



Dulwich College (Singapore)

TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS TO DULWICH COLLEGE (SINGAPORE)

All parents/guardians are requested to note that enrolment and admission to Dulwich College (Singapore) (the “College”) are subject to the terms and conditions set out below (“Terms and Conditions”). Please note that these Terms and Conditions are not exhaustive and parents/guardians are advised that the full terms will be set out in the Private Education Institution – Parent Contract which will be signed during formal enrolment to the College.

Admission to the College

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.

Applications for Admission: Applicants will be considered as candidates for admission and entry to the College when the application form has been completed and returned to the College and the application fee paid. Admission will be subject to the availability of a place and the Student and the Parents satisfying the admission requirements at the time.

Entry Considerations: Parents agree to fully disclose citizenship, learning needs or other relevant information relating to the application of the Student. The College may require the student to undertake a test or be interviewed to determine the level of English proficiency and academic level. The College may also determine on a case by case basis whether additional English language support is required as a condition of continued enrolment.

Residency Requirements & Nationality

Residence during the College Year: Students are required to produce a dependant pass, student pass, permanent resident or Singapore citizen identity card (NRIC) and reside with one or both parents in Singapore in order to apply or to remain enrolled in the College.

Absence of Parents: When both Parents will be absent from the Student's home overnight or for a twenty-four hour period or longer, the College must be advised in writing the name, address and telephone number of the adult, other than a domestic helper, who will have the care of the Student. It is expected that the Student will reside with this adult during the Parents' absence.

Disclosure of Nationality: Parents are required to fully disclose the nationality/citizenship status of all applicants – including dual nationality. Any applicant who holds Singapore citizenship, either by birth or registration, must declare this information at the time of the application, as approval from the Ministry of Education is required before entry. After enrolment, any change in the nationality and residency status must be notified in writing to the College.

Singapore Citizens and Permanent Residents (PR's): Singapore citizens holding dual citizenship may not make an application based on their non-Singaporean status. Permanent Residents, who are non-Singaporean, do not require a Ministry of Education waiver. Children who become Singapore citizens will only be able to retain their place at the College upon receipt of the Ministry of Education waiver.

Non Singapore citizens and Non-Permanent Residents (PR's): Admission and continued enrolment at the College is conditional upon the Student having a valid Student's Pass, Dependant Pass or other Pass issued by the Immigration Department of Singapore. Any changes in the parent's employment and/or expiry of relevant Pass and/or change in immigration status of the Student must be notified to the College. Students must be legally permitted to reside in Singapore to remain enrolled at the College.



Fees

Withdrawal by Parent: If a parent desires to withdraw a child for any reason from the College, that parent shall deliver a written withdrawal notice to the College through the withdrawal form: (i) by 14th September 2018 for withdrawal from or at any time in Term 2 of the school year; (ii) by 31st January 2019 for withdrawal from or at any time in Term 3 of the school year; or (iii) by 5th April 2019 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.

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 as agreed with the Parent: (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; (iii) the College determines at any time that it cannot reasonably meet the Student'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 Student'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.

Attendance Conditional Upon Full Payment: The parent/guardian accepts that a student's entitlement to begin or continue classes at the College is conditional upon payment in full of each term's tuition fees and all other charges for which the parent/guardian is liable. The parent/guardian shall take full responsibility to ensure that payment is made in full whether or not tuition fees and other charges are paid by the parent/guardian or the employer of one of the parents/guardians.

Termination by the College: The College may at any time terminate this agreement 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 a parent/guardian 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.

Administration Charge for Late Payment: If the parent/guardian does not pay any fees or charges due to the College by the due date, a late payment administration charge of S\$200 will be imposed for each late payment reminder issued by the College. That is, S\$200 will be charged when the College issues the first written reminder, and if fees or charges are still not paid after the first reminder, another S\$200 will be charged if the College issues a second written reminder. However, this administration charge will not apply if arrangement for late payment has been made with the College prior to the deadline for payment of the relevant fees or charges and the payment plan is adhered to.

Exclusion for Non-Payment: The Parent accepts that the Student's entitlement to begin or continue classes at the College is conditional upon payment in full of the Course Tuition Fees and all applicable Miscellaneous Fees for which the Parent is liable. The Parent shall take full responsibility to ensure that payment is made in full whether or not Course Fees and applicable Miscellaneous Fees are paid by the Parent or the employer of one of the Parents.

In addition to any charges that may be imposed, the College reserves the right to exclude the Student where the Parent fails to pay in full the Course Fees or any other sum for which the Parent is liable by the payment deadline. The College may also withhold school reports, 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 Parent, 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.

Student Welfare

Pastoral care is a theme that runs throughout all aspects of life at the College and is directed towards the happiness, success, safety and welfare of each student and the integrity of the College community. The College welcomes staff and children from many different ethnic groups, backgrounds and creeds. The College will make all adjustments that it reasonably can to accommodate the needs of children who have disabilities.

Ethos: The College seeks to foster good relationships between members of staff, between the students themselves and between members of staff and students. Bullying, harassment, victimisation and discrimination are not tolerated. The College and its staff will act fairly in relation to students and parents and the College expects the same of students and parents in relation to the College and its staff.

Conduct and Attendance: The Student agrees to follow the College's expectations in terms of courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents also agree to do their best to ensure that the Student takes full part in the activities of the College, attends each college day (unless prevented for medical reasons), is punctual, respectful to teachers, works hard, is well-behaved and complies with the College Rules, Parent/Student Handbook and policies as varied from time to time.

Headmaster's Authority: The Parents authorise the Headmaster to take and/or authorise in good faith all decisions which the Headmaster considers on proper grounds will safeguard and promote the Student's welfare. The Headmaster has the authority to impose sanctions including exclusion for non-payment of fees, suspension during investigation or following a breach of College rules and expectations. The Headmaster has the authority to remove or expel a student under the College's disciplinary policy. See the Parent/Student Handbook for more information. It is a condition of ongoing enrolment that parents and students agree to abide by the College rules and expectations in relation to behaviour, dress, and College-related activities.

Parental consent: If one Parent of a Student consents to or approves a course of action, both Parents will be deemed to have given such consent or approval, and the College shall not be obliged to obtain the consent of both Parents. 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 Parent's account. The College will endeavour to contact one or both Parents in the above circumstances and endeavour to obtain their consent but where neither Parent 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.

The College Rules: The College Rules and Code of Conduct are made available to all students upon enrolment and are available in the College handbook. The purpose of these rules is to make clear the expectations of the College and to ensure all Students understand the appropriate behaviour within the College.

Confidentiality: The College is committed to maintaining the confidentiality of all information provided by the Parent and undertakes not to divulge any of this information to any third party without the prior written consent of the Parent. The Parent consents that the College teachers and staff may request, obtain, hold, use and communicate certain confidential information on a "need-to-know" basis which, in their opinion, is material to the safety and welfare of the Student. The College undertakes not to provide any confidential information relating to the academic and behavioural aspects of the Student or about payment of fees to any other school which the Student has attended or which the Student will attend without the written consent of the Parent.

These confidentiality obligations do not apply to:

- (i) Any information which is generally known to the public;
- (ii) Any information which is, at the time of disclosure, legally in the possession of The College; or
- (iii) Any information which is required to be disclosed pursuant to any applicable law, statute, regulation, court order or notice of public authorities or statutory body.



Physical Contact: The Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction, for providing comfort to a student in distress, to maintain safety and good order, or in connection with the Student's health and welfare. Unless the Parents notify the College to the contrary, the Parents consent to the Student participating, under proper supervision, in contact and non-contact sports and other activities forming part of the College curriculum and acknowledge that while the College will provide appropriate supervision the risk of injury cannot be eliminated.

Leaving College Premises: Students must seek permission to leave the College grounds and adhere to the procedures in the College Policy at all times. The Parents agree that the College is entitled to prevent a Student leaving the premises during college hours where prior arrangement was not made and until such time as the express permission of the Parents is obtained. The College will do all that is reasonable to ensure that Students remain in the care of the College during college hours but does not accept responsibility for a Student who leaves college premises whether or not in breach of College Policy.

Complaints: Any question, concern or complaint about the pastoral care or safety of the Student should be notified immediately to the Class Teacher or Headmaster. In the case of a serious concern the Headmaster should be advised in writing and/or by telephone.

Special Precautions: The Parents may be excluded from College premises if the Headmaster considers such exclusion to be in the best interests of the Student or the College.

Health & Welfare

Medical Care: Parents must comply with the College's medical policy and quarantine requirements as varied from time to time. Parents are also asked to inform the College if they or the Student have travelled to or have been in transit in a country with a known contagious or communicable disease, illness or virus, particularly when the Parent or the Student have been at risk of exposure.

Student's Health: The Headmaster may at any time require a medical opinion or certificate as to the Student's general health where the Headmaster considers that necessary as a matter of professional judgment in the interests of the child and/or the College.

Emergency Medical Treatment: The Parents authorize the Headmaster to consent on behalf of the Parents to the Student receiving emergency medical treatment including blood transfusions within Singapore, general anaesthetic and operations at a Singapore government or private hospital where certified by an appropriately qualified person necessary for the Student's welfare and if the Parents cannot be contacted in time.

Educational Matters

Within the published range of the College's provision from time to time, the College will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each student and to provide education to at least the standard required by law, and often to a much higher standard.

Organisation: The College reserves the right to organise the curriculum and its delivery in a way which, in the professional judgement of the Headmaster, is most appropriate to the College community as a whole. Our policy on setting and class sizes may change from time to time and may depend on the mixture of gender, nationality and language as well as abilities and aptitudes among the students and may consider class dynamics and other factors. If the Parents have specific requirements or concerns about any aspect of the Student's education or progress they should contact the Student's Form Tutor or Head of College.

Progress Reports: The College monitors each student's progress and reports regularly to parents by means of written reports and regular feedback in accordance with the College's assessment policy.

Personal, Social and Health Education: All students will receive health and life skills education (including sex education) appropriate to their age in accordance with the curriculum from time to time unless Parents provide notice in writing that they do not wish their child to participate in this aspect of the curriculum.

Examinations, Reports and References: Information supplied to the Parents and others concerning the progress and character of the Student and any references will be given conscientiously and with all reasonable care but otherwise without liability on the part of the College. The College may, after consultation with the Parents and



the Student, decline to enter the Student's name for an examination if, in the exercise of professional judgement, the Headmaster considers that by doing so the Student's prospects in other examinations would be impaired; or the Student has not worked or revised in accordance with advice or instruction from the College's staff.

Universities, Career advice etc: The College will exercise all reasonable care when providing advice about subject choices, higher education and careers. The Parents acknowledge that they have a responsibility to carry out their own research and provide advice to the Student on such issues and agree to discuss with the College in advance any concerns that they may have regarding any applications that the Student proposes to make.

Learning Difficulties: Parents must state on the application for admission if they are aware or suspect that a Student has an individual learning need and the Parents must provide copies of all written reports and other relevant information. The College is not qualified to make a medical diagnosis of conditions that affect learning (e.g. dyslexia, dyspraxia and Asperger's syndrome). The screening tests available to colleges are indicative only and are fallible. The Parents will be notified if a screening test indicates that the Student may have a learning difficulty. A formal assessment may be arranged by the College at the Parent's expense. Concerns about a Student's ability to learn may mean that a formal assessment is a requirement for continued enrolment. The College will then consider what further action (if any) is required. The College may require the Parents to remove the Student from the College if (after appropriate consultation) the Headmaster, at his sole discretion, concludes that the College cannot provide adequately for the Student's special educational needs. In these circumstances the Parents will not be charged Fees in lieu of notice.

General

Full 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 College, and all information and representation made and documents submitted by the Parent must be true, accurate and complete. 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 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 as agreed with the Parent.

College Trips and excursions: The Student will be able to participate in a variety of College trips and educational visits. The cost of some College trips and visits will be charged as an extra. Parent's prior consent will be sought for all trips. College trips outside of Singapore or those involving an overnight stay will be the subject of a separate agreement with the Parents. The cost of the trip will be payable in advance. The Student is subject to College discipline in all respects whilst engaged in a College trip. All additional costs of special measures (such as medical costs, taxis, air fares, or professional advice) necessary to protect the Student's safety and welfare, or to respond to breaches of discipline, will be charged as an extra. The College will do all that is reasonable to ensure that the Student is appropriately supervised, according to age and maturity.

Transport: The Parents consent to the Student travelling by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

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. The College will assume the right to use student photographs for marketing purposes unless the College has been notified in writing at the time of application.

Liability for Losses: The College shall not be held liable or responsible for any personal or other injury or loss that a Student, Parent or any other person may sustain at any time:

- (i) outside the campus gates or premises including without limitation on the road, pavement or car parks outside the campus, notwithstanding that the College staff may be present or providing traffic control guidance at such location.
- (ii) on a school bus or on a school trip save as specified in the College's school bus and trips policy.
- (iii) within campus gates or premises unless such injury or loss is sustained during a College supervised activity and is directly and fully attributable to the fault or negligence of the College, or its officers or employees. In particular, the Parent acknowledges that some school 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.

- (iv) anywhere, whether within or outside campus 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.

Student's Personal Property: Students are responsible for the security and safe use of all their personal property (including bicycles, money, mobile phones, locker keys, watches, computers, calculators, hand held devices, cameras, musical instruments and sports equipment) and for property lent to them by the College.

Intellectual property: The College reserves all rights and interests in any intellectual property rights arising as a result of the actions of a student in conjunction with any member of staff of the College and/or other pupils at the College for a purpose associated with the College. Any use of any such intellectual property rights by a student is subject to the consent of the College upon terms and conditions acceptable by the College. The College may, at its discretion, allow the student's role in creation/development of intellectual property rights to be acknowledged.

Force Majeure: The College will not be liable if it is unable fully or promptly to perform its obligations as a result of any of the following circumstances provided the College does everything it reasonably can to mitigate their effect: fire, flood, storm, bad weather (including heavy snow disrupting transport) or other Act of God, pandemic or epidemic of any disease, industrial action, war, civil unrest, terrorist threat or incident.

Governing law: These Standard Terms and Conditions shall be governed and construed in accordance with the laws of the Republic of Singapore. The College and the parents hereby submit to the non-exclusive jurisdiction of the courts of Singapore.

These Terms and Conditions are subject to amendment by the College and shall take effect within 30 days from the date written notice is given to a parent/guardian, whether by printed copy, email notification, website notification or otherwise.