



## Regulation 25(5)(b)

**FORM 12**  
**PRIVATE EDUCATION ACT**  
**(No. 21 of 2009)**  
**PRIVATE EDUCATION REGULATIONS**  
This note is for a prospective student

You are strongly encouraged to thoroughly research the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher - student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or program (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.
- h. The degree or diploma or qualifications which will be awarded to you upon successful completion of the course.

Initials \_\_\_\_\_



If you have any doubts about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his/her parent or guardian.

I, \_\_\_\_\_, NRIC/Passport number \_\_\_\_\_,  
(name of parent / guardian) (NRIC/Passport No)

have read and understood this advisory note before signing the Student Contract

for my child/my ward\*\* ( \_\_\_\_\_ (NRIC/Passport) \_\_\_\_\_ )  
(name of child/ward)

with Dulwich College (Singapore).

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(Date: DD/MM/YYYY)

**\*\* Please delete whichever is inapplicable**

Initials \_\_\_\_\_



## DULWICH COLLEGE (SINGAPORE) – STUDENT CONTRACT

This Contract binds both Dulwich College (Singapore) Pte. Ltd. (“DCSG”) and the Parents 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) Dulwich College (Singapore) Pte Ltd  
Registration Number : 201027137D
- 
- (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** DCSG 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** DCSG 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 Terms and Conditions Governing Enrolment and Admission to Dulwich College (Singapore) (“Terms and Conditions”) set out in Schedule E is an integral part of this Contract and the Parents and Student shall abide by these Terms and Conditions. The policy on late payment is explained in Item (8) Administration for Late Payment for New Students and Item (9) Surcharge for Overdue Course Fee in the Terms and Conditions.

Initials \_\_\_\_\_



## 2. REFUND POLICY

### 2.1 **Refund for Withdrawal Due to Non-Delivery of Course:**

DCSG 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, if applicable; 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 Parents decide to withdraw the Student, 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, DCSG will, within seven (7) working days of receiving the Parents' written notice of withdrawal, refund to the Parents an amount based on the table in Schedule D and subject to the terms set out in Schedule D.

### 2.3 **Refund During Cooling-Off Period:**

DCSG will provide the Parents with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Parents will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Parents submit a written notice of withdrawal to DCSG 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 Parents and DCSG cannot settle a dispute using the way arranged by DCSG, the Parents and DCSG may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.cpe.gov.sg](http://www.cpe.gov.sg)).
- 3.4 All information given by the Parents to DCSG will be treated in accordance with paragraphs 11 and 12 of the Terms and Conditions.
- 3.5 If there is any other agreement between DCSG and the Parents that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6 If the Parents or DCSG does not exercise or delay exercising any right granted by this Contract, the Parents and DCSG 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

1) Course Title	English National Curriculum (ENC) Foundation Stage - Reception
2) Course Duration (in months)	10 Months
3) Full-time or Part-time Course	Full Time
4) Course Commencement Date	Group A – 27 Aug 2018 Group B – 28 Aug 2018
5) Course Completion Date	28 June 2019
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	Not Applicable
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	Not Applicable
8) Organisation which develops the Course	English National Curriculum – Early Years Foundation Framework, Department for Education (DFE)
9) Organisation which awards/ confers the qualification	Not Applicable
10) Course entry requirement(s)	Achieved developmental milestones for age appropriate English proficiency as expected for this age level



<p>11) Course schedule with modules and/or subjects</p>	<ul style="list-style-type: none"> <li>• Communication and Language</li> <li>• Literacy</li> <li>• Expressive Arts and Design</li> <li>• Understanding The World</li> <li>• Personal, Social And Emotional Development</li> <li>• Physical Development</li> <li>• Mathematics</li> </ul>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p><b>2018</b>                  9 August - National Day                  1-22 August - School Holidays                  22 August - Hari Raya Haji                  15-19 October - Half-Term                  5 November - PLD                  6 November - Deepavali                  17-31 December - School Holidays                  25 December – Christmas Day</p> <p><b>2019</b>                  1 January – New Year’s Day                  2-4 January - School Holidays                  4-8 February – School Holidays                  5-6 February - Chinese New Year                  8-18 April – Easter Holidays                  19 April - Good Friday                  1 May - Labour Day                  20 May - Vesak Day                  21 May – School Holidays                  5 June – Hari Raya Puasa</p>
<p>13) Examination and/or other assessment period</p>	<p>Not Applicable</p>
<p>14) Expected examination results release date</p>	<p>Not Applicable</p>
<p>15) Expected conferment date</p>	<p>Not Applicable</p>



## **SCHEDULE B COURSE FEES**

<b>Fees Breakdown</b> <i>[shows the full breakdown of total payable course fees]</i>	<b>Total Payable S\$</b> (with GST)
<u>New Student Only - One Off Payment</u> Capital Levy	3,750
English National Curriculum (ENC) Foundation Stage - Reception Full Course Fee	35,200
<b>Total Course Fees Payable:</b>	<b>38,950</b>
<b>No of Instalments:</b>	<b>3</b>

# All fees are in Singapore Dollars and, where applicable, inclusive of the prevailing Good and Services Tax (GST) which currently is 7%. All payments must be made in Singapore Dollars.

### **Important note:**

1. Late payment charges apply in accordance with paragraph 8 of Schedule E and surcharge for overdue Course Fees apply in accordance with paragraph 9 of Schedule E.

## **INSTALMENT SCHEDULE**

<b>Instalment<sup>%</sup> Schedule</b>	<b>Amount S\$</b> (with GST)	<b>Date Due<sup>^</sup></b>
1 <sup>st</sup> Instalment - Invoice Date: 27 <sup>th</sup> Apr 2018 (incl. Capital Levy)	15,490	Within 14 days of Invoice Date
2 <sup>nd</sup> Instalment - Invoice Date: 14 <sup>th</sup> Sep 2018	11,730	Within 14 days of Invoice Date
3 <sup>rd</sup> Instalment - Invoice Date: 11 <sup>th</sup> Jan 2019	11,730	Within 14 days of Invoice Date
<b>Total Course Fees Payable:</b>	<b>38,950</b>	

<sup>%</sup>Each instalment amount shall not exceed the following:

- 12 months' worth of fees for EduTrust certified PEIs\*; or
- 6 months' worth of fees for non-EduTrust-certified PEIs with Industry Wide Coverage (IWC)\*; or
- 2 months' worth of fees for non-EduTrust-certified PEIs without IWC\*.

<sup>^</sup> Each instalment after the first shall be collected within one week before the next payment scheduled.



## SCHEDULE C MISCELLANEOUS FEES<sup>1</sup>

	Purpose of Fee	Amount S\$ (with GST)
1	Late Payment For Course Fees and Miscellaneous Fees: 1 <sup>st</sup> Reminder 2 <sup>nd</sup> Reminder	214 inclusive GST 214 inclusive GST
2	Late Payment for Overdue Course Fees	(Surcharge Schedule Table under Terms and Conditions, Schedule E)
3	Replacement of Student Smart Card	20
4	Field Trips	Before activity
5	Excursion Trips	Before activity
6	Sport Trips	Before activity
7	Extra-Curricular Activities	Before activity
8	Replacement for Textbooks	Current Market Value
9	Replacement for lost/damaged Library Books	Current Market Value
10	Examination Fees	Current Value
11	Damaged Locker	Depending on evaluation by the Operations
12	Convenience Fee for the Credit Card Payment of Termly Fees	3% of Invoice Amount Charged

### Important note:

**Late payment charges apply in accordance with paragraph 8 of Schedule E.**

<sup>1</sup> Miscellaneous Fees refer to any optional fees which the students pay only when applicable. Such fees are normally collected by DCSG when the need arises.





## 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 and C	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 regardless of before or after 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.

Miscellaneous Fees listed in Schedule C may or may not be refunded, please review the terms of refund at the point of purchase or payment.



## SCHEDULE E

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

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#### 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 procedures 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 following the withdrawal deadlines schedule:

Tuition Period Academic Year 2018-2019	Final Day at School	Withdrawal Deadlines
Michaelmas Term	14 <sup>th</sup> December 2018	14th September 2018
Lent Term	5th Apr 2019	14th December 2018
Trinity Term	28 Jun 2019	5th April 2019

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.

## 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 14<sup>th</sup> 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 prejudices 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:

<b>Surcharge For Overdue Course Fees and/or Miscellaneous Fees</b>	
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 31<sup>st</sup> 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.

14.1 If one parent/guardian (regardless of whether such parent/guardian is the party who has signed this Contract) of a student consents to or approves a course of action or any matter in respect of this Contract or the Student's enrolment and attendance at the College, 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 College shall not be obliged to obtain the consent of all parents/guardians.

14.2 Parent/Guardian signing this Contract hereby warrants and represents that he/she has full legal authority and power to sign this Contract on behalf of the Parent(s). Where this Contract is signed by a Legal Guardian, Admissions may request and the Legal Guardian shall provide to DCSG satisfactory evidence to DCSG to prove that the Legal Guardian has full legal authority and power to enter into this Contract on behalf of all Legal Guardians and the Student.



14.3 Any act taken or required to be taken by the Parent under this 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.”

## 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.



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

SIGNED by Dulwich College (Singapore) Pte Ltd (DCSG)



\_\_\_\_\_  
Authorised Signatory of DCSG  
Name: Nick Magnus  
Date: 27 April 2018

\_\_\_\_\_  
Company Chop

SIGNED by the Student

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

NA

\_\_\_\_\_  
Name of Student:

\_\_\_\_\_  
Name of Parent or Legal Guardian:

Date:

Date:

Initials \_\_\_\_\_



## Letter of Consent Authorisation to Collect and Use Personal Data

I \_\_\_\_\_ (name of signing parent) on behalf of  
myself and my partner \_\_\_\_\_ (name of partner)  
(collectively, 'We'), as parents/guardian of our Child \_\_\_\_\_,

Passport Number \_\_\_\_\_ hereby unreservedly consent to the College's collection, disclosure, retention and use of personal data, photographs and videos relating to our Child and ourselves for the purposes of College operations and activities consistent with the ethos and philosophy of the College, which form part of the learning and teaching and pastoral care, or which directly or indirectly advance the educational and development potential of our Child, including without limitation public communication through the College's communication channels including the College's materials, brochures, websites, advertisements or press releases to provide information on the intended curriculum, academic testing results, school administration, furthering academic studies, student's holistic learning development and enrichment, or the College's academic, co-curricular, cultural and sporting activities and events whether held in conjunction with or organised by other Dulwich Colleges, affiliates of any Dulwich College, or other schools located in or outside of the city or country in which the College is situated, unless such consent has been explicitly withheld by Us in writing at the time of application. This may involve collection by and disclosure to the Dulwich College International Group and their professional partners and institutions in furtherance of the above objectives.

We further confirm that we are giving our consent as well as on behalf our Child with respect to the collection, use, retention and disclosure of personal data relating to ourselves and our Child.

On behalf of myself, [partner], [child], we hereby give unreservedly our consent.

SIGNED by \_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Name:

Date:

*Student Contract/Checklist/Letter of Consent-V3.3*





Key Information for parents to take note:

1.	Advisory Note – Form 12 (Read the Advisory Note F12 in the Student Contract)
2.	Admission policy
3.	Application Fee
4.	Course Information and Duration
5.	Course Fee and Miscellaneous Fees
6.	Administration Charge for Late Payment for New Students
7.	Surcharge for Overdue Course Fee
8.	Course Fees and Payment Schedule
9.	Refund Policy
10.	Withdrawal Policy
11.	Terms and Conditions
12.	CPE Website: <a href="http://www.cpe.gov.sg">www.cpe.gov.sg</a>
13.	Parent portal
14.	The Fee Protection Scheme (FPS) on the website: <a href="https://www.cpe.gov.sg/for-peis/protection-of-course-fees">https://www.cpe.gov.sg/for-peis/protection-of-course-fees</a>
15.	Letter of Consent
16.	DCSG Safeguarding Policy

Parent/Legal Guardian

\_\_\_\_\_

Name:

Date:

*Student Contract Appendix V3.3*