



Student Contract

Lotus Bridge International School is required to execute the Student Contract every year and every student prior to being enrolled in the school. It is a very important legal document between the School and the Student.

Almost all our students are under 18 years of age, and one parent or a legal guardian is required to sign on behalf of the student. It is the responsibility of the school to explain the content of the student contract.

Student Contract contents include:

- Course Information and Fees
- Refund Policy and Conditions
- Fee Protection Scheme
- Medical Insurance Scheme
- Additional Information by Singapore law

Parents or legal guardians must sign the Advisory Note (Form 12) to enable student to be fully enrolled at Lotus Bridge International School.

Parents or legal guardians should sign this agreement only if they have fully understood and are satisfied with the terms and conditions of the contract. All students are required to sign the original contract. The Original will be kept by the school and a photocopied contract will be given to the student.

Amendments will take place if there's a change in the original content of the student contract. Both the student and school must sign copies of the amendment(s).

Sample of the Advisory Note (Form 12) and Standard PEI-Student Contract are available from the School's platform:

- School Website

Annex A is the Advisory Note (Form 12)

Annex B is the Student Contract

A review of our contract execution procedure is conducted along with our Annual Review yearly. However, wherever issues have presented before the annual review, we have reviewed our processes and implemented changes at that point.

All staff authorised to conduct any part of the on-boarding processes and procedures are provided comprehensive training by the Management team.

Annex A

Regulation 25(5)(b)

PRIVATE EDUCATION ACT (No. 21 of 2009)

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS/PARENTS/GUARDIANS

This note is for a prospective student/parent/guardian.

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 weeks;
- 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;
- g. Information about the PEI's policies on academic and disciplinary matters;
- h. The certification which will be awarded to you upon successful completion of the course.

If you have any doubts about the contents of the Contract, or if the terms are different from what the agent or PEI have informed you previously, or advertised, you should always seek advice and/or clarification before signing the Contract.

This portion 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, the parent or guardian.

I, _____, NRIC/Passport No. _____
(name of Parent) (NRIC No.)

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

_____, NRIC/Passport No. _____
(name of student) (Birth Cert No.)

with **LOTUS BRIDGE INTERNATIONAL SCHOOL.**

(signature of parent)

Date: _____

* Please delete whichever is applicable.

Updated 20 April 2024

Annex B

Standard PEI-Student Contract Version 4.0

PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

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

- (1) Registered Name of Private Education Institution (PEI) : Lotus Bridge International School
Registration Number : 201800511H
(the "**PEI**")
Registered Address : 302 Jalan Besar, @Besar, #01-01, Singapore 208963

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

- (2) Full Name of Contracting Party
(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
(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**")

OR

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

- (2) Full Name of Contracting Party (Parent/Legal Guardian)
(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
(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
(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
(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 Arbitration Scheme"	Shall refer to the dispute resolution scheme under the <i>Private Education (Dispute Resolution Schemes) Regulations 2016</i> .
"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 <i>Singapore Agency Act 2016</i> .
"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 endeavours 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, licenses 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 [5] days/month after the scheduled due date(s) in Schedule B for the Course Fees and [5] 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	Cambridge Primary (Year __)															
2) Permitted Course Duration (in months) <i>Note: This does not include the period of the industrial attachment, if any.</i>	12															
3) Whether the Course is a full-time or part-time Course	Full-time															
4) Course Commencement Date (DD/MM/YYYY)	xx January 20xx															
5) Course Completion Date (DD/MM/YYYY)	31 December 20xx															
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 (Name of qualification to be conferred on the Student upon the successful completion of the Course)	Cambridge Primary (Year __)															
8) Developer/Proprietor of the Course	Lotus Bridge International School															
9) Organisation which awards/ confers the qualification	Lotus Bridge International School															
10) Course entry requirement(s)	Language Proficiency: Completion of _____ or its equivalent Academic Level: Completion of _____															
11) Course schedule (with modules and/or subjects referred to) <i>Note: Attachment(s) may be included to show the information.</i>	<table border="1"> <thead> <tr> <th></th> <th>Start date</th> <th>End date</th> </tr> </thead> <tbody> <tr> <td>Term 1</td> <td>Jan 20xx</td> <td>Mar 20xx</td> </tr> <tr> <td>Term 2</td> <td>Apr 20xx</td> <td>Jun 20xx</td> </tr> <tr> <td>Term 3</td> <td>July 20xx</td> <td>Sep 20xx</td> </tr> <tr> <td>Term 4</td> <td>Oct 20xx</td> <td>Dec 20xx</td> </tr> </tbody> </table>		Start date	End date	Term 1	Jan 20xx	Mar 20xx	Term 2	Apr 20xx	Jun 20xx	Term 3	July 20xx	Sep 20xx	Term 4	Oct 20xx	Dec 20xx
	Start date	End date														
Term 1	Jan 20xx	Mar 20xx														
Term 2	Apr 20xx	Jun 20xx														
Term 3	July 20xx	Sep 20xx														
Term 4	Oct 20xx	Dec 20xx														
12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the Course <i>Note: Attachment(s) may be included to show the information.</i>	School holidays: As Singapore School Holidays and all public holidays in Singapore.															

<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>May 20xx & October - November 20xx</p>
<p>14) Expected final examination results release date (DD/MM/YYYY)</p> <p><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>Course Completion Date: December 20xx</p>
<p>15) Expected date of conferment of the qualification (DD/MM/YYYY)</p>	<p>Course Completion Date: March 20xx</p>
<p>16) Does the Course include any industrial attachment?</p>	<p>No</p>
<p>17) Duration of the industrial attachment</p>	<p>Nil</p>

SCHEDULE B
COURSE FEES

Fees Breakdown <i>[shows the full breakdown of total payable course fees]</i>	Total Payable (\$\$)	
	Before GST	After GST
Course Fee		
GST (9%)		
FPS Insurance Fee [†]		
Total Course Fees Payable:		
No. of Instalments		

INSTALMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (\$\$)	Date Due ²
1st instalment		
2nd instalment		
3rd instalment		
4th instalment		
5th instalment		
6th instalment		
7th instalment		
8th instalment		
9th instalment		
10th instalment		
11th instalment		
12th instalment		
Total Course Fees Payable:		

- Each instalment amount shall not exceed the following:
 - 12 months' worth of Course Fees for ~~EduTrust~~ certified PEIs*; or
 - 6 months' worth of Course Fees for non-~~EduTrust~~ certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or
 - 2 months' worth of Course Fees for non-~~EduTrust~~ certified PEIs without IWC*.

** Delete as appropriate by striking through.*
- Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE C
MISCELLANEOUS FEES

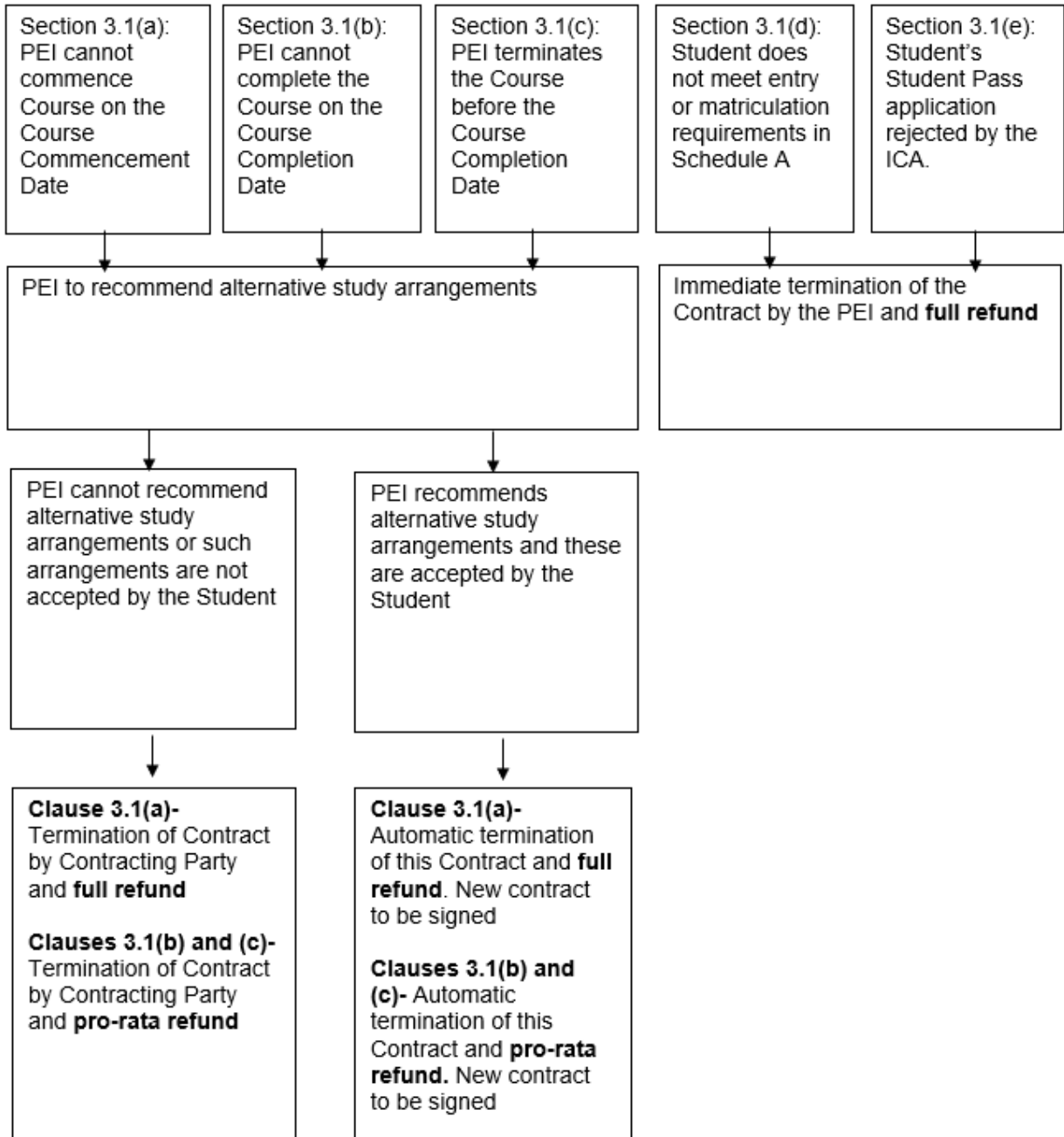
Type and Purpose of Fees	Amount (with GST, if any) (S\$)
Registration Fee	
Uniform – Jacket (Universal)	
Uniform – Collar Shirt	
Uniform – Skirt/ Pants	
Uniform – Leggings	
Uniform – Tie	
Uniform – PE Pants	
Uniform – SONA	
Student ID	
Books (Textbooks) (Primary)	
Books (Textbooks) (Secondary)	
Books (Textbooks) (Year 11 & 12)	
Miscellaneous Fees (including exercise books)	
Online Portal (McEduHub & Google Classroom)	
Library Fees	
Laboratory & HE Lab	
Examination Fee	
Student's Pass Application Fee (if applicable)	
Medical Insurance (if applicable)	
Onetime Payment	
Non-compulsory and Non-standard fee	
Endow (Enrichment And Discovery Wheel) Programme	
Credit Card Payment Surcharge	
Printing & re-printing certificate (per certificate)	
Late payment charge/ per invoice	
Annual Medical insurance (where applicable, valid for 12 months or duration of course, whichever is shorter)	
Replacement of LBIS Student ID	
Replacement of Lost textbooks/study materials	

SCHEDULE D
REFUND POLICY

	Conditions	Refund Amount
WITHDRAWAL DUE TO NON- DELIVERY OF COURSE	On the condition the Lotus Bridge International School:	100% Refund of Course & Miscellaneous Fees
	<ol style="list-style-type: none"> 1 does not commence the Course on the Course Commencement Date; 2 terminates the Course before the Course Commencement Date; 3 does not complete the Course by the Course Completion Date; 4 terminates the Course before the Course Completion Date; 5 has not ensured that the student meets the course entry or matriculation requirements as set by British Council (Singapore) Limited or the Student's Pass is rejected by ICA. 	
COOLING-OFF PERIOD/ BEFORE COURSE COMMENCEMENT DATE	Conditions	Refund Amount
	<ol style="list-style-type: none"> 1 Request is made within ten (10) working days from the date of signing the student contract 2 Request is made more than or 60 days before the Course Commencement Date 3 Request is made less than 60 days before the Course Commencement Date 	100% Refund of Course & Miscellaneous Fees
		75% Refund*
AFTER COURSE COMMENCEMENT DATE	Conditions	Refund Amount
	Request is made with supporting documentation for the following reasons: <ol style="list-style-type: none"> a) Permanent move to another country b) Extended overseas work commitment c) Extended medical leave d) Severe illness or death of a close family member e) Obtained a placement in MOE School 	100% Refund of Unconsumed Fees* (plus 1 month's Course fees)
	Request is made without supporting documentation or supporting documents are not submitted within seven (7) working days from the date of request	0% Refund

SCHEDULE E
SECTION 3

REFUND EVENTS



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

SIGNED by the PEI

Authorised Signatory of the PEI

Name:

Date:

SIGNED by the Contracting Party

Name of Contracting Party:

Date: