



**AVONDALE  
GRAMMAR SCHOOL**

**STANDARD  
Private Education Institution  
ANNUAL STUDENT CONTRACT**

**BETWEEN**  
Avondale Grammar School Pty Ltd  
**AND**

**Student Name:** \_\_\_\_\_

**For the Calendar Year 2011**

**Contract Start Date:** \_\_\_\_\_ **Contract End Date:** \_\_\_\_\_

**Student's First Day:** \_\_\_\_\_

## **KEY POINTS OF PRIVATE EDUCATION INSTITUTION (PEI) – STUDENT CONTRACT**

Dear Parent,

The PEI-(Private Education Institution) Student contract is an important legal agreement between the PEI and you.

The PEI is required to explain to you the contents of the contract in English and if necessary, in your native language too. If available, you can also request for the translated contract in your native language.

### **IMPORTANT – TAKE NOTE**

- a) Do not make payment other than the Course Registration Fee before signing the contract
- b) Sign two original copies of the contract. You retain one original copy after signing.
- c) No amendments are allowed on the contract after signing unless both the PEI and you sign beside the amendments made

**The contract is divided into different sections.** Below is a list showing you where all the key information can be found in the different sections.

**Ensure that all the key information listed below is provided for in the contract which you intend to sign with the PEI. You should only sign if you are clear and satisfied with the contract.**

### **Section 1 – Course Information and Fees.**

- a) The course details you intend to study in. It must show when the course begins, and when it ends, and the full course schedule.
- b) Name of the organisation which develops and awards the qualification, and the expected date of receiving your qualification
- c) The course fees and payment schedule (with exact payment dates) stated in Schedule 2.1, and payable miscellaneous fees in Schedule 2.2
- d) The contract only remains valid for the duration of the course to which it applies.

### **Section 2 – Refund Policy**

- a) The PEI's refund policy is clearly stated in Clause 2.4. You must be comfortable with this refund policy before signing the contract.
- b) You can receive full refund of course fees and any payable miscellaneous fees if any of the events under Clause 2.1 occurs
- c) There is a cooling-off period of at least 7 working days for maximum refund in Clause 2.5. You can receive maximum refund stated in Clause 2.4 if you withdraw from the course within 7 working days after signing the contract.

Section 3 – Fee Protection Scheme (FPS)

- a) Find out how your fees are protected under FPS and how you can pay your fees.
- b) Escrow - pay fees only to your PEI's escrow bank and no one else, including your PEI and agent, if applicable.
- c) Insurance - check that the insurance period begins from the date that you pay your course fees to the PEI (and not the date that your course begins).
- d) Clause 3.2 shows the maximum instalment amount that you need to pay
- e) Clauses 3.1, 3.3 and 3.4 are greyed out because they refer to fee protection methods that are not currently in use at Avondale Grammar School.

Section 4 – Medical Insurance Scheme

That you would be covered by medical insurance arranged for by your PEI.

Section 5 – 11

These sections contain additional information to guide you on what to do and where to go if you have a problem with your PEI, how to apply for a Student's Pass, what to expect when your PEI changes ownership/management, and other relevant matters.

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I, \_\_\_\_\_ [name], hereby acknowledge that on this the \_\_\_\_\_ [date in DD/MM/YYYY format], Avondale Grammar School has brought to my attention the details of the AGS-Student contract and I fully understand the content and my rights.

SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

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

NRIC / Passport No: \_\_\_\_\_

**PRIVATE EDUCATION INSTITUTION - STUDENT CONTRACT BETWEEN  
AVONDALE GRAMMAR SCHOOL AND PARENT**

AGS Contract Number: \_\_\_\_\_

This Contract is dated \_\_\_\_\_ (DD/MM/YYYY) and made between:

- |    |  |  |
|----|--|--|
| 1) | Full Name of Private Education Institution (“PEI”)   | <b>Avondale Grammar School Pty Ltd</b> |
|    | Unique Entity Number (UEN)   | <b>200514242C</b>                      |
|    | CPE Registration Number (where applicable)   | _____                                  |
|    | EduTrust Certificate No. (where applicable)  | <b>N/A</b>                             |
|    | Address  | <b>318 Phoenix Park Tanglin Road</b>   |
|    | Contact Number   | <b>+65 62588544</b>                    |
| 2) | Full Name of student (“ <b>Student</b> ”) ^<br>(as in NRIC for Singapore Citizen (SC) and<br>Permanent Resident (PR) / as in passport for<br>international student)* | _____                                  |
|    | Passport Country of Issue<br>(where applicable)*   | _____                                  |
|    | NRIC Number (for SC/PR) /<br>Passport Number <u>and</u> Student’s Pass Number (for<br>international student)*  | _____                                  |
|    | Nationality  | _____                                  |
|    | Date of Birth (DD/MM/YYYY)   | _____                                  |
|    | Address (Singapore Residence)  | _____                                  |
|    | Address (Overseas Residence, for international<br>student)   | _____                                  |
|    | Contact Number in Singapore<br>SC/PR and international student)  | _____                                  |
|    | Contact Number in Home Country<br>(for international student)  | _____                                  |
| 3) | Full Name of Parent/Legal Guardian**<br>(if Student is under eighteen (18) years of age)   | _____                                  |
|    | NRIC/Passport Number*  | _____                                  |
|    | Passport Country of Issue<br>(where applicable)*   | _____                                  |
|    | Nationality  | _____                                  |
|    | Occupation   | _____                                  |
|    | Address  | _____                                  |
|    | Contact Number:  | _____                                  |

- \* Please delete as appropriate.
- ^ References to “**Student**” in this Agreement shall be deemed to include references to the student’s parent or guardian, as the case may be.
- # Every international student is required to provide the particulars of his/her guardian to the school for contact purposes. The guardian should be a Singapore Citizen/Singapore Permanent Resident above eighteen (18) years old or the parent of the international student if the parent is working/staying in Singapore. The student is required to report any change in guardianship to the school immediately.

**1. COURSE INFORMATION AND FEES**

**1.1 Name of Course:** **NSW (Australia) Board of Studies**  
 Course applied for (the “**Course**”) : **syllabus;** \_\_\_\_\_

Avondale Grammar School hereby confirms that the Course and its content have been permitted by the Council for Private Education and other relevant authorities.

**1.2 Full-time or Part-time Course** : **Fulltime**

**1.3 Date of Course Commencement and Completion:**  
 Date of commencement of the Course (“**Course Commencement Date**”) : **24 January 2011**

Date of completion of the Course (“**Course Completion Date**”) : **16 December 2011**

**1.4 Course Duration (in months)** : **12 months**

**1.5 Course Details:**

Avondale Grammar School has set out in **Schedule 1** the details of the course including but not limited to:

- (i) Course entry requirement(s);
- (ii) Course learning outcome(s);
- (iii) Module synopses;
- (iv) Course schedule with modules and/or subjects;
- (v) Scheduled holidays (public and school) and/or semester/term break for course;
- (vi) Any examination and/or other assessment periods as applicable; and
- (vii) Expected examination results release date (Year 3 and Year 5 only).

Avondale Grammar School hereby confirms that it has verified that the Student has met the course entry requirement(s) and is informed of the course details stated in **Schedule 1** prior to signing this Agreement.

**1.6 Type of Qualification:**

Name of award to be conferred on the

Student upon successful Course completion : **No award is to be conferred**

Type of award: Certificate / Diploma / Adv Diploma / Degree / Master / PhD\*

Others (please specify):

**1.7 Organization which Develops the Course : Board of Studies NSW (Australia)**

**1.8 Organization which Awards/Confers the Qualification:**

: N/A

**1.9 Expected Award Conferment Date**

: N/A

**1.10 Student Arrival:**

Latest date on which Student has to commence residence in Singapore (applicable for international students)

: N/A

**1.11 Course Fees:**

The course fees shall be apportioned as set out in **Schedule 2.1** (“**Course Fees**”) and shall, subject to Clauses 2 and 3, be payable on or before the dates set out therein.

**1.12 Miscellaneous Fees:**

In addition to the Course Fees, the miscellaneous fees set out in **Schedule 2.2** may be payable on behalf of the Student (the “**Miscellaneous Fees**”).

**1.13 Payment of Course Fees and Miscellaneous Fees:**

The **Course Fees** set out in **Schedule 2.1** shall be paid on or before the dates specified therein as set out in:

(i) Clause 3.3.

All other fees payable (being the **Miscellaneous Fees** set out in **Schedule 2.2**) shall be paid to Avondale Grammar School on or before the dates specified in **Schedule 2.2**.

**1.14 Issue of Receipts:**

For every payment made by the Parent to Avondale Grammar School, the School shall issue a receipt to the Parent including but not limited to the following:

- (i) Date of payment;
- (ii) Student’s name;
- (iii) Student Contract number;
- (iv) Course name (Year group);
- (v) Student’s identification number;
- (vi) Payment intention;
- (vii) Amount paid;
- (viii) Payment breakdown;

## **2. REFUND POLICY**

### **2.1 Notification and Arrangement**

Avondale Grammar School shall inform the Parent immediately within three (3) working days if

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) It fails, for any reason, to complete the Course by the Course Completion Date;
- (iv) It terminates the Course, for any reason, prior to Course Completion Date; or
- (v) The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).

Avondale Grammar School shall, within fifteen (15) working days of notifying the Parent in writing of above circumstances (i) to (iv), provide the Parent with information and details of the alternative confirmed course arrangement to allow the Parent to make timely and appropriate decisions on alternative arrangements.

### **2.2 Withdrawal for Cause:**

Subject to Clause 9, the Parent shall be entitled to immediately withdraw their child / children from the Course by giving written notice to the Enrolments Department at Avondale Grammar School of his/her intention to do so if Avondale Grammar School is in breach of any of its obligations under this Agreement or fails to perform its obligation(s) under the circumstances in Clause 2.1 (i) to (iv).

### **2.3 Refunds for Withdrawal for Cause:**

For circumstances under Clause 2.1, Avondale Grammar School shall, within fifteen (15) working days after notifying the Parent, refund to the Parent:

- (i) The entire amount of the Course Fees; and
- (ii) The Miscellaneous Fees\*.

Avondale Grammar School shall also, as soon as practicable after receiving the Parent's notice of withdrawal under Clause 2.2 (and in any event no later than fifteen (15) working days after receiving such notice) refund to the Parent the amounts stated in this Clause 2.3.

### **2.4 Refunds for Withdrawal Without Cause:**

Where the Parent withdraws their child / children from the Course for any reason other than those set out in Clause 2.2 or Clause 9, Avondale Grammar School shall, subject to Clause 3.5, as soon as practicable after receiving the Parent's written notice of withdrawal (and in any event no more than twenty-five (25) working days after receiving such notice) refund to the Parent the following sums (less any applicable bank administrative charges properly paid/payable under Clause 3). Please note that the Registration fee is not refundable once the place offered has been taken up:

% of [the aggregate amount of the fees paid under Clause 1.11 and 1.12]	If Student's written notice of withdrawal is received by Avondale Grammar School within the prescribed time frame.
80%	("Maximum Refund") More than <b>20</b> working days before the Course Commencement Date* (before 27/12/2010)
60%	Before, but not more than <b>10</b> working days before the Course Commencement Date* (10/1/2011 – 24/1/2011)
40%	After, but not more than <b>15</b> working days after the Course Commencement Date*(before 15/2/2011)
20%	More than <b>15</b> working days after the Course Commencement Date, but not more than <b>20</b> working days after the Course Commencement Date*(15/2/2011 – 22/2)
0%	More than <b>20</b> working days after the Course Commencement Date*(after 22/2/2011)

\*The first day of Term 1 – 24 January 2011

## 2.5 Cooling-Off Period

Avondale Grammar School shall provide the Parent with a cooling-off period of **7 working days** after signing this Agreement. Within these **7 working days** and regardless whether the Course Commencement Date has passed, the Student can submit written notice of withdrawal to Avondale Grammar School and receive the Maximum Refund amount stipulated by Avondale Grammar School under Clause 2.4 (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, any AGS administrative charges which are stipulated in the Miscellaneous Fees and any applicable bank administrative charges properly paid/payable under Clause 3). Any dispute in respect of how much Course Fees have been consumed pursuant to this clause shall be referred to mediation at the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre pursuant to Clause 5.4, and only in respect of such decision, the decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) shall be final and binding on all parties.

Avondale Grammar School shall also bring to the Parent's notice **Schedule 3** by notifying the Parent of their rights under the cooling-off period, and receive written acknowledgement as provided therein by the Parent that **Schedule 3** has been brought to their notice. In the event that the notice in **Schedule 3** has not been brought to the Parent's attention, the cooling-off period of **7 working days** shall only commence from the date that **Schedule 3** has been brought to the Parent's notice, and the Parent has acknowledged the same in writing. The Parent shall have the right to withdraw their child / children from the Course and receive a refund as stated in this Clause 2.5 anytime before the notice in **Schedule 3** has been brought to the Parent's attention.

This Clause 2.5 takes precedence over Avondale Grammar School's refund policy stated in Clause 2.4.

## 2.6 Deemed Withdrawal:

A Student who transfers from the Course to another course with Avondale Grammar School shall, for the purposes of this Clause 2, be deemed to have withdrawn from the Course and the provisions of Clause 2.4 shall apply save as otherwise agreed between Avondale Grammar School and the Parent.

## 2.7 Change of Course:

Further to Clause 2.6, a fresh AGS-Parent Contract under this format shall be executed between Avondale Grammar School and the Parent for any change of Course, whether with Avondale Grammar School or otherwise.

**3. FEE PROTECTION SCHEME (FPS)**

**3.1 Avondale Grammar School's Undertaking to have FPS:**

Avondale Grammar School hereby confirms and undertakes to the Parent that it has in place a Fee Protection Scheme as stipulated by the Council for Private Education (CPE) (the "FPS") by way of an escrow account / insurance facility\*.

AGS-appointed FPS provider : **N/A**

**3.2** Avondale Grammar School hereby undertakes to the Student that as stipulated under the FPS, Avondale Grammar School shall collect fees in equal instalment amounts from the Parent with each collection not exceeding the collection cap calculated according to the following formula\*:

(i) EduTrust-certified PEI (12-month)  $\frac{X}{Z} \times 12 = (\underline{\hspace{2cm} \text{N/A} \hspace{2cm}})$

(ii) Non-EduTrust-certified PEI (6-month)  $\frac{Y}{Z} \times 6 = (\underline{\hspace{2cm} \text{N/A} \hspace{2cm}})$

(PEI is a member of the industry-wide course fee protection scheme under Enhanced Registration Framework)

(iii) Non-EduTrust-certified PEI (2-month)  $\frac{Y}{Z} \times 2 = (\underline{\hspace{2cm} \$3712.50 \hspace{2cm}})$

(Avondale Grammar School is **not** a member of the industry-wide course fee protection scheme under Enhanced Registration Framework and has **not** put in place the FPS in the form of an escrow account or insurance facility)

where X is the total amount of the payable Course Fees set out in **Schedule 2.1**;

Y is the course fees under the Enhanced Registration Framework; and

Z is the total duration of Course (in months) as stipulated in Clause 1.4.

**3.3\*** [Where FPS is in the form of escrow account]:

A copy of the master escrow agreement between CPE, DBS Bank Ltd, The HongKong and Shanghai Banking Corporation Limited and Standard Chartered Bank (the "**Master Escrow Agreement**") and acceded to by Avondale Grammar School on [●] is available at Avondale Grammar School's website at [www.avondalegs.com.sg]. The Master Escrow Agreement sets out, among other things, the details upon which Avondale Grammar School shall establish an escrow account with DBS Bank Ltd/HongKong and Shanghai Banking Corporation Limited/ Standard Chartered Bank\* (the "**Escrow Account**" with the "**Escrow Bank**") for the purposes of receiving payment of the Student's Fees and the circumstances in which the amounts in the Escrow Account shall be payable to Avondale Grammar School and/or the Parent.

[The Parent acknowledges that he/she has read and has understood the terms of the Master Escrow Agreement and hereby agrees to the terms and conditions therein.]

Avondale Grammar School and the Parent hereby agree that:

- (i) The Parent shall execute a Parent escrow confirmation in a form acceptable to the Escrow Bank (the "**Student Escrow Confirmation**") within [7] working days of the date of this Agreement and deliver a copy of the same to the Escrow Bank within three (3) working days of it being so executed; and
- (ii) The Parent shall pay the Course Fees directly into the Escrow Account on or before the dates specified in Schedule 2.1.

**3.4\*** [Where FPS is in the form of Insurance facility]:

A copy of the master insurance agreement between CPE, HongKong and Shanghai Banking Corporation Insurance and Lonpac Insurance Bhd (the “**Master Insurance Agreement**”) and acceded to by the PEI for the purpose of insuring, among other things, the Student is available on the PEI’s website at [●]. The Master Insurance Agreement sets out, among other things, the events under which HongKong and Shanghai Banking Corporation Insurance/Lonpac Insurance Bhd\* shall indemnify the Student for Fees paid to the PEI.

[The Student acknowledges that he/she has read and has understood the terms of the Master Insurance Agreement and hereby agrees to the terms and conditions therein].

The PEI hereby undertakes that:

- (i) The cover under the Master Insurance Agreement shall be extended to the Student;
- (ii) The Student receives the certificate of insurance on the same day the Student pays the fee; and
- (iii) The insured period should commence from the fee payment date to at least the next payment date.

**3.5** **No Double Claim:**

For the avoidance of doubt, if the Student and/or his/her parent/guardian receives any payment from Avondale Grammar School Ltd or the Escrow Bank/Insurance Company\* pursuant to a provision of this Agreement or the Master Escrow Agreement/Master Insurance Agreement\* in respect of any matter or damage, then the Student and his/her parent/guardian shall not be entitled to claim against Avondale Grammar School Ltd or the Escrow Bank/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 Escrow Agreement/Master Insurance Agreement\*.

**4. MEDICAL INSURANCE SCHEME**

**4.1 Avondale Grammar School’s Undertaking to provide medical insurance (accident) coverage:**

Avondale Grammar School hereby confirms and undertakes to the Student that it has in place a medical insurance scheme for all its students as required by CPE. This medical insurance (accident) scheme currently provides for an annual coverage limit of not less than S\$3,000 per student, and 24 hours coverage in Singapore and overseas (as and only when the student is involved in school-related activities) throughout the course duration, and the Student (parent) is encouraged to seek advice on whether more comprehensive insurance cover is required or desired. Avondale Grammar School -appointed medical insurance provider:

**NTUC Income Insurance Cooperative Limited**

**SC/PR and non-Student’s Pass International Students (Opt out)**

A SC/PR or a non-Student’s Pass international student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by Avondale Grammar School. If the preceding condition holds and if the Student opts out, he is to tick the box on the right and sign on the dotted line below the box.

Signature: .....

(To be signed by Legal Guardian if the Student is under eighteen (18) years of age)

## 5. GOVERNING LAW AND DISPUTE RESOLUTION

### 5.1 Governing Law:

This Agreement shall be governed by, and construed in accordance with, the laws of Singapore.

### 5.2 Grievance Procedure:

Avondale Grammar School shall, within **10** working days of this Agreement and in any event no later than the Course Commencement Date, provide the Student with a copy of its student handbook or such other document which shall prescribe a formal grievance procedure for the purpose of providing a timely and fair method of resolving disputes arising from this Agreement or any such other matter as may relate to the Student's enrolment at Avondale Grammar School.

The terms of this contract shall take precedence over any provision in the student handbook or any other document provided by Avondale Grammar School. Nothing in the student's handbook or any other document provided by Avondale Grammar School shall limit or restrict the Student from filing a complaint at any time with the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre pursuant to Clause 5.3, or thereafter to file such legal proceedings against Avondale Grammar School as the Student might deem fit.

### 5.3 Third Party Mediation:

In the event that the Student and Avondale Grammar School are unable to resolve a dispute in accordance with the grievance procedure referred to in Clause 5.2, the Student and Avondale Grammar School shall refer the dispute to the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre for mediation prior to instituting any legal action or proceedings. The Student and Avondale Grammar School hereby agree to such procedures and to pay such fees as the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) may prescribe from time to time for the purpose of resolving their dispute.

### 5.4 Jurisdiction:

The parties hereby irrevocably agree that the courts of Singapore are to have jurisdiction to settle any disputes which may arise out of or in connection with this Agreement which cannot be settled successfully through the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) and that, accordingly, any legal action or proceedings arising out of or in connection with this Agreement ("**Proceedings**") may be brought in those courts and the parties irrevocably submit to the jurisdiction of those courts PROVIDED THAT nothing in this Clause shall limit the right of any party to take Proceedings in any other court of competent jurisdiction nor shall the taking of Proceedings in one or more jurisdictions preclude that party from taking Proceedings in any other jurisdiction, whether concurrently or not.

## 6. INTERNATIONAL STUDENTS (where applicable)

- 6.1 **Student's Pass Application:** Avondale Grammar School undertakes to use best efforts to assist the Student if he/she requires a Student's Pass from the ICA (Immigration and Checkpoints Authority). **Please note that until Avondale Grammar obtains EduTrust certification we cannot enrol any new students requiring a student pass.** This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student's enrolment and immigration status, and doing all such things as may be necessary to procure the Student's Pass on behalf of the Student.

**6.2 Student's Pass Not Transferable:** The Student's Pass issued under Clause 6.1 is not transferable and will expire upon the Student ceasing to be a student of Avondale Grammar School. Avondale Grammar School is under an obligation to inform the ICA of the Student's withdrawal from, or completion of his/her course of study at Avondale Grammar School, and the Student shall deliver to Avondale Grammar School, within five [5] working days of the Student ceasing to be a student of Avondale Grammar School, the passport and Student's Pass of the Student for cancellation.

**6.3 Withdrawing from Avondale Grammar School:** A Student who withdraws from Avondale Grammar School to enrol with another school shall be deemed to have withdrawn from Avondale Grammar School under Clause 6.2 and the provisions of Clause 6.2 shall apply.

## **7. CHANGE IN OWNERSHIP / MANAGEMENT**

Avondale Grammar School shall inform the Student in the event of any :

- (a) Change in ownership or shareholding structure of Avondale Grammar School, and/or
- (b) Change in the management of Avondale Grammar School.

Avondale Grammar School shall inform the Student of such changes as soon as practicable, and in any event no later than fourteen (14) days after the change has been effected.

## **8. CONFIDENTIALITY**

Avondale Grammar School is committed to maintaining the confidentiality of all information provided by the student and undertakes not to divulge any of this information to any third party without the prior written consent of the Student.

## **9. FORCE MAJEURE**

In the event that any party shall be rendered unable to carry out the whole or any part of its obligations under this Agreement for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable despatch. For the avoidance of doubt, this Clause shall not apply to cases where:

- (i) Avondale Grammar School is declared to be insolvent and/or a winding-up order made or bankruptcy issued by the Singapore court against Avondale Grammar School; and
- (ii) The relevant authority(ies) issue(s) an order to cease and/or terminate the operations of Avondale Grammar School, or the happening of anything of a similar nature under the laws of Singapore.

## 10. PRECEDENCE TO OTHER AGREEMENTS

In the event of there being any inconsistency between the terms of this Agreement and the terms of any other agreement (oral or written) entered into between Avondale Grammar School and the Student either before or after the making of this Agreement, the terms of this Agreement shall prevail and the terms of such other agreement shall be deemed to be amended to the extent necessary for it to be read as being consistent with this Agreement.

Avondale Grammar School shall not be allowed to enter into any other contractual agreement with the Student without the prior express written permission of the Council, and any agreements so executed shall be void, and any payments made by the Students thereunder shall be refunded to the Students in full. Students are advised, prior to signing any other agreements with Avondale Grammar School, to ask to be shown a copy of the Council's written approval of such agreements.

## 11. MISCELLANEOUS

- 11.1 Indulgence, Waiver, etc.:** No failure on the part of any party to this Agreement to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this Agreement preclude any other or further exercise of it.
- 11.2 Remedies:** No remedy conferred by any of the provisions of this Agreement is intended to be exclusive of any other remedy which is otherwise available at law, in equity, by statute or otherwise, and each and every other remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law, in equity, by statute or otherwise. The election of any one or more of such remedies by any of the parties to this agreement shall not constitute a waiver by such party of the right to pursue any other available remedies.
- 11.3 Severability of Provisions:** If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions of this Agreement.
- 11.4 Successors and Assigns:** This Agreement shall be binding upon, and ensure for the benefit of, the successors, personal representatives and permitted assigns of the parties PROVIDED THAT neither Avondale Grammar School nor the Student shall be entitled to assign its rights and/or obligations under this Agreement without the prior written consent of the other party. In addition, Avondale Grammar School shall not be entitled to assign its rights and/or obligations under this Agreement without the prior consent of the Council, irrespective of any consent or waiver by the Student.
- 11.5 Translations:** In the event of any conflict or inconsistency between any term of this Agreement (including the Schedules) in the English language and any translation thereof in any other language, the English language version of this Agreement shall prevail.

**SCHEDULE 1**  
**COURSE DETAILS**

1) **Course entry requirement(s)** *The student must turn 5 years of age by no later than 30 April in the year in which they commence the Kindergarten course. For all other courses the student's birthday must fall before April 30 e.g in the Year 1 course a student must turn 6 on or before 30 April of that year.\**

**\*Avondale Grammar will assess each application on its merits and reserves the right to decline an application for enrolment where the school does not believe that it has the human or physical resources to support the specific learning needs of the student who is the subject of the application.**

2) **Course learning outcome(s)** *Students enrolled in the course will study units of work that are age appropriate for their stage of development based on the Australian National curriculum and NSW Board of Studies syllabus. Avondale Grammar also combines elements of the UK Cambridge curriculum in its teaching and learning programs.*

3) **Module synopses** *The following modules will form part of every course from Preschool to Year 6; English, Mathematics, Human Society in Its Environment, Science and Technology, Information and Communication Technologies, Music, Visual Arts, Physical Development, Health and Physical Education, Mandarin or French, Library Studies.*

4) **Course schedule with modules and/or subjects** *The course commences in January and concludes in December. It is divided into three ten and one nine week terms of study. All modules are taught concurrently throughout each of the four terms. Students automatically progress to the next course in the following calendar year under normal circumstances.*

5) **Scheduled holidays (public and school) and/or semester/term break for course -**

**2011 Term 1:** Mon 24 January – Fri 1 April

**Term 1 Holidays:** Mon 4 April – Fri 15 April

**Public Holidays:** Thurs 3 February - Fri 4 February (Chinese New Year)

**Term 2:** Mon 18 April – Fri 24 June

**Term 2 Holidays:** Mon 27 June – Fri 22 July

**Public Holidays:** Friday 22 April (Good Friday)

Mon 2 May (Labour Day)

Tues 17 May (Vesak Day)

Fri 22 July Staff PD day(school closed)

**Term 3:** Mon 25 July – Fri 23 September

**Term 3 Holidays:** Mon 26 September – Friday 7 October

**Public Holidays:** Tues 9 August (National Day)

Tues 30 August (Hari Raya Puasa)

**Term 4:** Mon 10 October – Thurs 15 December

**Term 4 Holidays:** Fri 16 December – Friday 20 January 2012

**Public Holidays:** Wed 26 October (Deepavali)

Mon 7 November (Hari raya Haji)

Sun 25 December (Christmas Day)

6) **Examination and/or other assessment period; NAPLAN Assessments – Year 3 and Year 5 students only – Tuesday 17 May to Thursday 19 May 2011.**

7) **Expected examination results release date** *NAPLAN Results are normally released to Avondale Grammar School and to individual parents in mid September of any given year.*

**SCHEDULE 2**  
**BREAKDOWN OF COURSE FEES AND MISCELLANEOUS FEES**

**SCHEDULE 2.1**

**COURSE FEES – 24 January to 15 December 2011**

<i>[shows the full breakdown of total payable course fees]<sup>@</sup></i>	Total Payable (S\$)
Course pre-requisites (if applicable)	
Course fee	\$22 275 + GST
<b>Non – Refundable</b> Registration fee*	\$2000* + GST
Course material fee*	See attached table
FPS insurance/escrow fee	N/A
Administration fee	See Miscellaneous Fees
*Registration Fee is paid in full on enrolment	
<b>(A) Total Course Fees Payable<sup>^#</sup>:</b>	\$22 275
<b>(B) Number of Installments<sup>%</sup>:</b>	11
<b>(C) Installment Amount (C = <sup>A</sup>/<sub>B</sub>)</b>	\$1856.25 + GST

- The prevailing Good and Services Tax (GST) is excluded from the FPS.
- Please refer to Clause 3.2 for the imposed collection cap.

<b>Installment Schedule</b>	Payment by 12 / 6 / 2 month* Installment	
	Amount (S\$) (excl. GST)	Date Due
1 <sup>st</sup> installment – cheque/EFT	\$3 712.50 + GST (7%)	1 December 2010
2 <sup>nd</sup> installment - GIRO	\$1856.25 + GST (7%)	1 January 2011
3 <sup>rd</sup> installment - GIRO	\$1856.25 + GST (7%)	1 February 2011
4 <sup>th</sup> installment - GIRO	\$1856.25 + GST (7%)	1 March 2011
5 <sup>th</sup> installment - GIRO	\$1856.25 + GST (7%)	1 April 2011
6 <sup>th</sup> installment - GIRO	\$1856.25 + GST (7%)	1 May 2011
7 <sup>th</sup> installment - GIRO	\$1856.25 + GST (7%)	1 June 2011
8 <sup>th</sup> installment - GIRO	\$1856.25 + GST (7%)	1 July 2011
9 <sup>th</sup> installment - GIRO	\$1856.25 + GST (7%)	1 August 2011
10 <sup>th</sup> installment - GIRO	\$1856.25 + GST (7%)	1 September 2011
11 <sup>th</sup> installment - GIRO	\$1856.25 + GST (7%)	1 October 2011
<b>(A) Total Course Fees Payable:</b>	\$22275 + GST	

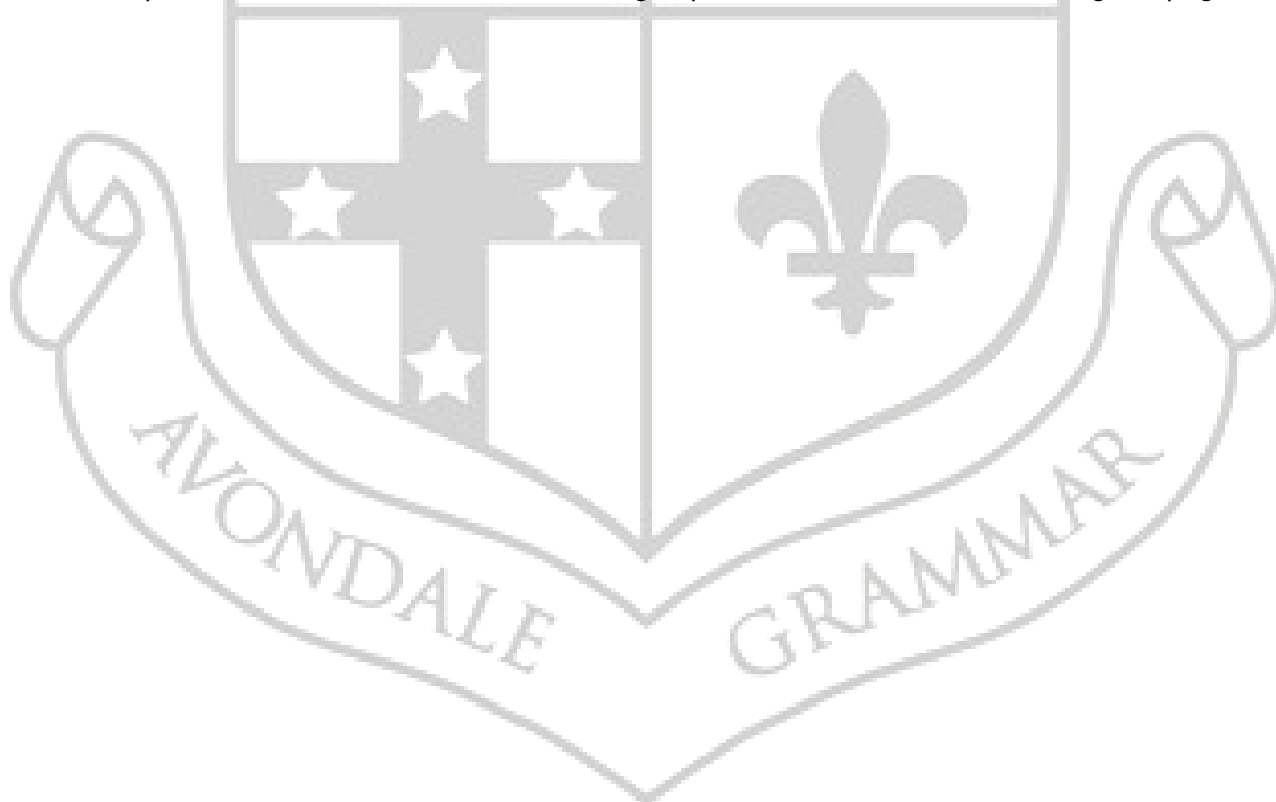
\* Please delete as appropriate.

**SCHEDULE 2.2**  
**MISCELLANEOUS FEES<sup>1</sup>**  
**24 January to 15 December 2011**

Purpose of Fee	Amount (S\$) and When Payable
1. Infrastructure Fund	New students \$1712* Continuing students \$535*
2. Excursion / Special Event fee	December 2010 or upon enrolment
3. Late Payment fee	Invoiced as and when they occur
4. Text Book / Stationery Pack	\$107* if fees not paid by due date
5. Parents Association Fee	As per schedule, payable on enrolment
	\$53.50* annual fee
<i>[Withdrawal application fees, course transfer fees, late payment fees, replacement of student ID, re-taking examinations, failing a course, etc.]</i>	

\*including GST

A comprehensive fee breakdown for all Year groups is to be found on the following two pages.



<sup>1</sup> Miscellaneous Fees refer to any non-compulsory and non-standard fees which the student will pay only when necessary or applicable. Such fees are normally collected on an ad-hoc basis by the PEI when the need arises.

## Breakdown of All Avondale Grammar School Fees 2011

<b>PRE- SCHOOL FEES 2011 per term*</b>		
	Amount (S\$) Excl 7% GST	Amount (S\$) Incl 7% GST
Registration Fee <b>(one off fee, non-refundable)</b>	SGD 2,000.00	SGD 2140.00
Tuition Fees 5 Day option	SGD 5,568.75	SGD 5958.56
Tuition Fees 4 Day option	SGD 5,012.00	SGD 5362.84
Tuition Fees 3 Day option	SGD 3,341.40	SGD 3,575.30
Tuition Fees 2 Day option	SGD 2,227.60	SGD 2,383.53
Infrastructure Fund (Per Annum, per student)	SGD 500.00	SGD 535.00
Parents Association (Per Annum, per family)	SGD 50.00	SGD 53.50

<b>KINDERGARTEN – YEAR 6 SCHOOL FEES 2011 per term*</b>		
	Amount (S\$) Excl 7% GST	Amount (S\$) Incl 7% GST
Registration Fee (one off fee, non-refundable)	SGD 2,000.00	SGD 2,140.00
Tuition Fees	SGD 5,568.75	SGD 5,958.56
Infrastructure Fund (Per Annum, per student)	SGD 500.00	SGD 535.00
Parents Association (Per Annum, per family)	SGD 50.00	SGD 53.50

<b>COURSE MATERIAL - BOOK PACK FEE – 2011 prices</b> (applicable to all new students, per academic year)	
YEAR	Amount (S\$) Incl 7% GST
Pre-School	SGD 20 max
Kindergarten	SGD 55 max
Year 1	SGD 100 max
Year 2	SGD 150 max
Year 3	SGD 185 max
Year 4	SGD 195 max
Year 5 & 6	SGD 180 max

<b>COURSE EXCURSION FEE</b>	
YEAR	Amount (S\$) Incl 7% GST
Pre-School – Year 6	Billed as and when they occur

- Fees for 2011 are to be paid in accordance with the payment plan outlined overleaf.
- **GIRO is compulsory for payment of fees for all families attending Avondale Grammar School**
- Fees from 24 January – 16 December 2011 will be based on 11 instalments.
- **A late payment fee of SGD 107 (inclusive of 7% GST) per bill will apply upon late payment of school fees.**
- Fees are subject to change in 2011 without prior notice

**Avondale Grammar School Fee Schedule – 25 January to 15 December 2011**

<b>Schedule for Jan – Dec 2011</b>	<b>Kindergarten – Year 6</b>	<b>Pre-School</b>	<b>Payment Due Date</b>
	Amount (S\$) Incl 7% GST (Tuition Fee Only)	Amount (S\$) Incl 7% GST (Tuition Fee Only)	
1 <sup>st</sup> installment (January & February 2011) GIRO	SGD 3,972.38	2 days = SGD 1,589.01 3 days = SGD 2,383.53 4 days = SGD 3,575.23 5 days = SGD 3,972.38	1 <sup>st</sup> December 2010
2 <sup>nd</sup> installment (March 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> January 2011
3 <sup>rd</sup> installment (April 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> February 2011
4 <sup>th</sup> installment (May 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> March 2011
5 <sup>th</sup> installment (June 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> April 2011
6 <sup>th</sup> installment (July 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> May 2011
7 <sup>th</sup> installment (August 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> June 2011
8 <sup>th</sup> installment (September 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> July 2011
9 <sup>th</sup> installment (October 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> August 2011
10 <sup>th</sup> installment (November 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> September 2011
11 <sup>th</sup> installment (December 2011) GIRO	SGD 1,986.19	2 days = SGD 794.51 3 days = SGD 1,191.77 4 days = SGD 1,787.62 5 days = SGD 1,986.19	1 <sup>st</sup> October 2011
<b>TOTAL (S\$) Incl 7% GST</b>	<b>SGD 23,834.28</b>	<b>2 days = SGD 9,534.12 3 days = SGD 14,301.24 4 days = SGD 21,451.44 5 days = SGD 23,834.28</b>	

**SCHEDULE 3**  
**STUDENT'S RIGHTS TO CANCEL AGREEMENT**

**SCHEDULE 3.1**

1. You, the Student (Parent / Guardian), shall have the right to cancel this Agreement **within 7 working days** from signing the Agreement, **or within 7 working days** from the date this notice has been brought to your attention, whichever is the later (the "Cooling-Off Period").
2. You are entitled to cancel this Agreement during the Cooling-Off Period for any reason, and are not obliged to give any reasons to Avondale Grammar School for doing so.
3. You have to write to Avondale Grammar School to cancel the Agreement within the Cooling-off Period. You may use the form provided in Schedule 3.2. You may send such Notice of Cancellation by email or fax to the following contacts, or leave a copy with Avondale Grammar School's Enrolment office.

**Avondale's email address:** [enrolments@avondalegs.com.sg](mailto:enrolments@avondalegs.com.sg)

**Avondale's telephone and fax numbers:** +65 62588544 (ph) +65 62581667 (fax)

**Avondale Grammar School Enrolment office address:** Avondale Grammar School, Phoenix Park, 318 Tanglin Road, Singapore 247979

4. You are advised to keep a copy of the email or fax confirmation slip. If the Notice of Cancellation is left with the Avondale Grammar School office, the Avondale Grammar School office is to acknowledge receipt of the Notice by signing on it and returning one copy of the Notice to you. If the Avondale Grammar School office does not do so, you are advised to inform Avondale Grammar School immediately by writing to this email address: [enrolments@avondalegs.com.sg](mailto:enrolments@avondalegs.com.sg).
5. Upon cancelling the Agreement, Avondale Grammar School must refund you the monies paid in accordance to Clause 2.5 of the PEI-Student Contract.

I, \_\_\_\_\_ [name], hereby acknowledge that on this \_\_\_\_\_ [date in DD/MM/YYYY format], Avondale Grammar School has brought to my attention my rights under the Cooling-Off Period and that I fully understand these rights.

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:

\_\_\_\_\_  
NRIC / Passport No:

**SCHEDULE 3.2**

**SAMPLE NOTICE OF CANCELLATION**

**STUDENT'S RIGHT TO CANCEL AGREEMENT**

I, \_\_\_\_\_ [name], on this the \_\_\_\_\_  
[date in DD/MM/YYYY format] hereby cancel the Student-PEI contract with  
**Avondale Grammar School.**

\_\_\_\_\_ [reference number or Course name, if any].

*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:

\_\_\_\_\_  
NRIC / Passport No:

\_\_\_\_\_  
Date:

*SIGNED on behalf of Avondale Grammar School*

\_\_\_\_\_  
Authorized Signatory of Avondale Grammar

\_\_\_\_\_  
Seal of Avondale Grammar School

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Witness \_\_\_\_\_

\_\_\_\_\_  
Name of Witness:

\_\_\_\_\_  
NRIC / Passport No:

Date: \_\_\_\_\_

## Application for Registration

**For Official Use:**

Date Submitted: \_\_\_\_\_

Enrolment Approved: Yes  No

Date of Approval: \_\_\_\_\_

Student Year Level: \_\_\_\_\_

Home Teacher: \_\_\_\_\_

Start Date: \_\_\_\_\_

Please complete the form in BLOCK LETTERS.

<b>Student's Details</b>	Name		_____	
			Surname	First Name
	Date of Birth (dd/mm/yyyy)		_____ / _____ / _____	
	Country of Birth		Nationality	
	Passport No.		Place of Issue	
	Dependant Pass No.		Student Pass No.	
	Permanent Resident?		Yes <input type="checkbox"/>	Ministry of Education Approval? (if applicable)
			No <input type="checkbox"/>	Yes <input type="checkbox"/>
				No <input type="checkbox"/>
	<b>Singapore Contact Details</b>			
Address		_____		
Telephone		_____		
<b>Home Country Contact Details</b>				
Address		_____		
Telephone		_____		
<b>Sibling Details</b>				
Name		Sibling Priority List – Year/Grade	Gender	Date of Birth (dd/mm/yyyy)
			<input type="checkbox"/> Male <input type="checkbox"/> Female	_____ / _____ / _____
			<input type="checkbox"/> Male <input type="checkbox"/> Female	_____ / _____ / _____
			<input type="checkbox"/> Male <input type="checkbox"/> Female	_____ / _____ / _____
			<input type="checkbox"/> Male <input type="checkbox"/> Female	_____ / _____ / _____

<b>Parent Details</b>	Father's Name			
	Occupation			
	Company Name			
	Company Address			
	Business Telephone		Business Fax	
	Mobile Phone		Nationality	
	Passport No.		Dependant Pass No.	
	Email			
	Mother's Name			
	Occupation			
	Company Name			
	Company Address			
	Business Telephone		Business Fax	
	Mobile Phone		Nationality	
	Passport No.		Dependant Pass No.	
	Email			
<b>Marital Status of Parents</b>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Divorced <input type="checkbox"/>	
<b>Primary Contact</b>	Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Both <input type="checkbox"/>	
	Please indicate who your child's school report should be made available to?			
	Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Both <input type="checkbox"/>	

<b>Contact Consent Option</b>	<p>The Parents Association wish to contact new parents to the school to welcome them and contact existing parents to update them on school activities and functions. Do you give permission for your contact details to be given to the Parents Association Committee?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<b>Emergency Contact Details</b>	1	Name		Mobile No.	
		Telephone No.		Office No.	
	2	Name		Mobile No.	
		Telephone No.		Office No.	
<p><i>In the case of emergency if you cannot be contacted, which is your <b>preferred</b> hospital?</i></p> <p>_____</p>					

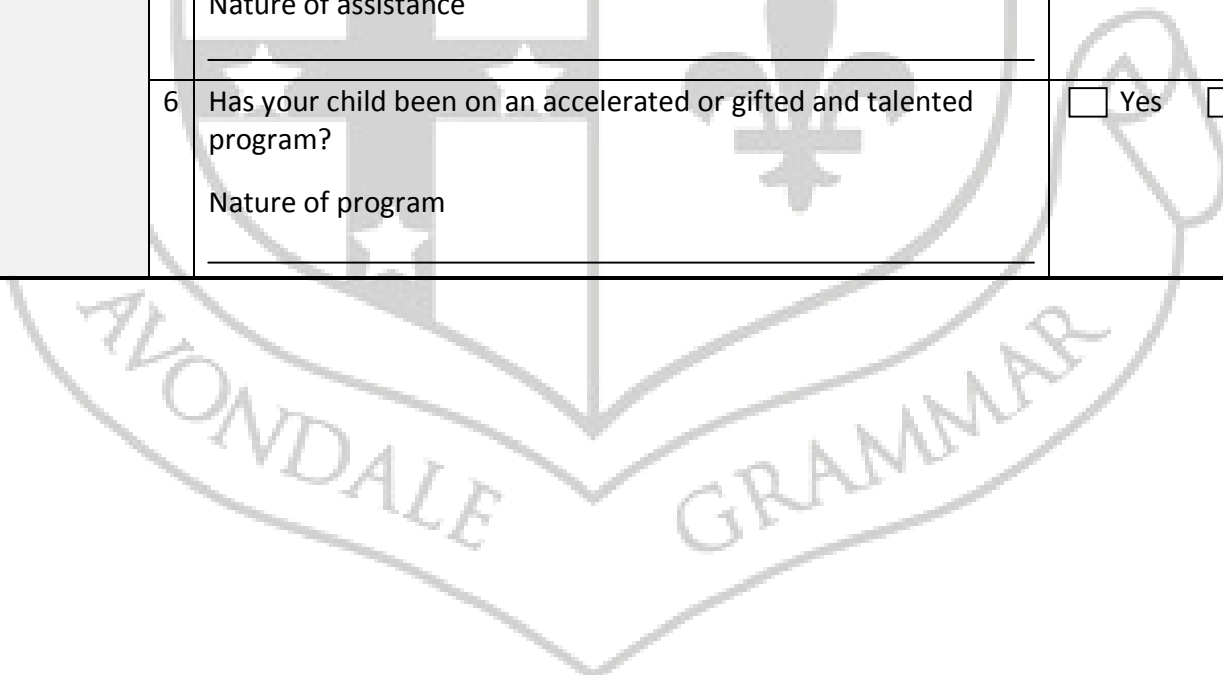
<b>Billing Details</b>	<input type="checkbox"/> Parents <input type="checkbox"/> Parent's Company		
	<i>Please fill in the details of the company, if required</i>		
	Company Name		
	Company Address		
	Telephone		Email
	Contact Person		

<b>Preschool Option</b>	If your child is registering for Preschool, please select the number of days you wish them to attend;
	<input type="checkbox"/> 2 Days <input type="checkbox"/> 3 Days <input type="checkbox"/> 4 Days <input type="checkbox"/> 5 Days

<b>Previous School Details</b>		Name of School	Country	From	To	Year/Grade Completed	Language of Instruction
	1						
	2						
	3						

<b>Previous Teacher's Contact Details</b>	Name of Teacher: _____
	Name of School: _____
	Email: _____
	Telephone No: _____

<b>Educational Information</b>	1	Is your child fluent in English?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2	Does your child have learning difficulties? Nature of difficulties _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3	Does your child have behavioural needs? Nature of behavioural needs _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4	Has your child ever been referred for assessment by a specialist (e.g. psychologist, speech therapist, etc)? <i>Please attach the specialist's reports</i> Type of report _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5	Does your child currently receive extra learning support or assistance? Nature of assistance _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	6	Has your child been on an accelerated or gifted and talented program? Nature of program _____	<input type="checkbox"/> Yes <input type="checkbox"/> No



<b>Medical Information</b>	1	Does your child have any physical disabilities or medical conditions? <i>(If yes, please specify below)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2	Does your child take any regular medication? <i>(If yes, please specify below)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3	Does your child have any allergies? <i>(If yes, please specify below)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4	Does your child have difficulty hearing or with vision? <i>(If yes, please specify below)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5	Do you have a Family Doctor in Singapore? <i>(If yes, please specify below)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Name	
	Telephone No.		
	Address		

<b>Academic and Extra-curricular Interest Details</b>	1	What subjects does your child enjoy studying the most?
	2	What are your child's interests and hobbies?
	3	Do you have any other comments or information which could help us to understand your child's needs?

<b>Language Option</b>	Please choose the <b>second language</b> you prefer your child to learn at Avondale Grammar School.  <input type="checkbox"/> Mandarin <input type="checkbox"/> French
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<b>Photograph Consent Option</b>	Do you give consent to the school to use your child's photograph / video for the production of marketing material and approved activities for Avondale Grammar School only?  I give my consent <input type="checkbox"/> I do not give my consent <input type="checkbox"/>
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<b>Marketing Details</b>	How did you find out about Avondale Grammar School, Singapore ( You may tick more than one box )		
	1. Advertisement in		
	<input type="checkbox"/> Magazine <input type="checkbox"/> ANZA Magazine <input type="checkbox"/> Expat Magazine <input type="checkbox"/> Other Magazines <i>If other, please specify</i>	<input type="checkbox"/>	
	<input type="checkbox"/> Newspaper	<input type="checkbox"/>	
	<input type="checkbox"/> Schools Guide	<input type="checkbox"/>	
	<input type="checkbox"/> Internet	<input type="checkbox"/>	
	2. Word of mouth recommendation		<input type="checkbox"/>
	3. Relocation Consultant <i>Please specify below</i>		<input type="checkbox"/>
	4. School Website		<input type="checkbox"/>
	5. Others ( <i>please specify below</i> )		<input type="checkbox"/>
Please state why you chose Avondale Grammar School for your child/children?  <hr/> <hr/>			

## Declaration and Agreement

### Payment of School Fees

The school fees are payable by the due date specified on the invoice. A **non-refundable** Course registration fee of \$2140 (incl. GST) is payable with the application for enrolment. Please note that your application will not be processed until the registration fee has been paid in full.

Initial school fees are payable seven days after receipt of invoice. Subsequent fees are payable according to the 'payment due on or before' date on the invoice.

### Registration Fee Terms and Conditions

- 1) If Avondale Grammar School assesses your application and decides not to offer a place as it is unable to meet the specific learning needs of your child then 75% (\$\$1605 incl. GST) of the registration fee will be refundable.
- 2) If your child is on the waiting list for a particular Year or for a specific Grade and you choose to withdraw prior to a place being offered, an administrative fee of \$\$500 will be retained by Avondale.
- 3) If Avondale Grammar School offers you a place for your child / children and you decide not to take up the place then the full registration fee (\$2140 incl. GST) will be retained by the school to cover administrative costs.
- 4) As a Singapore Citizen (SC) if Avondale Grammar School offers you a place for your child and the Ministry of Education (MOE) rejects the application then an administrative fee of \$1 000 +GST (50% of the Registration fee) shall be retained by the School.
- 5) For families enrolling three (3) or more students, a reduction of registration fee may be considered upon request.

### Withdrawal

As a courtesy, Avondale Grammar School requests that wherever possible parents give notice of withdrawal to the Enrolments Department of Avondale Grammar School in writing one full term before the student's departure. ***Please note that no portion of any fees paid in advance will be refunded upon withdrawal.***

### Accident and Injury

All responsibility for accidents, injuries or loss of personal belongings remains with parents and guardians at all times.

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I declare that the information I have provided is true, correct and relevant to my child's enrolment. The school reserves the right to reverse any decision regarding enrolment on the basis of incorrect information given. I understand enrolment is conditional on the following:

- Abiding by the rules and the behavioural standards of the school
- Prompt payment of all school fees
- Holding a valid Dependant's or Student pass
- Ministry of Education approval (*for students of Singaporean citizens*)

I further understand that failure to comply with the requirements underlined above may result in the withdrawal of my child.

Father's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Avondale Grammar School

## INDEMNITY FORM

I, the undersigned, \_\_\_\_\_ parent and/or legal guardian of the minor child \_\_\_\_\_ of \_\_\_\_\_ (Class) hereby agree that my child may attend the events and activities organised for them from time to time as part of the Avondale Grammar School curriculum.

I confirm that my child's participation in such events and the related activities is entirely voluntary and I accept all risks involved therein. Avondale Grammar School ("AGS") and/or any of their respective employees shall not be liable for any loss, damage, injury or illness of whatsoever nature and howsoever caused, suffered by me or my child as a result, directly or indirectly, of attending these events and/or participating in the activities. AGS and/or their respective employees shall not be liable for any loss and/or damage (including indirect or consequential loss and or/damage) arising therefrom.

I hereby indemnify AGS and their respective employees from any loss, damage or injury that would otherwise be incurred arising from any loss or injury suffered by me or the abovementioned child/children arising from or incidental; to their participation in events and activities organised by the School.

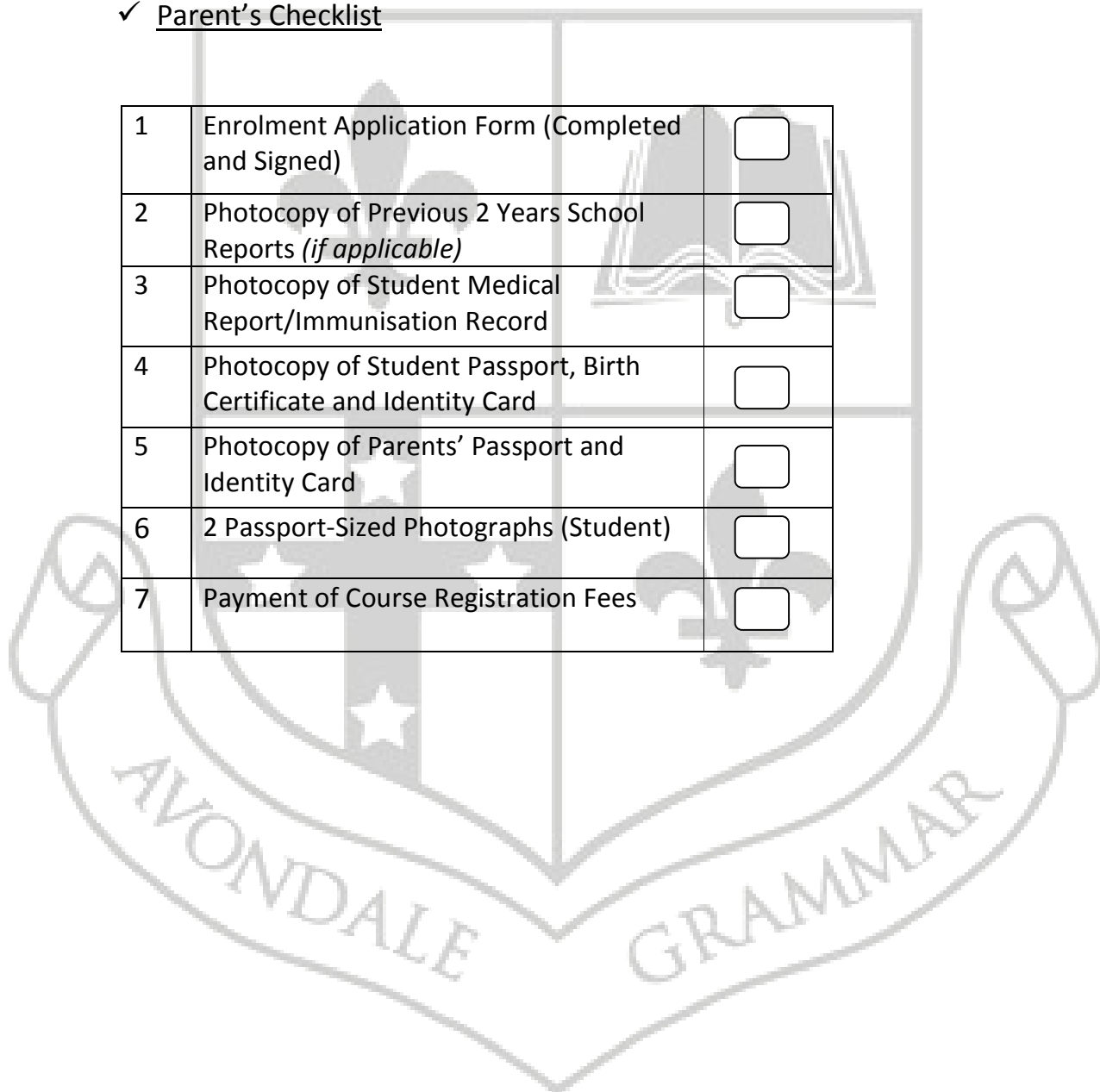
Signed at: \_\_\_\_\_ on this \_\_\_\_\_ of \_\_\_\_\_ 2010

Signature of Parent/Guardian: \_\_\_\_\_ Print Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
Surname First Name

✓ Parent's Checklist

1	Enrolment Application Form (Completed and Signed)	<input type="checkbox"/>
2	Photocopy of Previous 2 Years School Reports ( <i>if applicable</i> )	<input type="checkbox"/>
3	Photocopy of Student Medical Report/Immunisation Record	<input type="checkbox"/>
4	Photocopy of Student Passport, Birth Certificate and Identity Card	<input type="checkbox"/>
5	Photocopy of Parents' Passport and Identity Card	<input type="checkbox"/>
6	2 Passport-Sized Photographs (Student)	<input type="checkbox"/>
7	Payment of Course Registration Fees	<input type="checkbox"/>



**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 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 to 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 qualifications 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 clarification 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, \_\_\_\_\_, NRIC/Passport number \_\_\_\_\_,  
*(name of student/parent/guardian) (NRIC/passport no.)*

Have read and understood this advisory note before signing the Student Contract for myself/my ward \*\*  
 ( \_\_\_\_\_ (NRIC/passport no) \_\_\_\_\_ )  
*(name of ward)*

With \_\_\_\_\_.  
*(name of PEI)*

\_\_\_\_\_  
*(signature of student or parent/guardian)*

Date: \_\_\_\_\_

\*\* Please delete whichever is not applicable.