

**INTERNATIONAL PRIMARY CURRICULUM (IPC)  
MILEPOST 1 – RECEPTION**

**THE WINSTEDT SCHOOL –  
STUDENT CONTRACT**

**BETWEEN**

*THE WINSTEDT SCHOOL*

**AND**

***CONTRACT NO:***

## 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 : The Winstedt School  
 Registration Number : 200910070W
- (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)\* : (FIN)
- (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 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 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 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 PRIMARY CURRICULUM (IPC) MILEPOST 1 - RECEPTION
2) Course Duration (in months)	12 months
3) Full-time or Part-time Course	Full-time
4) Course Commencement Date	14 August 2018
5) Course Completion Date	13 August 2019
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>	N.A.
8) Organisation which develops the Course	Fieldworks UK
9) Organisation which awards/ confers the qualification	N.A.
10) Course entry requirement(s)	Age 4 Years and above
11) Course schedule with modules and/or subjects	MATHEMATICS, ART, MUSIC, SCIENCE, HISTORY, SOCIETY, TECHNOLOGY, GEOGRAPHY, INFORMATION COMMUNICATION ANC TECHNOLOGY (ICT), INTERNATIONAL LEARNING Refer to attached sample class timetable
12) Scheduled holidays (public and school) and/or semester/term break for course	Refer to attached School calendar
13) Examination and/or other assessment period	There are on-going class assessments of each child's achievements and bi-annual formal assessment reports. Teachers use various diagnostic tools to assess each learner's continued development. Parent-Teacher Conferences are held twice a year to discuss each child's progress.
14) Expected examination results release date	N.A.
15) Expected award conferment date	N.A.

**SCHEDULE B**  
**COURSE FEES**

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Supportive Education Course Fees	\$34,559.81
Building Fund (New students: \$3,551.40, continuing students: \$1,775.70, non-refundable) – If applicable	N.A.
Siblings Discount (25%) - if applicable	N.A.
Administrative Charge for bi-monthly payment - if applicable	N.A.
GST	\$2,419.19
<b>Total Course Fees Payable:</b>	<b>\$36,979.00</b>
<b>No of Instalments:</b>	<b>2</b>

**INSTALMENT SCHEDULE**

Instalment <sup>1</sup> Schedule	Amount (with GST, if any) (S\$)	Date Due <sup>2</sup>
1st instalment	\$18,489.50	09 April 2018
2nd instalment	\$18,489.50	09 October 2018
<b>Total Course Fees Payable:</b>	<b>\$36,979.00</b>	

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\*.~~

\* *Delete as appropriate by striking through.*

2. 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\$)
One-time, Enrolment Fee (New students only, non-refundable)	\$3,800.00
School Uniforms (Upon purchase, per set)	\$22.00 - \$300.00
Year Book	\$30.00 - \$80.00
Bus Transportation (Cost varies depending on location and frequency)	\$250.00 - \$500.00
Lunch Service (per meal)	\$7.90 - \$15.40
School Camps (Prior to activity commencement)	\$250.00 - \$1,200.00
Extra-curricular Activities (Prior to activity commencement)	\$1,000.00 - \$2,000.00
Late Payment Fee 1-30 days overdue 31-60 days overdue 61 days or more overdue	2.5% of unpaid fee 3.5% of unpaid fee 4.5% of unpaid fee
Convenience Fee for payment by Credit Card (Charged at 3%) - if applicable	3% of fee payable
CardUp Service Charge (Charged at 2.6%) - if applicable	2.6% of fee payable
Examination Fee (Upon registration)	\$50.00 - \$300.00
Books and Stationery (Upon purchase)	\$1.00 - \$250.00
Special Occasions, Graduation, Fund Raising *Subject to generosity of donor	\$10.00 - \$800.00*
Lost or Damaged library books or school material	\$10.00 - \$1000.00
Damaged Items (Subject to market price)	\$100.00 - \$5,000.00
School report for transferring students	\$380.00
Supplemental Learning Support and Individual Therapy Fees – if applicable (Non-refundable, sessions are to be fully utilised)	
Learning Support Session (per hour)	\$120.00
One-on-one Therapy Session (per hour)	\$160.00
Paired Therapy Session (per hour)	\$120.00
Home Visits (per hour)	\$280.00++
Educational Psychology Assessment (includes cognitive assessment)	\$1,700.00
Full Therapy Assessment (Occupational, Speech & Language)	\$950.00
Specialised Assessment, Review or Re-Assessment (OT / SLT)	\$380.00
English as an Additional Language (Annual Fee)	\$4,000.00

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:
80%	More than 90 days before the Term Commencement Date
40%	More than 60 days, but less than 90 days before Term Commencement Date
0%	Less than 60 days before the Term Commencement Date
0%	More than 1 day after the Term Commencement Date

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

SIGNED by the PEI




\_\_\_\_\_  
 Authorised Signatory of the PEI  
 Name: Sharon Solomon  
 Date:

\_\_\_\_\_  
 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)

\_\_\_\_\_  
 Name of Student:

\_\_\_\_\_  
 Name of Parent or Legal Guardian:

Date:

Date:

# Student Calendar



## 2018-2019

- Public Holidays
- No School Day
- Orientation Day
- Holiday Camp
- Parent Teacher Conference
- Start/End of Term
- Term Breaks

**TERM DATES**  
 Term 1: 14 Aug – 10 Oct 2018  
 Term 2: 22 Oct – 14 Dec 2018  
 Term 3: 14 Jan – 22 Mar 2019  
 Term 4: 3 Apr – 14 Jun 2019

**JULY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23 Jul – 3 Aug: Holiday Camp

**AUGUST**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Jul – 3 Aug: Holiday Camp  
 9 Aug: National Day  
 13 Aug: Student Orientation  
 14 Aug: Term 1 Begins  
 22 Aug: Hari Raya Haji

**SEPTEMBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**OCTOBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10 Oct: Term 1 Ends  
 11 Oct – 21 Oct: Term Break  
 22 Oct: Term 2 Begins

**NOVEMBER**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6 Nov: Deepavali  
 16 Nov: Parent Teacher Conferences

**DECEMBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 Dec: Term 2 Ends  
 15 Dec – 13 Jan 2019: Term Break  
 25 Dec: Christmas Day

**JANUARY**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Jan: New Year's Day  
 7 – 11 Jan: Holiday Camp  
 14 Jan: Term 3 Begins

**FEBRUARY**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

4 Feb: No School  
 5 – 6 Feb: Chinese New Year

**MARCH**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

22 Mar: Term 3 Ends  
 23 Mar – 2 Apr: Term Break

**APRIL**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3 Apr: Term 4 Begins  
 19 Apr: Good Friday  
 26 Apr: Parent Teacher Conferences

**MAY**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 May: Labour Day  
 19 May: Vesak Day  
 20 May: Vesak Day Holiday

**JUNE**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5 Jun: Hari Raya Puasa  
 14 Jun: Term 4 Ends  
 17 – 21 Jun: Holiday Camp

