



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 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 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).
- 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	13 th August 2018
5) Course Completion Date	21 st June 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>	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	IPC, Maths, English, Science, Social Studies, Judaic Studies, Hebrew, Mandarin, Music, PE, Art, World Religion, Guided Reading and Comprehension, Drama and Musical Theatre, Robotics, International Studies, ICT, PSHE

12) Scheduled holidays (public and school) and/or semester/term break for course	<p>Singapore Public Holidays (PH)/Other Holidays 2018/19. Please refer to Calendar on page 12.</p> <p>Semester 1: 13th August to 14th December 2018 Semester 2: 7th January to 21st June 2019</p> <p><u>2018</u> 22nd August: Hari Raya Haji (PH) 10th to 11th September: Rosh Hashannah 18th September: Half day, Erev Yom Kippur 19th September: Yom Kippur 24th to 25th September: Succoth 1st to 2nd October: Simchat Torah 5th to 6th November: Deepavali break</p> <p><u>2019</u> 5th to 6th February: Chinese New Year (PH) 21st March: Half day, Purim 1st May: Labour Day (PH) 20th May: Vesak Day (in Lieu PH) 5th June: Hari Raya Puasa (PH) 10th June: Shavuot</p> <p><u>School Semester Breaks 2017/18</u> 17th December 2018 to 4th January 2019 4th February to 8th February 2019 (half term) 17th April to 26th April 2019</p>
13) Examination and/or other assessment period	June 2019
14) Expected examination results release date	Student reports issued in November 2018 and June 2019
15) Expected award conferment date	Not applicable

SCHEDULE B**COURSE FEES**

Fees 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
Total Course Fees Payable: Full Time	23,477.00
No of Instalments:	2

INSTALMENT SCHEDULE

Instalment¹ Schedule	Amount (with GST, if any) (S\$)	Date Due²
1 st instalment: Full Time	11,907.00	14 th June 2018
2 nd instalment: Full Time	11,570.00	14 th December 2018
Total Course Fees Payable	23,477.00	

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 FEES³**

Purpose of Fee	Amount (with GST, if any) (S\$)
<i>Examples include late payment fees, replacement of student ID, re-taking examinations</i>	
Late payment fee (if applicable)	5% p.a
School Uniform – as required	Cost per item varies from \$20 to \$35
Lost or damaged Library Books	Replacement cost
Lost or damaged Textbooks	Replacement cost
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

SCHEDULE D
REFUND TABLE

	PAYMENT DUE DATES	REFUND DETAILS
Registration Fee	Upon Application	Non-Refundable
Development Fee	Upon Confirmation	Non-Refundable
Re-enrolment Fee	Upon Re-enrolment	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 NO REFUND 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
Technology Fees	Fees are charged in advance and are payable PRIOR to the commencement of the school semester	Non-Refundable

SCHEDULE E

PARENTAL CONSENT

I/we do not give consent to photographs or film of my/our child being used on the SMMIS website, newsletter and any other school publications and materials for purposes such as publicising or promoting SMMIS.

Please tick the box.

I/we do not give permission to allow my/our children to participate in school field trips/excursions.

Please tick the box.

SCHEDULE F**Sir Manasseh Meyer International School****Fee Schedule for Sembawang Campus 2018/2019**

	K1 & K2	GRADE 1 - GRADE 5	GRADE 6 - GRADE 8
	SGD	SGD	SGD
One Time Charge			
Registration Fee	535.00	535.00	535.00
Development Fee	1,605.00	1,605.00	1,605.00
School Fee Breakdown			
Tuition Fee	19,994.25	21,064.25	21,404.25
Other Fees (Food / Field Trip / Parents' Association membership)	2,075.75	2,075.75	2,075.75
Total School fee per annum	22,070.00	23,140.00	23,480.00
Re-enrollment Fee*: (applicable for existing students for confirming place for new academic year)	2,140.00	2,140.00	2,140.00
Total School Fees per Semester			
Full Time	11,035.00	11,570.00	11,740.00
Fee Protection Insurance - to be paid annually	16.00	16.00	16.00
Technology Fees – to be paid annually with the first fees due	321.00	321.00	535.00

Late payment

All school fees are payable before the commencement of each semester. A 5% p.a late payment interest will be charged on any fee payments that are not received by due date.

Sibling Discounts - Families with two or more children enrolled at SMMIS 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

Re-enrollment Fee * - subject to changes.

This amount will be offset against the school fees in semester 1. Where confirmation of re-enrollment with payment is not received by the re-enrollment due date, SMMIS will regard this 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 re-register and pay the applicable registration fees, and the development levy in addition to the school fees and any other amounts 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. Students commencing classes **before** 1st November 2018 (Semester 1) and 1st May 2019 (Semester 2) are required to pay Tuition Fees for the entire semester. Students commencing classes **after** 1st November 2018 (1st Semester) and 1st May 2019 (2nd Semester) are required to pay Tuition Fees for half a semester.

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 and Giro.

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

SCHEDULE G

****Sembawang Campus Calendar****



2018/19 School Calendar

August 2018							September 2018							October 2018							November 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	2	3	4	5	6	7	8	7	8	9	10	11	12	13					1	2	3
5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20	4	5	6	7	8	9	10
12	13	14	15	16	17	18	16	17	18	19	20	21	22	21	22	23	24	25	26	27	11	12	13	14	15	16	17
19	20	21	22	23	24	25	23	24	25	26	27	28	29	28	29	30	31				18	19	20	21	22	23	24
26	27	28	29	30	31		30														25	26	27	28	29	30	
December 2018							January 2019							February 2019							March 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5						1	2						1	2	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
30	31																				31						
April 2019							May 2019							June 2019							July 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6			1	2	3	4							1		1	2	3	4	5	6	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

Singapore holidays 2018/19

Aug 9, 2018	National Day	Dec 25, 2018	Christmas Day	Apr 19, 2019	Good Friday	May 20, 2019	Vesak Day (In Lieu)
Aug 22, 2018	Hari Raya Haji	Jan 1, 2019	New Year's Day	May 1, 2019	Labour Day	Jun 5, 2019	Hari Raya Puasa
Nov 6, 2018	Deepavali	Feb 5-6, 2019	Chinese New Year	May 19, 2019	Vesak Day		

Jewish holidays 2018/19

Sept 10-11, 2018	Rosh Hashannah	Oct 1-2, 2018	Shemini Atzeret/Simchat Torah	June 8-10, 2019	Shavuot
Sept 18-19, 2018	Erev Yom Kippur (1.5 day)	Mar 21, 2019	Purim (Half Day)		
Sept 24 25, 2018	Sukkot	Apr 18-26, 2019	Pesach Break		

Others

Aug 10, 2018	Orientation Day
--------------	-----------------

Term Break 2018/19

Dec 17, 2018 - Jan 4, 2019	Winter Break
Feb 4 - 8, 2019	School Break
Jun 24 - Aug, 2019	Summer Break

SMMIS School Holiday

Nov 5, 2018
Apr 17, 2019
Apr 29 - 30, 2019

Inset Training 2018/19

Aug 6 - 8, 2018
Jan 4, 2019

PTC 2018/19

Nov 15, 2018
Mar 7, 2019

SCHEDULE H

Fee Protection Scheme – Insurance Details

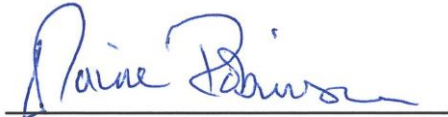
Under the Private Education Act, all course fees are required to be insured. For more information about the Private Education Act or the Committee for Private Education (CPE) please visit the CPE's website: www.cpe.gov.sg

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 Committee 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



Company stamp of SMMIS

Signed by: Elaine Robinson
Title: Principal
On behalf of Mr Samuel SASSOON
Title: Director of SMMIS
Date: 9th April, 2018

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: