School shall not be obliged to obtain the consent of both Parents/guardians.

Accuracy of information and Disclosures: The Parent/ Guardian represents that any and all the information provided in the Profile is accurate and complete and shall ensure that the same remains up-to-date at all times. The Parent/ Guardian agrees to notify the School of any changes in the information by Editing the Profile from time-to-time and keep it up-dated. The Parent/ Guardian shall be responsible for any errors or omissions, or for any damage or loss the School may suffer as a result of such error or omissions.

The Parents/ Guardians must, as soon as possible, disclose to the School in confidence:

- Any known medical condition, health problem or allergy affecting the Student
- Any history of a learning difficulty on the part of the Student
- Any disability, special educational need or any behavioural, emotional difficulty and/or social difficulty on the part of the Student
- Any family circumstances or court order which might affect the Student's welfare or happiness
- Any concerns about the Student's safety

In the case of a child with special educational needs, the Student shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision. If your child has previously been asked to leave another school, this information must be provided. Failure to give full and frank disclosure in writing at any time during the application process shall entitle the School to withdraw or suspend the offer of enrolment or the enrolment itself or to make the offer or enrolment itself subject to new terms and conditions with immediate effect.

Permission to receive E-mail Notifications: The Parent/ Guardian hereby grants the School the right to send notification/s on his/her registered E-mail ID relating to new developments, introduction of new policies or change in existing policies, any other correspondence and/or notification/s relating to the education of his/her child.

Protection of User details and Password: The Parent/ Guardian understands and acknowledges that the Password is for his or her use only and that Parent/ Guardian is prohibited from permitting any third parties to access the account by means of the Password. The Parent/ Guardian will be responsible for maintaining confidentiality of his/her online account and password, and preventing unauthorised access to his/her account. The Parent/ Guardian agrees to take responsibility for all activities that occur under his/her account or password with or without his/her knowledge. The Parent/ Guardian agrees to hold the School harmless if any other person obtains possession of the User details and/or the Password. If a Parent/ Guardian believes that his/her account or password is being or is about to be used by anyone else he/she should immediately inform the School.

Usage of the Profile/account: The Parent/ Guardian agrees not to upload or post (i) any data, information, messages or other materials that Parent/ Guardian does not have the right to distribute or the provision of which violates the proprietary rights of others; (ii) any data, information, messages or other material that is defamatory, violates another person`s or entity`s privacy, publicity or other rights, or is obscene, harassing, threatening or offensive; or (iii) any data file that contains viruses or other harmful, disruptive or destructive components.

Consent for use of student photos/videos in School Publications: The parent grants permission for the school to capture and use photos and videos of the student during participation of the student in school related activities such as classroom sessions or school organized events (e.g. competitions, performances). These images and photos may be used in schools online and offline publications.

School's Transport Policy: The Parent/Guardian hereby acknowledges that he/she is aware of the School's Transport Policy and agrees that he/she will comply with the School's Transport Policy as may be amended from time to time.

Limitation of Liability: To the fullest extent permitted by law, the School expressly excludes any liability for any direct, indirect or consequential loss or damage and any other loss or damage of any kind whatsoever, incurred by a Parent/ Guardian in connection with these Terms and Conditions or the account/ Profile, including by a Parent/ Guardian`s use or inability to use any information on the website or the account and/or any material or notifications sent/ posted on it.

Amendments: The School reserves the right to amend these Terms and Conditions from time to time as it may deem appropriate. The Parents shall be notified as and when such changes become effective.

Indemnity: The Parent/ Guardian agrees to comply with all applicable laws in his or her use of the account/ profile. The Parent/ Guardian agrees to indemnify the School from third party claims or

actions brought against them and from liabilities, damages, costs and expenses, including attorneys' fees, imposed against them or incurred by them due to Parent/ Guardian's breach of the these Terms and Conditions, Parent/ Guardian's provision to the School of inaccurate or incomplete profile information or relating to Parent/ Guardian's access to and use of the account.

The Parent/ Guardian agrees to indemnify the School against any liability, loss, damage, including solicitor and client costs and expenses (legal or otherwise) which the School may sustain or incur, directly or indirectly, by reason of any negligence, breach of these Terms and Conditions, or fraud and/or misconduct on the part of a Parent/ Guardian.

Jurisdiction: These Terms and Conditions shall be governed exclusively by the laws of Singapore and the parties submit to the non-exclusive jurisdiction of the Courts of Singapore.