



**STUDENT CONTRACT**

**BETWEEN**

**GERMAN EUROPEAN SCHOOL SINGAPORE  
(GESS)**

**AND**

*< NAME OF PARENT OR LEGAL GUARDIAN >*

**On behalf of**

*< NAME OF STUDENT >*

# PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

This Contract is made between:

- |   |                                 |
|---|---------------------------------|
| (1) Registered Name of PEI  | : <b>German European School</b> |
|   | : <b>Singapore</b>              |
| UEN   | : <b>S72SS0010G</b>             |
| CPE Registration number   | : <b>N05-01-443</b>             |
| (2) Full Name of Student  | : _____                         |
| (as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR)/ as in passport for international student) |                                 |
| 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*   | : _____                         |

\* Please delete as appropriate.

## 1. COURSE INFORMATION AND FEES

- 1.1** GESS will deliver the Course as set out in **Schedule A** to the Student, towards conferment of the stated qualification upon successful Course completion. Please refer to the school's website for the **latest update on Schedule A**. This information is updated on an annual basis.
- 1.2** GESS confirms that the Course and its content have been permitted by the Council for Private Education (CPE) and other relevant authorities in the Republic of Singapore or the Federal Republic of Germany, as may be relevant.
- The German section of GESS offers German curriculum that's accredited by Konferenz der Kultusminister of the Federal Republic of Germany.
  - The European section of GESS offers PYP/MYP/DP curriculum that's accredited by the International Baccalaureate.
  - Students are enrolled at GESS on a full-time basis for each school year which runs for twelve (12) months including school holidays.
  - Details of the current school year are outlined in **Schedule A**.
  - GESS further confirms that it has verified that the Student has met the Grade Level entry requirement(s) prior to signing this Agreement.
- 1.3** The school fees and miscellaneous Fees payable are set out in **Schedule B**. Fees are reviewed annually and are confirmed by 30<sup>th</sup> April each year for the next school year. Updated Schedule B is available on the website.
- 1.4** GESS considers payment made 30 days after the scheduled due date(s) in Schedule B as late. GESS will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule B (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:**

CESS shall inform the Student immediately within three (3) working days if

- 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 Checkpoint 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, CESS 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 C**.

### **2.3 Refund During Cooling-Off Period:**

CESS 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 (listed in Schedule C) of the fees already paid if the Student submits a written notice of withdrawal to CESS 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 CESS cannot settle a dispute using the way arranged by CESS, the Student and CESS may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.cpe.gov.sg](http://www.cpe.gov.sg)).
- 3.4** All information given by the Student to CESS will not be given by CESS to anyone else, unless the Student signs in writing that he/she agrees or unless CESS is allowed to give the information by law.

- 3.5** Any agreement other than this Contract is invalid if it is administered without the written permission of CPE. If there is any other agreement between GESS 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 GESS does not exercise or delay exercising any right granted by this Contract, the Student and GESS will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.

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

SIGNED by GESS

Authorized Signatory of GESS  
 Name: Andre Beinert  
 Date: 22 May 2015

Seal of GESS

SIGNED by Student's parents or legal guardian

\_\_\_\_\_  
 Signature & Name of Parent/  
 Legal Guardian:

Date:  
 NRIC / Passport No:

\_\_\_\_\_  
 Signature & Name of Parent/  
 Legal Guardian:

Date:  
 NRIC / Passport No:

Please submit the school's copy of the signed contract to:  
 German European School Singapore  
 72 Bukit Tinggi Road  
 Singapore 289760  
 Tel: 6469 1134  
 Email: [admission@gess.sg](mailto:admission@gess.sg)

**SCHEDULE A - Updated calendar available on website)**

**GESS Holiday Calendar AY 2015/2016**

school holidays  
 no lessons  
 PD Day  
 project week  
 restricted holidays/ cultural festival

**Aug-15**

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Summer break until 7 Aug  
 7 SG50 Public Holiday  
 10 (in lieu of 9 Aug) National Day  
 11 Start Term 1

**Sep-15**

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

24 Hari Raya Haji  
 25 Bridging Day

**Oct-15**

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12-20 Oct Mid-term break  
 21 PD Day

**Nov-15**

Mo	Tu	We	Th	Fr	Sa	Su
						8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9 Bridging Day  
 10 Deepavali\*

**Dec-15**

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

16 End Term 1  
 17 Dec-8 Jan Christmas break  
 25 Christmas Day

**Jan-16**

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

01 New Years Day  
 17 Dec-8 Jan Christmas break  
 11 Start Term 2

**Feb-16**

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

8-9 Chinese New Year  
 10 PD Day

**Mar-16**

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7-18 Mar project week  
 21 Mar-01 Apr Mid-term break  
 25 Good Friday

**Apr-16**

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

25 Mar-01 Apr Mid-term break

**May-16**

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

02 in lieu of 1 May Labour Day  
 19-23 May break  
 21 Vesak Day  
 24-27 May restricted holidays\*\*  
 25-29 May cultural festival

**Jun-16**

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

29 End Term 2  
 30 Jun-17 Aug Summer break

**Jul-16**

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

30 Jun-17 Aug Summer break  
 6 July Hari Raya Puasa

\* date to be confirmed by Hindu Endowment Board

\*\* Holidays for students except they are involved in exams as for example Abitur and IGCSE exams and for students who take part in the cultural festival.

Please refer to the GESS website for the updated calendar.

**SCHEDULE B: SCHOOL FEES STRUCTURE –**  
**updated fees structure available on website**

The published school fees structure is applicable to all students for academic year 2015/2016. Fees are reviewed annually and are confirmed by 30th April each year for the next school year. All published fees are inclusive of prevailing GST (Goods and Service Tax), where applicable.

<b>Pre-School Section</b>			
	<b>Parent-Child Group (18 mths to 3 years)</b>	<b>Toddler Group (2 to 3.5 years)</b>	<b>Kindergarten/ Pre-primary</b>
Entrance Fees <sup>1</sup>	n/a	2,945.00	2,945.00
Tuition Fees per year	4,820.00 (2 days per week)	9,180.00 (2 days per week) 13,900.00 (3 days per week)	20,130.00 (3 half day+ 2 full day) 23,440.00 (Full day)
Development Levy <sup>2</sup> per year	n/a	n/a	4,890.00
Learning Materials & Excursion fees per year	n/a	40.00	170.00

<b>German Section</b>			
	<b>Primary School (Grade FOU – 5)</b>	<b>Secondary School I (Grade 5 – 9)</b>	<b>Secondary School II (Grade 10 – 12)</b>
Entrance Fees	2,945.00	2,945.00	2,945.00
Tuition Fees per year	17,360.00	20,020.00	21,950.00
Development Levy per year	4,890.00	4,890.00	4,890.00

<b>European Section</b>				
	<b>Primary School (Grade FOU – 5)</b>	<b>Middle School (Grade 6 - 10)</b>	<b>Diploma Programme (Grade 11 - 12)</b>	<b>Diploma Programme (Grade 11 – 12) (Pamoja)</b>
Entrance Fees <sup>1</sup>	2,945.00	2,945.00	2,945.00	2,945.00
Tuition Fees per year	24,310.00	27,720.00	30,230.00 <sup>1</sup>	31,930.00 <sup>3</sup>
Development Levy <sup>2</sup> per year	4,890.00	4,890.00	4,890.00	4,890.00
Learning Materials & Excursion fees <sup>2</sup> per year	250.00	n/a	n/a	n/a

<sup>1</sup> Diploma programme fees structure includes CAS trips.

<sup>2</sup> Learning materials & excursion fees are chargeable at the beginning of the academic year

German Section		
Learning Support	695.00	Per semester for 2 weekly lessons
Erweitertes Nachmittagsprogramm		
Grade FOU - 1	900.00	Mon, Wed, Thurs, Fri
Grade 2	650.00	Mon, Wed, Fri
Grade 3	350.00	Tues, Wed
Grade 4 - 5	80.00	Wed
European Section		
Learning Support	1,390.00	Per semester
EAL for PYP	1,390.00	Per semester
Examination Fees – IGCSE & IB	300.00 to 1500.00	For grade 10 & 12
Pre-School Section		
Speech Therapy (German –Speaking only)	80.00	Per 30 min session

**CCA Subscriptions**  
The subscription fee for each CCA is S\$200.00 per semester

**Report Card Reprint Fee**  
Additional copy of the school report: **S\$50.00 per report**  
Certified true copy of the school report: **S\$5.00 per page**

**Re-print of Student ID**  
For reprint of student ID due to loss of card or wear and tear (after one year of issue): S\$15.00

Class Trips, Project Week and Overnight Excursion Fees* (Compulsory)		
Grade	European Section	German Section
3		200.00
4		250.00
5		550.00
6		550.00
7		750.00
8		900.00
10		1,700.00
12	n.a.	1,500.00

\* Fees are approximate, based on 2014/2015 academic year costs, payable with 2<sup>nd</sup> semester fees.

## **SHORT-TERM SCHOOL FEES**

In certain situations, it may be necessary for a student to be enrolled in GESS for a short period of time. A student can be enrolled on short-term basis for a maximum of six months only. After the six months, the student must register as a regular student or withdraw from the school. The school fees for short-term enrolment is listed below. The applicable fees are listed for each calendar month and cannot be pro-rated.

<b>Monthly Short-term School Fees (up to max. six months)</b>		
<b>Preschool Section</b>		
	<b>S\$</b>	<b>Remarks</b>
Kindergarten/Pre-primary (3 half + 2 full)	3,130.00	Per calendar month
Kindergarten/Pre-primary (full day)	3,540.00	Per calendar month
<b>German Section</b>		
	<b>S\$</b>	<b>Remarks</b>
Primary School (FOU - 4)	2,780.00	Per calendar month
Secondary School I (Grade 5 - 9)	3,110.00	Per calendar month
Secondary School II (Grade 10 - 12)	3,360.00	Per calendar month
<b>European Section</b>		
	<b>S\$</b>	<b>Remarks</b>
Primary School (FOU - 5)	3,650.00	Per calendar month
Middle School (Grade 6 - 10)	4,080.00	Per calendar month
IB Diploma Programme (Grade 11 - 12)	4,390.00	Per calendar month

Short term students joining semester 2 needs to pay in advance for the school trip. We do not accept short-term enrolments for Grade 12.

## **PAYMENT DETAILS**

- **By Cheque**

Cheques should be made payable to "GESS" or "German European School Singapore". Please indicate full name of parent/student at the back of the cheque.

- **By Credit Card/ Nets**

Nets facilities are available at the Reception on both campus. Mastercard and Visa are accepted for payment at the main campus. There is no facility to process charges to Diners Club or JCB or Amex. There is an additional 3% administrative fee for credit card payments.

- **By Telegraphic transfer or GIRO Payment**

Please remember to include parent/student's name in the transfer order and email the bank remittance to [admission@gess.sg](mailto:admission@gess.sg).

### **Bank Details**

Name of Beneficiary: German European School Singapore

Name of Bank : Deutsche Bank AG, Singapore Branch

Address : 1 Raffles Quay, #17-00 South Tower, Singapore 048583

Account No. : 2502102-000

Bank Code : 7463, Branch Code : 001

Swift Code : Deutsgsg



## **PAYMENT TERMS AND CONDITIONS**

### **Tuition Fees**

1. Tuition fees, development levy, material and excursion fees will be invoiced twice yearly. Any other charges (special support program, examinations fees, etc.) will be invoiced as and when they occur.
2. Invoices are due for payment within 30 days from invoice date. School fees are required to be paid on or before due date or through Singapore Interbank GIRO. Payment details and GIRO forms are available from the school's Finance Department and on GESS' website.
3. GIRO payment option is available over five monthly deductions per semester.

### **Entrance Fee**

1. An entrance fee payment is required upon submission of an application form. Entrance Fee consists of an enrollment fee of S\$2,000.00 and non-refundable administrative fee of S\$945.00 (incl. prevailing GST). An invoice for the entrance fee will not be issued in advance, however a receipt can be provided upon request.

The enrolment fee will only be refunded in the following circumstances:

- i) Student is not accepted due to the results of the student evaluation.
- ii) Application is withdrawn by written notice because a student is still waitlisted on the intended enrolment date.
- iii) Application is withdrawn by written notice before a place has been offered.

The enrolment fee will be forfeited where a place is offered to the applicant, but not taken up or the application is withdrawn by written notice after a place has been offered.

### **Development Levy**

1. The Development Levy is payable in respect of every student other than those attending the Parent- Child-Groups and the Toddler Group. The Development Levy is an annual payment of S\$4,890 (inclusive of prevailing GST) payable in two equal installments and invoiced together with tuition fees. For 3<sup>rd</sup> child onwards and from 2<sup>nd</sup> year onwards, the Development Levy will be charged at S\$2,445.

### **Enrolment During a School Year**

1. If and when a student enrolls during the school year, a proportional tuition fee shall be payable, calculated as per the table below:

Enrollment in:	Share of annual Tuition Fee payable:
August/September	100%
October	85%
November/December	75%
January	60%
February/March	50%
April	35%
May/June	25%

### **Payment and Delay Thereof**

1. Tuition fees are payable for a whole semester in advance. Fees are not refundable in whole or in part.
2. Payment of invoices for tuition fees and extras (such as learning resources, notebooks, network charges, school excursions / class trips) shall be due within 30 days from the date of invoice.
3. The Principal reserves the right to refuse access to school facilities and lessons to students, whose invoices have not been fully settled. GESS further reserves the right to withhold any school reports or related documents in such cases.
4. Failure to pay the invoices on due date may result in termination of the student contract.
5. GESS reserves the right to impose compound interest charge on overdue invoices at the rate of 8% per annum.
6. GIRO payments are deducted by the 5<sup>th</sup> of each month. If a GIRO payment cannot be processed or is rejected due to insufficient funds a \$50 admin surcharge will be charged. The failed installment will need to be paid via cash or cheque within 7 days from notice. Failure to settle the amount within 7 days may be treated as non-payment of fees and the student contract will be terminated.
7. Responsibility for payment of invoices: Settlement of fees is the joint and several responsibility of each signatory of the application form.
8. An agreement with a third party to pay the fees or any other sum due to the School does not release parents from any liability under these terms and conditions.
9. Any costs/expenses/charges incurred with the enforcement of this Bye-law including legal costs shall be borne by the parents on a full indemnity basis.
10. Written notice of withdrawal from GESS must be submitted to Admissions department, not later than 31<sup>st</sup> October for semester 1 and 30<sup>th</sup> April for semester 2. Failure to give adequate notice may result in the fees for the following semester falling due.
11. Additional rules and regulations regarding terms and conditions are available in the School Bye-Law and School Fee Bye-Law from GESS Administration.

### **Refund Policy**

1. Termination according to Section 4.2 of the School Bye-Law, shall take effect at the end of the school semester (January, July). All tuition and other fees shall be payable in full till the end of the school semester; there shall not be any proportionate refund.
2. For termination during the cooling off period as per No 2.3 of the student contract, all fees paid in advance will be refunded in full excluding the non-refundable registration fees as per the school's terms and conditions.