

TLS ACADEMY -STUDENT CONTRACT

This Contract binds both TLS ACADEMY 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 : TLS ACADEMY
 Registration Number : _____

- (2) Full Name of Student : _____
*(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)**
 NRIC Number (for SC/PR)* : _____
 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* : _____

* Delete as appropriate by striking through.

Where non-applicable, put "N.A.". Leave no fields blank.

State all dates in the format of DD/MM/YYYY.

1. COURSE INFORMATION AND FEES

- 1.1** The PEI will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2** The PEI confirms that the Course has been permitted by the Council for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3** The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.4** The PEI considers payment made _07_ days/month* after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (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:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (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 Checkpoints 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, the PEI 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 D.

2.3 Refund During Cooling-Off Period:

The PEI 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 (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI 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 the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme (www.cpe.gov.sg).
- 3.4** All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5** If there is any other agreement between the PEI 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 the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.

SCHEDULE A
COURSE DETAILS

Note: The information provided below should be the same as that submitted to the CPE.

1) Course Title	
2) Course Duration (in months)	
3) Full-time or Part-time Course	
4) Course Commencement Date	
5) Course Completion Date	
6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	NA
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	School of Tomorrow Curriculum Grade ???
8) Organisation which develops the Course	School of Tomorrow
9) Organisation which awards/ confers the qualification	TLS Academy
10) Course entry requirement(s)	School of Tomorrow Curriculum Grade ??? or equivalent
11) Course schedule with modules and/or subjects	See Appendix E
12) Scheduled holidays (public and school) and/or semester/term break for course	See TLS Academy website at https://tlsacademy.org
13) Examination and/or other assessment period	Continual assessment throughout the course. Typically, upon completion of each Pace.
14) Expected examination results release date	Continual assessment review will be made known within 2 weeks
15) Expected award conferment date	

SCHEDULE B
COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Annual School Fee	12,000.00
Total Course Fees Payable:	12,000.00
No of Installments:	06

INSTALLMENT SCHEDULE

Instalment ¹ Schedule	Amount (with GST, if any) (S\$)	Date Due ²
1st installment	2,000.00	29 th Feb 2023
2nd installment	2,000.00	30 th Apr 2023
3rd installment	2,000.00	30 th Jun 2023
4th installment	2,000.00	31 st Aug 2023
5th installment	2,000.00	31 st Oct 2023
6th installment	2,000.00	31 st Dec 2023
Total Course Fees Payable:	12,000.00	

1. Each installment amount shall not exceed the following:
 - 12 months' worth of fees for EduTrust certified PEIs*; or

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
Registration Fee (applies for first year students only)	S\$500.00
Enrolment Fee (applies for first year students only)	S\$1,000.00
Drama Class	S\$30.00 per lesson
Learning Support	S\$1,000.00 per month
Other CCA (Co-Curricular Activities)	S\$10-S\$100
Field Trip (Local)	S\$10-S\$100
Field Trip (Overseas)	-
Late payment fee	S\$50.00
Diagnostic Test	S\$100.00
Material Fee	S\$960.00 per year
School T-Shirt	S\$50.00

3. Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises

4. Please arrange payment via Paynow, bank transfer or make cheque payable to the following:

Account Name : TLS Academy Pte Ltd

Bank Name : OCBC Bank Ltd

Bank A/C : 613 878 115 001

UEN: 200904715E



SCHEDULE D
REFUND TABLE

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[90]	more than [30] days before the Course Commencement Date
[50]	before, but not more than [30] days before the Course Commencement Date
[25]	after, but not more than [7] days after the Course Commencement Date
[0]	more than [7] days after the Course Commencement Date

SCHEDULE E

COURSES

COURSES

For classification purposes, our program may be divided into “Courses” according to grade levels. However, due to the individualized nature of our curriculum, unlike conventional education systems, a student may be at different levels in different subjects, and may progressively change levels on a continuum throughout the school year. Thus these “Courses” (curriculum levels) and their subsidiary “Modules” (subjects) are not conducted separately but in unison.

1. American High School Diploma – School of Tomorrow Curriculum – Grade 1
2. American High School Diploma – School of Tomorrow Curriculum – Grade 2
3. American High School Diploma – School of Tomorrow Curriculum – Grade 3
4. American High School Diploma – School of Tomorrow Curriculum – Grade 4
5. American High School Diploma – School of Tomorrow Curriculum – Grade 5
6. American High School Diploma – School of Tomorrow Curriculum – Grade 6
7. American High School Diploma – School of Tomorrow Curriculum – Grade 7
8. American High School Diploma – School of Tomorrow Curriculum – Grade 8
9. American High School Diploma – School of Tomorrow Curriculum – Grade 9
10. American High School Diploma – School of Tomorrow Curriculum – Grade 10
11. American High School Diploma – School of Tomorrow Curriculum – Grade 11
12. American High School Diploma – School of Tomorrow Curriculum – Grade 12

SCHEDULE F**SCHOOL TERMS AND HOLIDAYS CALENDAR**

SCHOOL TERMS FOR 2022

Semester 1	
Term 1	Monday 10 January to Friday 11 March
Term 2	Monday 21 March to Friday 27 May

Semester 2	
Term 3	Monday 27 June to Thursday 1 September
Term 4	Monday 12 September to Friday 18 November

SCHOOL HOLIDAYS FOR 2022

Semester 1	
Between Terms 1 and 2	Saturday 12 March to Sunday 20 March
Between Semesters 1 and 2	Saturday 28 May to Sunday 26 June

Semester 2	
Between Terms 3 and 4	Saturday 3 September to Sunday 11 September
At the End of School Year	Saturday 19 November to Sunday 8 January

Public and other School Holidays for 2022

Holiday	Date
New Year's Day	Saturday 1 January to Monday 3 January
Chinese New Year	Monday 31 January
	Wednesday 2 February
Good Friday	Friday 15 April
Labour Day	Sunday 1 May (the following Monday is a school holiday)
Hari Raya Puasa	Tuesday 3 May
Vesak Day	Sunday 15 May (the following Monday is a school holiday)
Youth Day	Sunday 3 July (the following Monday is a school holiday)
Hari Raya Haji	Sunday 10 July (the following Monday is a school holiday)
National Day	Tuesday 9 August to Wednesday 10 August
Teacher's Day	Friday 2 September
Deepavali	Monday 24 October
Christmas Day	Sunday 25 December

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

SIGNED by the PEI

Authorised Signatory of the PEI

Name:

Date:

Seal of PEI

SIGNED by the Student

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

Name of Student:

Date:

Name of Parent or Legal Guardian:

Date: