



## Schoolhouse by the Bay Pte Ltd

### TERMS AND CONDITIONS OF ENROLMENT

1. The “Applicant” refers to the Parent(s) or Legal Guardian of the Student stated in the Application Form. This person shall be the contractual party and the primary contact person(s) for all communications with Schoolhouse by the Bay (SH) in matters relating to the Student. The Applicant is required to update SH any change in contact details including but not limited to email address, phone numbers and home/correspondence address for communication purposes.
2. All information provided to SH must be accurate and complete. Applicant must declare all significant medical, behavioural, psychological and emotional problems, which might affect the Student’s health and/or ability to learn. Applicant must inform SH in writing if the Student develops any known medical condition, health problem or allergy.
3. All required documents must be furnished before the proposed date of commencement of school, including:
  - (a) a duly completed **Form A** (Registration of Interest); and
  - (b) documents listed in Form B (Office Admissions Checklist);Student with incomplete Form/documents will be placed on “conditional admission”.
4. Applicant shall complete a form of medical declaration (“Medical Form”) and shall promptly submit the Medical Form to SH on or before the Commencement Date and at any time subsequently required by SH. In the event of accident or injury to the Student, SH is fully authorized to seek emergency medical care and treatment for the Student, if the Applicant cannot be contacted at the time consent is required. All costs and expenses arising from or in connection with such emergency medical care and treatment will be for the Applicant’s account. Applicant shall indemnify SH, and not hold SH responsible for any medical treatment provided to his/her child by the medical practitioner/s.
5. Applicant warrants and declares that all information regarding learning support, special needs and/or all other learning and behavioural issues of the Student were declared and made known to during the Application for Admission, or before the Student was admitted to SH. If it subsequently becomes apparent, after admission of the Student, that information regarding learning support, special needs and/or other learning and behavioural issues of the Student have been withheld or falsified during the Application for Admission; or information relevant to the extent of the Student’s educational, emotional, social or health needs has not been made apparent to SH before or on the date of admission; and SH is unable, in SH’s sole discretion, to meet the needs of the Student, SH reserves the right to request for the withdrawal of the Student and refund (where appropriate) the Applicant in accordance with the Refund Policy.

Signature \_\_\_\_\_

*Schoolhouse By The Bay Pte Ltd  
GST Registration No. 200722889H  
51 Kampong Arang Road Singapore 438178 t 6348 4223  
1 Hillview Rise #01-02 Singapore 667970 t 6269 0195  
2 Highgate Walk Singapore 598754 t 6467 2714*

6. When SH has concerns about the progress of the Student, it is entitled to arrange for an assessment to see whether learning support is needed. Applicant shall be notified of the outcome of the assessment and the appropriate learning support shall be put in place. If it appears that further learning support is necessary, or an assessment by an educational psychologist is advisable, or the Student is falling behind with his/her studies, SH may notify the Applicant for the Student's further assessments, at the Applicant's expense. If SH considers, in its sole discretion that it cannot provide for the Student's special education needs, SH reserves the right to request for the withdrawal of the Student and refund the Applicant in accordance with the Refund Policy.
7. Applicant grants SH an irrevocable and perpetual licence to use Student's work, photographs or videos of the Student, and other materials, for purposes such as publicising or promoting SH and its students' accomplishments, to internal and external audiences, including in print and online media.
8. A copy of the Parent Handbook can be found on SH's website. Applicant agrees to adhere to and be bound by the terms and conditions set out in the Parent Handbook, as amended from time to time, and available on SH's website.
9. Data protection: The SH's Data Protection Policy (Policy) sets out how SH collects and uses personal data about Students and their parents or legal guardians, so that SH can provide services necessary to each student's education. The Policy is written in accordance with the Singapore Personal Data Protection Act (2012), and is available on SH's website, and may be amended from time to time. Applicant agrees to SH using their own, and their child(ren)'s data, in accordance with the stated Policy.
10. Applicant and Students must accept and abide by the policies as outlined in the Parent Handbook, governed by SH.
11. SH is viewed as an extension of the Home, and Students are subject to discipline that is considered necessary, based on the school's philosophy as outlined in the Parent Handbook.
12. Parents are required to inform the office if the Student is absent from school. School fees are deemed payable during the Student's absence.

Signature \_\_\_\_\_



### **FEE POLICY**

13. All fees must be paid before the commencement date of school, or by the payment due date indicated on the tax invoice, whichever is earlier.

### **APPLICATION FEE**

14. A non-refundable application fee must accompany all applications to enroll at SH. In the event that this fee is not paid, the application will not be reviewed.

### **DEPOSIT**

15. A deposit of S\$1,200 per child is payable for all new students, and is payable within two weeks after SH offers the placement of, or before the commencement of classes, whichever is earlier. The placement offer is not confirmed until the deposit is paid. The deposit serves as a retainer and shall be applied against unpaid school fees, damage to property caused by the Student and other unpaid school accounts, where applicable.

### **SCHOOL FEE**

16. School fees are billed in the preceding calendar month, and are applied for the prevailing calendar month. School fees are non-refundable once the month has commenced. SH shall provide a refund of any unconsumed school fee if the student's enrolment is terminated based on the reason that SH is unable to provide the programme and resources to meet the student's learning needs (reference to clauses 5 and 6).

SH reserves the right to withhold the release of reports, recommendations and other documents, and to suspend or withdraw students, if school fees are in arrears.

Eligibility and rates of government subsidy are subject to ECDA's review and approval.

### **FIRST MONTH OF ENROLMENT**

17. Students commencing class midway through a month shall be entitled to have their school fees pro-rated by school days that the student attends classes, over the number of school days within that month.

Signature \_\_\_\_\_

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## CHANGE OF PROGRAMME

18. A letter requesting for a change of Programme must reach SH, at least fourteen (14) calendar days before the proposed date of change for the Programme. Approval for change of Programme is subject to availability of space. Any change in fees will be billed/refunded accordingly.

Students shall be entitled to have their school fees pro-rated by school days that the student attends classes, over the number of school days within that month.

## NOTICE FOR WITHDRAWAL

19. A written notice must reach SH, at least one (1) calendar month, before the child's last day of attendance in school.

Fees shall be prorated by the number of school days that the student attends classes, over the number of school days within the month of withdrawal.

Deposit is refunded within 7 working days from the child's last day of attendance. No deposit shall be refunded if the student is withdrawn on a shorter notice.

## LATE CHARGES

20. The School reserves the right to impose a late payment interest of 1% per month on any school fee payments that are not received by the due date, as indicated on the tax invoice.

## MODES OF PAYMENT

### 21. i) By Electronic / Internet Transfer

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>Account Name</b>   | <b>Schoolhouse by the Bay Pte Ltd</b> |
| <b>Bank Name</b>      | <b>DBS</b>                            |
| <b>Branch Code</b>    | <b>014</b>                            |
| <b>Account Number</b> | <b>0149016052</b>                     |

The child's name serves as the reference of payment. Please note that all remittance fees and charges must be borne by the payer.

### ii) By Cheque

Cheques must be made payable to "**Schoolhouse by the Bay Pte Ltd**". Please indicate the child's name at the back of the cheque.

### iii) By Cash

Signature \_\_\_\_\_



22. Parents will be notified for any revision of the Terms and Conditions of Enrolment, and Fee Policy.

**ACKNOWLEDGEMENT, ACCEPTANCE AND INDEMNIFICATION**

I/We, the undersigned, request the enrolment of our child/ward in accordance with terms and conditions of enrolment of Schoolhouse by the Bay.

I/We hereby certify that the particulars furnished in this application are complete and true.

I/We agree to indemnify the school against any liability arising from any injury to the child/ward, any loss or damage to the child's/ward's personal property, or any unforeseen circumstances that may result from the child/ward remaining on the SH premises after dismissal time or present on non-school days without permission and supervision, provided that the indemnity herein shall not exclude or restrict the school's liability in the event of the death or personal injury of the student arising from the negligence of the school.

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Name of Parent / Legal Guardian  
(Applicant)

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Signature of Parent / Legal Guardian  
(Applicant)

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Date