



SCHEDULE E

TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS TO DULWICH COLLEGE (SINGAPORE) (the "College" or "DCSG")

1. Admissions and College Policies.

The enrolment of a prospective student at the College, including the placement of the prospective student into a particular year group, is subject to College admissions and entry policies and all other policies and procedures (including those relating to discipline and curriculum) as amended by the College from time to time. Families with 3 or more children enrolled in full day courses are entitled to a discount of 5% per student. Where the College admissions and entry policies and other policies and procedure s of the college are different from the terms in this contract, the terms in this contract shall apply.

2. Admissions Disclosure and Residence.

Prospective students and their parents/guardians are required to produce valid documents for admissions purposes as prescribed by the regulatory authorities from time to time. Specific documents required will be notified at the time of admissions and will likely include valid passport, employment and dependent passes, or permanent identity cards. 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 College to determine the students' eligibility or identify approval required to admit to the College.

3. Change in Status.

Admission and continued enrolment at the College 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 enrolment at the College. Parents/guardians must notify the College immediately of any changes in the parents'/guardians' or student's nationality, citizenship or visa status. Students who lose eligibility to attend the College will be withdrawn, and fees (including Course Fees and Miscellaneous Fees) may be forfeited in accordance with the Refunds Table set out in Schedule D.

4. Withdrawal by the College of an Enrolment Offer.

If any of the following occurs, the offer of enrolment or the enrolment itself can be withdrawn or suspended or made subject to new terms and conditions: (i) the College determines that there has been any breach of the College's policies or procedures or these Terms and Conditions, or that circumstances as described in these Terms and Conditions arise that entitle the College to exclude or remove a student, or withdraw or suspend enrolment or make enrolment subject to new terms and conditions; (ii) there has been any misrepresentation or inadequate disclosure about the prospective student including disclosure of the student's or parents'/guardians' nationality, citizenship and visa status and subsequent changes thereof; (iii) the College determines at any time that it cannot reasonably meet the child's needs, this may include, without limitation, situations where the College was unable to interview the prospective student fully before offering a place to the



prospective student (e.g., where the prospective student was overseas) and subsequently determines it cannot meet the child’s needs. If a student’s existing enrolment is withdrawn, suspended, or made subject to new Terms and Conditions for any of the aforesaid reasons, this will be done pursuant to College policy.

5. Withdrawal by Parents/Guardians.

Within 7 working days of signing the Student Contract (the ‘cooling-off’ period), regardless of whether the Course Commencement Date has passed, the parents/guardians can submit a written notice of withdrawal to DCSG and receive refunds in accordance with the Refunds Table set out in Schedule D.

After the 7 working days ‘cooling-off’ period, if parents/guardians desire to withdraw a student for any reason from the College, the parents/guardians shall deliver a written withdrawal notice to the College: (i) by 15th October for withdrawal from or at any time in Term 2 of the school year; (ii) by 31st January for withdrawal from or at any time in Term 3 of the school year; or (iii) by 29th April for withdrawal at the end of Term 3 of the school year or from or at any time in Term 1 of the following school year. If a written withdrawal notice is delivered to the College during a College holiday it will be deemed received by the College on the first day in session following the holiday. Course fees will not be refunded for withdrawals after the 7 working days ‘cooling-off’ period, as stipulated by the Refunds Table set out in Schedule D.

6. Refunds.

Please see Schedule D of the Student Contract

**SCHEDULE D
REFUND TABLE**

The following refunds apply if a Student is withdrawn whether by the Parents or by DCSG pursuant to the terms of this Contract including the Terms and Conditions set out in Schedule E:

% of Course Fees paid under Schedule B	If written notice of withdrawal is received or delivered by DCSG:
100%	Within the 7 working days ‘cooling-off’ period upon signing of the Contract and before Course Commencement Date, 100% of the Course Fees less administrative and bank charges will be refunded.
0%	After the 7 working days ‘cooling-off’ period

Refunds after due calculations, will be paid within seven 7 working days, after receipt of the notice of withdrawal.



7. Attendance Conditional Upon Full Payment.

The parents/guardians accept that a student’s entitlement to begin or continue classes at the College 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.

8. Administration Charge for Late Payment for New Students

In relation to new students, if the parents/guardians do not pay any type of fees or charges including Course Fees and/or Miscellaneous Fees due to the College by the due date set out in the invoice, a first reminder will be sent out and an administration charge of S\$214 inclusive of GST will be imposed. If no payment is received by the 14th day of the first reminder, a second reminder with another S\$214 to be imposed, inclusive of GST, will be sent out. Parents/guardians will be required to pay for administration charges for the first and second reminders, even though the Course Fees and/or Miscellaneous Fees (as applicable) are received within 7 days of the second reminder.

If still no payment is received within 7 days of the second reminder, in addition to any other right DCSG may have under this Contract including these Terms and Conditions, DCSG shall have the right to terminate this Contract for failure to pay Course Fees and/or Miscellaneous Fees by giving written notice to the parents/guardians. DCSG shall have the right to terminate this Contract in accordance with the foregoing notwithstanding that this Contract has been signed by both parties and the student has yet to attend school. Upon termination, DCSG shall have the right to vacate the seat and make an offer to another prospective student.

DCSG may also choose to issue subsequent reminders and impose an administration charge of S\$214 inclusive of GST for each reminder sent. If still no payment is received by the deadline set out in the subsequent reminders, surcharge will be imposed at the rate set out in the table in paragraph 9 (provided that reference to “due date set out in invoice” shall be amended as “due date set out in the said subsequent reminders”). The issuance of subsequent reminders in no way prejudice s DCSG’s right to terminate this Contract.

9. Surcharge For Overdue Course Fees.

In relation to existing students (that is, students who have already commenced studies at DCSG), DCSG will impose a surcharge in accordance with the schedule as follows:

Surcharge For Overdue Course Fees and/or Miscellaneous Fees	
If payment is made 1-14 Days after due date set out in invoice	2% on total outstanding amount*
If payment is made 15-30 Days after due date set out in invoice	5% on total outstanding amount*



If payment is made 31 Days or later after due date set out in invoice, subject to DCSG’s right to terminate this Contract	7% on total outstanding amount*
---	---------------------------------

*Total outstanding amount means Course Fees and/or Miscellaneous Fees not paid by the due date set out in the invoice.

If payment is not received within 30 days after the due date set out in the invoice, in addition to any other right DCSG may have under this Contract including these Terms and Conditions, DCSG shall have the right to terminate this Contract for failure to pay Course Fees and/or Miscellaneous Fees by giving written notice to the parents/guardians.

If DCSG does not exercise its termination right by the 31st day after the due date set out in the invoice, 7% surcharge on total outstanding amount shall apply. The imposition of the 7% surcharge in no way prejudices DCSG’s right to terminate this Contract.

10. Exclusion for Non-Payment.

In addition to any charges that may be imposed, the College 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 College 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 College reserves the right to withdraw the student. Without prejudice to the College’s rights, the College 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.

Photographs or film of students and prospective students may appear in the College’s materials, brochures, websites, advertisements or press releases, and such photographs may be used before, during or after the student’s enrolment with the College. Parents/guardians who would not like their child to appear in any or all of these must notify the College in writing at the time of application.

12. Personal Data Protection

The parents/guardians hereby consent to the College collecting, using and disclosing personal data before, during or after the student’s enrolment with the College, relating to the parents/guardians and the student including those personal data set out in this 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 is strictly on the condition that the foregoing personal data are required to be collected and used solely for purposes of College operations and activities that directly advance the educational and developmental potential of the student insofar as these are clearly within the curriculum for which the student is enrolled (whether relating to academic, co-curricular, cultural or sporting, activities held in Singapore in conjunction with or organised by other Dulwich Colleges, affiliates of any Dulwich College, or other schools whether located in or outside of Singapore. The parents/guardians further confirm that by signing this 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 strictly on the condition above but not beyond.

13. Termination by the College.

The College may at any time terminate this Contract and the prospective student's enrolment may be withdrawn or suspended or made subject to new terms and conditions on one term's written notice, or on less than one term's notice where the College has reason, in its opinion, to determine that permanent exclusion or removal is required. The College shall not take such action without good cause and, where possible, full consultation with the parents/guardians and the student (if in the College's opinion the student is of sufficient maturity and understanding). Exclusions shall be carried out according to College policy, which is available to parents/guardians. Parents/guardians have the right to appeal to the Board of Trustees on a decision to permanently exclude a student without prejudice to any other recourse they may have under this contract or at law in general arising from any exercise of this term by the College.

14. Parental Consent.

If one parent/guardian of a student consents to or approves a course of action, both parents/guardians will be deemed to have given such consent or approval, and the College shall not be obliged to obtain the consent of both parents/guardians. Where the need arises, the College may authorise the taking of such action as the College deems necessary or desirable in the circumstances, including obtaining medical examination or treatment of a student, calling for further medical or specialist advice or treatment or the removal of the student to a hospital or other location, all expenses thereby incurred being for the parents'/guardians' account. The College will endeavour to contact one or both parents/guardians in the above circumstances and endeavour to obtain their consent but where neither parent/guardian can be reasonably contacted or if the College deems that the circumstances do not reasonably allow for such contact to be made, the College is hereby authorised to take such action as it deems necessary or desirable in the interest of the student and the College.

15. College Liability.

The College 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:-

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

15.2 on a school bus or on a school trip save as specified in the College's school bus and trips policy. In addition, all parents/guardians and students shall abide by all policies of the College including pick up and drop off policies and access policies issued by the College from time to time.

15.3 within the College gates or premises unless such injury or loss is sustained during a College supervised activity or is directly and fully attributable to the fault or negligence of the College, the College officers or the College employees. In particular, the parents/guardians acknowledge that some College activities including without limitation sporting and play time 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 College has taken reasonable steps to minimise the risk of injury.

15.4 anywhere, whether within or outside the College gates or premises, in connection with any unsupervised activity or any activity partly or wholly supervised or provided by any third party other than the College.

16. Disclosure.

Please note that it is important to declare in writing all medical, behavioral, emotional and other issues that might affect the student's life at the College. In the case of a student with special educational needs, the College 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 College, where it is reasonable to do so having regard to the nature of the non-disclosure, to withdraw or suspend the offer of enrolment or the enrolment itself or to make the offer or enrolment itself subject to new terms and conditions with immediate effect.