



Sir Manasseh Meyer  
International School  
A VISION FOR EXCELLENCE

## SIR MANASSEH MEYER INTERNATIONAL SCHOOL - STUDENT CONTRACT

This Contract binds both Sir Manasseh Meyer International School (Pte Ltd) 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 : Sir Manasseh Meyer International School Pte Ltd (SMMIS)  
 Registration Number : 200811757D
- (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 SMMIS 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 SMMIS 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 SMMIS considers payment made \_N/A\_ days/month\* after the scheduled due date(s) in Schedule B as late. SMMIS 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:**

SMMIS 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, SMMIS 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:**

SMMIS 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 SMMIS 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 SMMIS cannot settle a dispute using the way arranged by SMMIS, the Student and SMMIS 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 SMMIS will not be given by SMMIS to anyone else, unless the Student signs in writing that he agrees or unless SMMIS is allowed to give the information by law.
- 3.5** If there is any other agreement between SMMIS 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 SMMIS does not exercise or delay exercising any right granted by this Contract, the Student and SMMIS 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.

**4. CONFIDENTIALITY**

SMMIS is committed to maintaining the confidentiality of all information provided by Parents/Students and undertakes not to divulge any of this information to any third party without the prior of written consent of the Parent/Student, save for where it is required for submission to Government authorities in Singapore or in the case of a medical or other emergency.

**5. LIABILITY**

SMMIS shall not be held liable for accidental injury, loss or damage of property, including while a student is conveyed or transported while at SMMIS at any time for any purpose whatsoever.

SMMIS is not responsible for the student's personal property on campus or on the way to or from SMMIS or on any SMMIS sponsored activity.

**SCHEDULE A**  
**COURSE DETAILS**

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

1) Course Title	Grade 1
2) Course Duration (in months)	10 months
3) Full-time or Part-time Course	Full time
4) Course Commencement Date	17 <sup>th</sup> August 2015
5) Course Completion Date	17 <sup>th</sup> June 2016
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>	Not applicable
8) Organisation which develops the Course	Sir Manasseh Meyer International School
9) Organisation which awards/ confers the qualification	Sir Manasseh Meyer International School
10) Course entry requirement(s)	Successful completion of Kindergarten 2.
11) Course schedule with modules and/or subjects	Maths, English, Science, Social Studies, Judaic Studies, Mandarin, Music, PE, Art
12) Scheduled holidays (public and school) and/or semester/term break for course	<b>Singapore Public Holidays (PH)/Other holidays 2015/16</b> 14 <sup>th</sup> & 15 <sup>th</sup> September Rosh Hashanah/Jewish holiday 22 <sup>nd</sup> September (half day), 23 <sup>rd</sup> to 25 <sup>th</sup> September Yom Kippur/Jewish Holiday & PH 28 <sup>th</sup> to 29 <sup>th</sup> September Sukkot/Jewish holiday 5 <sup>th</sup> to 6 <sup>th</sup> October Shemini Atzeret & Simchat Torah/Jewish Holiday 9 <sup>th</sup> to 10 <sup>th</sup> November Deepavali break 28 <sup>th</sup> to 29 <sup>th</sup> January PD Days 8 <sup>th</sup> to 9 <sup>th</sup> February (PH) 23 <sup>rd</sup> March (half day/Purim/Jewish holiday) 25 <sup>th</sup> March (PH) 2 <sup>nd</sup> May (PH)

	<p>20<sup>th</sup> May (PH)                  Additional 5 day closure to be determined for relocation to new campus</p> <p><b>School Semester Breaks 2015/16</b>                  21<sup>st</sup> December to 3<sup>rd</sup> January                  21<sup>st</sup> April (half day) to 29<sup>th</sup> April</p>
13) Examination and/or other assessment period	Not applicable
14) Expected examination results release date	Student reports issued on 8 <sup>th</sup> January 2016 and 17 <sup>th</sup> June 2016
15) Expected award conferment date	Not applicable

SAMPLE

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

Fee Breakdown	Total Payable (with GST, if any) (S\$)
<i>Note: show full breakdown of total payable course fees</i>	
Registration Fee (new students only)	535.00
Development Fee (new students only)	1605.00
<b>Total Course Fees Payable:</b>	<b>21,840.00</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	10,920.00	12 <sup>th</sup> June 2015
2nd instalment	10,920.00	6 <sup>th</sup> November 2015
<b>Total Course Fees Payable</b>	<b>21,840.00</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\$)
<i>Examples include late payment fees, replacement of student ID, re-taking examinations</i>	
School Uniform – as required	Cost per item varies from \$18 to \$25
ARIOT CD– as required	\$50

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

SAMPLE

**SCHEDULE D  
REFUND TABLE**

	<b>PAYMENT DUE DATES</b>	<b>REFUND DETAILS</b>
Registration Fee	Upon Application	Non-Refundable
Development Fee	Upon Confirmation	Non-Refundable
Tuition Fee	Fees are charged in advance and are payable PRIOR to the commencement of the school semester	<p>If 45 days' written notice of withdrawal is received prior to commencement of a semester, there is a Maximum Refund of 100% of that semester's Tuition Fee already paid.</p> <p>For withdrawal after commencement of a semester, or less than 45 days written notice of withdrawal given, there is <b>NO REFUND</b> of any portion of that semester's Tuition Fee.</p>
Food / Field Trip / Parents' Association membership	Fees are charged in advance and are payable PRIOR to the commencement of the school semester	Non-Refundable



**SCHEDULE E**  
**PARENTAL CONSENT**

I/we consent to photographs or film of my/our child being used on the SMMIS website, newsletter and any other school publications and materials put on display by the school.  
**Should I/we not agree to the use of my/our child's photograph/film, please tick the box:**

I/We agree that the school has my/our permission to allow my/our children to participate in school field trips.

**Should I/we not agree to allow my/our children to participate in school field trips, please tick the box:**

SAMPLE

**SCHEDULE F****Sir Manasseh Meyer International School****Fee Schedule for 2015/2016**

	<b>TINY TOTS</b>	<b>PRE N</b>	<b>NURSERY</b>	<b>K1 &amp; K2</b>	<b>GRADE 1 - GRADE 4</b>	<b>GRADE 5 - GRADE 8</b>
<b><u>One Time Charge</u></b>						
Registration Fee	535.00	535.00	535.00	535.00	535.00	535.00
Development Fee **	535.00	1,605.00	1,605.00	1,605.00	1,605.00	1,605.00
<b><u>School Fee Breakdown</u></b>						
Tuition Fee	13,061.20	15,495.45	17,845.45	18,924.25	19,994.25	20,334.25
(3 full days / 5 half days)	9,421.20	-	-	-	-	-
Other Fee (Food / Field Trip / Parents' Association membership)	42.80	1,658.55	1,658.55	1,829.75	1,829.75	1,829.75
Fee Protection Insurance	16.00	16.00	16.00	16.00	16.00	16.00
<b>Total School fee per annum</b>	<b>13,120.00</b>	<b>17,170.00</b>	<b>19,520.00</b>	<b>20,770.00</b>	<b>21,840.00</b>	<b>22,180.00</b>
<b>(3 full days / 5 half days)</b>	<b>9,480.00</b>	-	-	-	-	-

**Sibling Discounts** - Families with two or more children enrolled at SMM will be offered a 10% discount on the Tuition Fees for the 2nd and subsequent children with the following conditions:

1. Discount will apply to the lowest fees, but not applicable for Tiny Tots
2. Sibling discount does not apply for company payments

**Development Fee \*\*** - Should the Tiny Tots subsequently enroll for Pre-Nursery the following year, an additional \$1000 + 7% GST development levy is payable.

**Pro-Rating of Fees**

Fees will only be pro-rated when a new student enrolls and commences the academic year after the first day of commencement of a term.

A student who withdraws from SMMIS to enrol in another school shall be deemed to have withdrawn from SMMIS. In such cases, if the withdrawal takes place mid-term, the fees will not be prorated, regardless of whether or not notice of the withdrawal is given. Notwithstanding such a withdrawal, all fees and outstanding sums owed to the school remain due and payable and interest is chargeable on such amounts.

**Outstanding Fees**

Fees and other amounts payable for a new academic year must be payable by the due date stated on the invoice. Where such amounts remain unpaid, SMMIS will regard the non-payment as notice of intention to withdraw the student from the school. Should that student then wish to return to SMMIS in the new academic year, the student will need to register again and pay the applicable registration fees, and the development levy in addition to the school fees and any other amounts payable.

**Payment Terms**

**All fees are quoted in Singapore dollars and include goods and services tax at the prevailing rate of 7%, where applicable. Fees are reviewed annually and subject to change.**

SMMIS accepts payment by cash, cheque, bank transfer, Giro and credit card facilities (Master Card and Visa).

All bank charges for remittances made whether inside or outside of Singapore shall be borne by the parents.

Payment by credit card is subject to a 2.5% administrative fee per transaction completed.

SAMPLE

SCHEDULE G

2015-2016 ACADEMIC CALENDAR



<p><b>AUGUST 2015</b></p> <table border="1"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	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						<p>◀ <b>AUGUST 2015</b></p> <p>5-6 Admin returns 7/9/10 National Day PH 11-14 Faculty returns 14 Orientation Day 17 First day of Semester 1</p>	<p><b>JANUARY 2016 ▶</b></p> <p>1 New Year's Day 4 First day of Semester 2 8 1<sup>st</sup> Semester reports to Parents 28/29 Faculty in-Service (no school)</p> <p>*** Please see note below</p>	<p><b>JANUARY 2016</b></p> <table border="1"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	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					
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<p>*** Important information:</p> <p>In the 2<sup>nd</sup> Semester, there will be one week that <b>SCHOOL WILL BE CLOSED</b> because of the move to new campus. Dates will be confirmed and announced in advance.</p>		<p><b>JUNE 2016 ▶</b></p> <p>2 <del>Egg</del> Leish Concert 12/13 Shavuot 14-17 Final exams for Middle School (Grades 5-8) 17 Last day of school / 2<sup>nd</sup> Semester reports for ECC / Lower school 20 2<sup>nd</sup> Semester reports to Parents 20-23 Faculty In-Service</p>	<p><b>JUNE 2016</b></p> <table border="1"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	Su	M	T	W	Th	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																																																										
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Public Holiday    Holiday- No School    First/Final day for Students

## SCHEDULE H

### Fee Protection Scheme – Insurance Details

**Under the Private Education Act, all course fees are required to be insured. For more information about the Private Education Act or the Council for Private Education (CPE) please visit the CPE's website: [www.cpe.gov.sg](http://www.cpe.gov.sg)**

SMMIS appointed FPS provider: **Liberty Insurance Pte Ltd**

1. Sir Manasseh Meyer International School hereby undertakes to the Student that, as stipulated under the Fee Protection Scheme (FPS), to collect fees in two equal instalments.
2. A copy of the master insurance agreement between the Council for Private Education and Liberty Insurance Pte Ltd (the Master Insurance Agreement) and acceded to by SMMIS for the purpose of insuring, among other things, the student, is available on the SMMIS website. The Master Insurance Agreement sets out, among other things, the events under which Liberty Insurance Pte Ltd shall indemnify the Student for Fees paid to SMMIS.
3. SMMIS hereby undertakes that:
  - a. The cover under the Master Insurance Agreement shall be extended to the Student;
  - b. The insured period should commence from the fee payment date to at least the next payment date.
4. For the avoidance of doubt, if the parent/s and/or guardian/s of the student receives any payment from SMMIS or the Insurance Company pursuant to a provision of this Agreement or the Master Insurance Agreement in respect of any matter or damage, then the parent/s and/or guardian/s of the student shall not be entitled to claim against SMMIS or Insurance Company for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Insurance Agreement.

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

SIGNED by the PEI

\_\_\_\_\_  
Authorised Signatory of SMMIS

Name:

Date:

\_\_\_\_\_  
Company stamp of SMMIS

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:

Date:

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

Date:

SAMPLE