
NORTH LONDON COLLEGIATE SCHOOL (SINGAPORE) PTE LTD

TERMS & CONDITIONS GOVERNING ENROLLMENT & ADMISSIONS TO NLCS (SINGAPORE)

1. ADMISSIONS & SCHOOL POLICIES

The successful and continued enrollment of a student at North London Collegiate School (Singapore) (the “**School**”), including the placement of the student into a particular grade level, shall be subject to the terms and conditions set out in these “Terms and Conditions Governing Enrollment & Admissions to NLCS (Singapore)” (“**Terms and Conditions**”), read with the School’s admissions and entry policies and all other policies and procedures (including those relating to discipline and curriculum) as amended by the School from time to time (collectively, “**School Policies**”). The Terms and Conditions and School Policies shall be read together to govern the School’s and the parent’s/guardian’s obligations towards each other. In case of conflict between these Terms and Conditions and the School Policies, the terms in these Terms and Conditions shall prevail.

2. ADMISSIONS DISCLOSURE & RESIDENCE

Prospective and enrolled students and their parents/guardians are required to produce valid documents for admissions purposes and continued enrollment as may be prescribed by the regulatory authorities or the School from time to time. The School will notify parents/guardians of the specific documents as may be required from time to time, including at the time of admissions, which may include, without limitation, immunisation records, valid passport, employment and dependent passes, or Singapore residency pass (FIN number). It is the duty of the parents and legal guardians to comply with the laws, regulations as well as any directives of the relevant authorities in relation to visa and residency, and to fully disclose the nationality, citizenship and visa status of the prospective students and their parents/guardians in order for the School to determine the students’ eligibility or identify the approvals required to admit to or continue to be enrolled at the School.

3. CHANGE IN STATUS

Without prejudice to Section 2, admission and continued enrollment at the School is conditional upon the parents/guardians and students having valid documents to both reside in Singapore and attend a foreign system school. It is the parents’/guardians’ responsibility to maintain valid documents for students to remain eligible for continued enrollment at the School. Parents/guardians must notify the School in writing immediately of any changes in the parents’/guardians’ or student’s nationality, citizenship or visa status. In the event that the student

resultingly loses eligibility to attend the School, the School will deem the parent/guardian as having terminated the Private Education Institution-Student Contract (“**Student Contract**”) and these Terms and Conditions (collectively, the “**Contract**”). In such case, the extent of fees (including Course Fees and Miscellaneous Fees) that may be refunded shall be in accordance with the Refunds Table set out at Section 7 below. For the purposes of determining the amount of fees to be refunded under the Refunds Table, the School considers the date that the School becomes aware that the student has lost eligibility to attend the school as the date of receipt of the “Contracting Party’s written notice.

4. EXEMPTION LETTER FROM MOE

Singapore citizens aged 2 to 5 years old do not require an exemption from the Singapore Ministry of Education (MOE) to study at the School, and are welcome to submit their application for admissions to Pre-Kindergarten, Kindergarten 1 and Kindergarten 2.

In accordance with Singapore law, Singapore citizens (by either birth or registration) aged 6 years old and above must be granted approval by the Singapore Ministry of Education (MOE) to study at the School. The School will liaise directly with MOE on the progress of the application and update the family accordingly once an outcome has been reached. The MOE will take approximately two to eight weeks to review the application and inform the School thereafter.

5. WITHDRAWAL FROM ENROLLMENT BY THE SCHOOL

5.1. If any of the following occurs, the offer of enrollment or the enrollment itself can be withdrawn, or suspended:

- a. The School determines that there has been any breach of the School's policies or procedures or these Terms and Conditions, or that circumstances as described in these Terms and Conditions arise that entitle the School to exclude or remove a student, or withdraw or suspend enrollment or make enrollment subject to new terms and conditions;
- b. The School determines there has been any misrepresentation or inadequate disclosure by the student and/or the student's parents/guardians during or after enrollment including without limitation that of the student's or parents'/guardians' nationality, citizenship and visa status and subsequent changes thereof;
- c. Any circumstances as described in these Terms and Conditions arise that give the School the right to do so under these Terms and Conditions;
- d. The School determines that there has been any breach of these Terms and Conditions, and/or the School Policies, including, without limitation, where the student's parent/guardian and/or family engage in conduct that are inconsistent with the School Policies, including but not limited to the Parent's Code of Conduct, such as acting in an unreasonable manner or threatening manner towards any member of the School's community;
- e. The School determines at any time that it cannot reasonably meet the student's needs, which may include, without limitation, situations such as:
 - i. where the School was able to carry out only a limited form of interview of the prospective student before offering a place to the prospective student (e.g., via an online interview due to the prospective student being overseas in which observation of the prospective student's

- behavior has limitations) and subsequently determines it cannot meet the child's needs; or
- ii. The student's educational progress has not satisfactorily met expectations, including without limitation the student's development in English.

5.2. Without prejudice to the School's right to withdraw or suspend the offer of enrollment or the enrollment itself under this Section 5, the School reserves the right to make such enrollment subject to new terms and conditions with the agreement of the student's parent/guardian.

5.3. If a student's enrollment is withdrawn, suspended, or made subject to new Terms and Conditions in accordance with this Section 5, this will be communicated to the Student's parent/guardian and carried out in accordance with the School Policies.

6. WITHDRAWAL FROM ENROLLMENT BY PARENTS/GUARDIANS

Following the signing of the Student Contract, there are ten calendar days (the 'cooling-off' period), regardless of whether the Course Commencement Date has passed, during which the parents/guardians can submit a written notice of withdrawal to the School and receive a full refund for all paid Course Fees and Miscellaneous Fees. The first of these ten calendar days starts on the date that the Student Contract is signed.

If a written withdrawal notice is delivered to the School during a School holiday it will be deemed received by the School on the first day in session following the holiday.

Refunds for course fees will be refunded in accordance with the Refunds Table set out in at Section 7 below for parents/guardians withdrawing after the ten calendar days "cooling-off" period.

7. REFUNDS

For the avoidance of doubt, the School shall be under no obligation to refund the parents/guardians any fees or sums for any reason save for those set out in and solely on the terms and conditions set out in the School's Refund Policy in this Section 7 and Student Contract.

SCHEDULE D REFUND POLICY

% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	If the Contracting Party's written notice of withdrawal is received:
[75%]	more than 40 working days before the Course Commencement Date
[25%]	on or before, but not more than 40 working days before the Course Commencement Date
[10%]	after, but not more than 5 working days after the Course Commencement Date
[0%]	more than 5 working days after the Course Commencement Date

Non-Refundable Fees: Capital levy, Convenience Fee for the Credit Card Payment of Termly fee, Enrollment Fee

8. ATTENDANCE CONDITIONAL UPON FULL PAYMENT

The parents/guardians accept that a student's entitlement to begin or continue classes at the School is conditional upon payment in full of each term's Course Fees and all other Miscellaneous Fees for which the parents/guardians are liable. The parents/guardians shall take full responsibility to ensure that payment is made in full whether or not Course Fees and other Miscellaneous Fees are paid by the parents/guardians or the employer of one of the parents/guardians.

9. ADMINISTRATION CHARGE FOR LATE PAYMENT OF SCHOOL FEES

If the parents/guardians do not pay the Course Fees due to the School by the due date set out in Schedule B of the Student Contract, a first reminder will be sent out and an administration charge of S\$200 inclusive of GST will be imposed. If no payment is received by the due date stated in the first reminder, a second reminder with a further administration charge of S\$250 inclusive of GST, will be imposed.

Parents/guardians will be required to pay for the administration charges once imposed, regardless of whether the Course Fees are subsequently received.

If still no payment is received by the due date stated in the second reminder, in addition to any other right that the School may have under the Contract, the School shall have the right to terminate the Contract immediately for failure to pay Course Fees by giving written notice to the parents/guardians. Upon termination, the School shall have the right to vacate the seat and offer that seat to a prospective student.

10. EXCLUSION FOR NON-PAYMENT

In addition to any charges that may be imposed, the School reserves the right to exclude a student where parents/guardians fail to pay in full the Course Fees or any other sum for which the parents/guardians are liable by the payment deadline. The School may also withhold any information, character references or property in the aforesaid circumstances. If the aforesaid circumstances persist or there are no reasonable prospects of payment by the parents/guardians, the School reserves the right to withdraw the student. Without prejudice to the School's rights, the School shall endeavour to take reasonable steps to ensure that any such act does not cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the student.

11. STUDENT PHOTOGRAPHS AND VIDEO IMAGES

11.1. The parents/guardians hereby consent to the School using photographs or video images of students and prospective students for purposes such as publicising the School and/or its students' accomplishments. Such photographs and/or video images may appear in the School's materials, brochures, websites, social media platforms (including but not limited to Instagram, LinkedIn and Facebook), advertisements or press releases. Such photographs and/or video images may be used before, during or after the student's enrollment with the School.

11.2. Notwithstanding Section 11.1, where specific identifying features are used along with the photograph

and/or video images of the student, such as the student's name, for the purposes set out at Section 11.1, the School will notify and seek consent from the parents/guardians before using such feature.

11.3. Parents/guardians may withdraw the consent provided in this Section 11 at any time by notifying the School in writing.

12. PERSONAL DATA PROTECTION

The parents/guardians hereby consent to the School collecting, using and disclosing personal data before, during or after the student's enrollment with the School, relating to the parents/guardians and the student including those personal data set out in the Contract and personal data provided in or along with the application form and such other personal data collected from time to time. The consent of the parents/guardians given herein in respect of the collection, use and disclosure of the foregoing personal data is for purposes of carrying out the School's legitimate business operations (such as determining eligibility for enrollment, applying to the relevant Singapore activities for relevant approvals, billing, supply of goods and services to the students or the students' parents/guardians, safeguarding and promoting the welfare of students, promoting the School and/or its students' accomplishments, maintaining relationships with students and parents/guardians for fundraising or marketing or other related purposes) and activities that advance the educational and developmental potential of the student (such as activities relating to academic, co-curricular, cultural or sporting, activities held in Singapore in conjunction with or organised by other North London Collegiate (NLCS) Schools, affiliates of any NLCS School, or other schools whether located in or outside of Singapore, assessing and reporting on students' development and progress, monitoring their use of the School's facilities and IT facilities). The parents/guardians further confirm that by signing the Contract, the parents/guardians are giving consent for themselves as well as on behalf of the student with respect to the collection, use and disclosure of personal data relating to them.

The parents/guardians may request access and/or correct the personal data held about their child and about them by the School, by writing to the School's data protection officer at dataprotection@nlcssingapore.sg. The School has the right to decline the parents/guardians access if the burden or expense of doing is unreasonable or disproportionate, if the School is unable to verify the requestor's identity, or is otherwise in accordance with the exemptions provided under the relevant personal data protection law.

13. USE OF ELECTRONIC RESOURCES

Use of educational tools and systems may require students to share their school email address and name with third-party applications in order to access such applications for teaching and learning purposes. The school conducts thorough reviews of each application to determine their appropriateness and suitability. While we exercise careful judgement in selecting these applications, we understand that some parents may prefer not to have their child's information shared in this manner. If the parents/guardian do not consent to their child's school email and name being shared with third-party educational applications in this manner, they must inform the school in writing. For the avoidance of doubt, the school shall not in any way be liable if any such application subsequently becomes inappropriate and/or unsuitable for teaching and learning purposes and/or results in any

form of loss suffered by the parents/guardians and/or their child, save that the school will notify all students and/or their parents/guardians as soon as practicable upon concluding that the students should no longer access such application.

14. TERMINATION OF THE CONTRACT BY THE SCHOOL

The School may at any time terminate the Contract of a prospective student and the prospective student's enrollment may be withdrawn or suspended or with the parent's/guardian's agreement made subject to new terms and conditions, on written notice of at least one term. The School may at any time terminate the Contract of a student and the student may be excluded or removed on less than one term's notice where the School has reason, in its opinion, to determine that exclusion or removal is required. The School shall not take such action without good cause and, where possible, consultation with the parents/guardians and the student (if in the School's opinion the student is of sufficient maturity and understanding).

15. PARENTAL CONSENT

15.1. The parent/guardian signing the Contract hereby agrees that where one parent/guardian (regardless of whether such parent/guardian is the party who has signed the Contract) of a student consents to or approves a course of action or any matter in respect of the Contract or the Student's enrollment and attendance at the School, both parents/guardians will be deemed to have given such consent or approval which shall be binding on all parents/guardians and the Student, and the School shall not be obliged to obtain the consent of all parents/guardians. Notwithstanding this, the School has the right to take instructions from only the parent/guardian signing the Contract in situations that the School in its sole discretion deems necessary, including where the School considers that the said parent/guardian of the student is unable to cooperate with the other parent/guardian of the student or where the parents/guardians of the student provide conflicting instructions to the School on any matter.

15.2 The parent/guardian signing the Contract hereby warrants and represents that he/she has full legal authority and power to sign the Contract on behalf of the student's parents and, as may be applicable, guardians. Where this Contract is signed by a guardian, the School's admissions department may request and the guardian shall provide to the School satisfactory evidence to prove that the guardian has full legal authority and power to enter into the Contract.

15.3 Any act taken or required to be taken by the parent under the Contract shall be deemed to have been performed by both parents although performed by one parent only; and notices including withdrawal notice shall be deemed to have been duly delivered to the parents or duly submitted by the parents if delivered to or submitted by one parent only.

16. SCHOOL LIABILITY

The School shall not be held liable or responsible for any personal or other injury or loss that a student, any parent/guardian or any other person may sustain at any time:-

16.1 Outside the School gates or premises including without limitation on the road, pavement or car parks outside the School, notwithstanding that School staff may be present or providing traffic control guidance at such location.

16.2 On a school bus or on a school trip save as specified in the School's bus and trips policy. In addition, all

parents/guardians and students shall abide by all policies of the School including pick up and drop off policies and access policies issued by the School from time to time.

16.3 Within the School gates or premises unless such injury or loss is sustained during a School supervised activity or is directly and fully attributable to the fault or negligence of the School, the School officers or the School employees. In particular, the parents/guardians acknowledge that some School activities including without limitation sporting and playtime activities are important to the students' educational and developmental needs, but by their nature such activities may involve the risk of physical injury even though the School has taken reasonable steps to minimise the risk of injury.

16.4 Anywhere, whether within or outside the School gates or premises, in connection with any unsupervised activity initiated by the children themselves, or any unsupervised, part-supervised, and/or wholly-supervised activity provided by the School or by any third party.

17. DISCLOSURE

Please note that it is important to declare in writing all medical, behavioural, emotional and other issues that might affect the student's life at the School. In the case of a student with special educational needs, the School shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision. If the student has previously been asked to leave another school, this information must be provided. Failure to give full and frank disclosure in writing at any time during the application process shall entitle the School, where it is reasonable to do so having regard to the nature of the non-disclosure, to withdraw or suspend the offer of enrollment or the enrollment itself or to make the offer or enrollment itself, with the parent's/guardian's consent, subject to new terms and conditions with immediate effect.

18. MEDICAL POLICY

18.1. Submission and declaration of student medical information is a prerequisite for application and subsequent enrollment at the School. All applicants are required to submit the medical information form prior to the first day of school. It is the responsibility of the parent/guardian to notify the School of any changes to a student's medical requirements.

18.2. It is the responsibility of the parents/guardians to declare to the School if the student has or is suspected of having an infectious disease, or has been exposed to or is suspected to be exposed to an infectious disease. In such situations, it is the responsibility of the parents/guardians to ensure strict compliance with the School's medical policy and ensure that the student does not attend school until the student is cleared by a medical professional to do so, to the School's reasonable satisfaction. The School may require a medical opinion as to the student's health status where the School considers this to be necessary in the interests of the student and/or the School community before the student may be allowed to attend School.

19. TECHNOLOGY ACCEPTABLE USE AGREEMENT

All students must agree to be responsible users of digital technology and must abide by the use of ICT as outlined in the Acceptable Use Agreement. All parents and students are required to sign the School's Acceptable Use Agreement form upon enrollment.

20. IMMUNISATIONS

Immunisation against both measles and diphtheria is mandatory in Singapore under the Infectious Diseases Act 1976. Immunisations are one of the prerequisites for application and subsequent enrollment at the School. All applicants are required to submit a copy of vaccination records via an online application form as part of the admissions process.

Unless otherwise stated under relevant law, parents/guardians must ensure that all foreign-born children aged 12 and below, provide documentary proof of vaccination or evidence of immunity for diphtheria and measles to the Health Promotion Board (HPB) for verification before they can proceed with their applications to the Ministry of Manpower (MOM) or Immigration & Checkpoints Authority (ICA) for their long-term stay in Singapore.

21. APPOINTED GUARDIAN

If a student does not live with one or both parents, the parent must provide the student an appropriate living arrangement and notify the School in writing of the details of the arrangement in such form that the School requires. The parent must authorise an appointed guardian to take full responsibility for the care of their child during the School's academic year. The School will accept the appointed guardian as being in loco parentis. By appointing a guardian, the parent hereby agrees to the following:-

21.1. The parent authorises the guardian to act on his/her behalf without any reservations in dealing with the School and agrees to bear full responsibility for any consequences or liability arising under the Contract that arises from any act or omission of the caregiver.

21.2. The parent hereby agrees that any instruction, consent or other communication between the guardian and the School is deemed to have been communicated by the guardian to the parent and the student.

21.3. The parent hereby agrees to, and the student shall be deemed to have agreed to, indemnify the School against any liability, claim, demand, suit by or settlement with, any parent of the student in respect of any action or omission by the School that were a result of the instructions or lack thereof of the guardian.

21.4. The parent will notify the School of any change in contact details, including, but not limited to, email address, phone number(s) and home/correspondence address for himself/herself, the student or the appointed guardian.

21.5. The parent is expected to have a formal written contract with the guardian that states, amongst others, that the parent has agreed to grant guardianship of their child to the guardian. The School may require the parent to provide it a copy of this contract for its record.

21.6. The parent shall enter into a guardianship agreement with the School. In the case of a change in guardianship, the parent shall complete a new guardianship agreement and provide the School with the updated information details prior to a change in residence/guardian arrangements.

21.7. The parent will provide all relevant medical information of the student to the appointed guardian.

In being appointed as guardian, the guardian hereby agrees to the provisions set out in the guardianship agreement referred to at Section 21.6 and the Guardianship Declaration.

22. PROGRESSION REQUIREMENT INTO GRADE 2

The school shall conduct internal assessments for the purpose of determining the student's eligibility for progression into Grade 2. Progression shall be conditional upon the students' satisfactory performance in such assessments, as determined exclusively by the school in its sole and absolute discretion. The school's determination in this regard shall be final and conclusive.

23. SIXTH FORM ACADEMIC PATHWAYS

The school shall conduct internal assessments for the purpose of determining the appropriate Sixth Form pathway for the student. Allocation to specific pathways, subjects, or program shall be conditional upon the student's satisfactory performance in such assessments, as determined exclusively by the school in its sole and absolute discretion. The school's determination in this regard shall be final and conclusive.

24. GOVERNING LAW AND DISPUTE RESOLUTION

The Terms and Conditions are governed under Singapore law. Subject to the Private Education (Dispute Resolution Schemes) Regulation 2016, the courts of Singapore shall have exclusive jurisdiction to settle any claim, dispute or disagreement arising out of or relating to these Terms and Conditions.

I hereby acknowledge that I have read, understand and agree to the terms and conditions set forth above.

Signature of Parent/Guardian:

Date:
