



# BRIGHTON COLLEGE (SINGAPORE)

Dear Parents and Guardians,

Please find enclosed your child's Student Contract. In accordance with the Private Education Act of Singapore (2009) and the Committee for Private Education (CPE), Brighton College (Singapore) is required to execute this Student Contract prior to a student being enrolled in the School. Students are not considered fully enrolled at Brighton College (Singapore) until a duly-executed contract and Form 12 Advisory Note is returned by the Parent or Guardian to the School.

Please read carefully and complete ALL pages below:

- Pg 2 of 13 Complete personal detail fields
- Pg 11 of 13 Sign and date the Refund Table
- Pg 12 of 13 Complete details and sign Advisory Note
- Pg 13 of 13 Sign and date the Acknowledgment of course commencement

You should only submit this Contract if you fully understand and are satisfied with all of the terms and conditions detailed therein. If you have any doubts about the contents of the contract, you should seek advice and clarification before signing. Please do not hesitate to contact the Brighton College (Singapore) admissions team on +65 6505 9790 or [admissions@brightoncollege.edu.sg](mailto:admissions@brightoncollege.edu.sg) should you require any additional information.

Best regards,

Mr. Andrew Noakes

Head Master

## PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) 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:

Registered Name of PEI : Brighton College (Singapore) ("BCS")

Registration Number : 201904884D

Full Name of Student :  
(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR)  
/as in passport for international student/Dependent Pass)\*

NRIC/Passport Number :  
(for SC/PR)\*

Passport Number :  
(for international student)\*

Full Name of Parent/Legal Guardian\* :  
(if Student is under 18 years of age)

NRIC/Passport Number :  
(for SC/PR)\*

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

## 1. COURSE INFORMATION AND FEES

**1.1** The PEI will deliver the Course 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 Committee 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 seven (7) days 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 organization stated in Schedule A within any stipulated timeline set by CPE;
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA); or
- (vii) In relation to Singapore citizens, approval has not been received from Ministry of Education (MOE).

The Student should be informed in writing of alternative study arrangements (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.

Notwithstanding Schedule D, the Student will be refunded all 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](http://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.

**3.8** The BCS terms and conditions form part of the PEI-Student Contract and form the basis of a legal Contract for educational services.

**SAMPLE**

**SCHEDULE A**  
**COURSE DETAILS**

1) Course Title	English National Curriculum – Year 6
2) Course Duration (in months)	12 months
3) Full-time or Part-time Course	Full Time: 5 days per week (Full Day)
4) Course Commencement Date	21 <sup>st</sup> August 2023
5) Course Completion Date	3 <sup>rd</sup> July 2024
6) Date of Commencement of Studies (‘N.A.’ if same as Course Commencement Date)	
7) Qualification (Name of award to be conferred on the Student upon successful Course completion)	Year/Course completion
8) Organization which develops the Course	English National Curriculum – Key Stage 2, Department for Education, United Kingdom
9) Organization which awards/ confers the qualification	Brighton College (Singapore)
10) Course entry requirement(s)	determined by BCS, based on the Student’s age, readiness and the physical classroom availability. Once a parent submits the required Admissions form and documents, the Admissions Office and appropriate School administration will review the application file.
11) Course schedule with modules and/or subjects	Course schedules are provided on the School’s parent portal.

12) Scheduled holidays (public and school) and/or semester/term break for Course	<p>The BCS Academic Year runs from August to July and scheduled holidays are published on the School website.</p> <p>Please refer to the School website and newsletter for additional information on calendar events.</p> <p>Dates may change from time to time as determined by the School. Additional days may be added in the event that days are lost due to emergencies/inclement weather or other unforeseen events. Public holidays are advised by the Singapore Ministry of Manpower and are sometimes varied or confirmed throughout the year.</p>
13) Examination and/or other assessment period	Not applicable.
14) Expected student report or examination results release date	Student observations are reported to parents during the Parent/Student/Teacher conference at the end of each Term as stated in the relevant Academic Year calendar.

SAMPLE



**SCHEDULE B**  
**COURSE FEES**

<b>Fees Breakdown (Total Payable per annum, with GST, if any) (S\$)</b>	
<b>Year 6 (Full-day) (5 days)</b>	
Tuition Fee	40,227.00
Facility Fee*	3,597.00
<b>Total Course Fees Payable: **</b>	<b>43,824.00</b>
<b>No. of Instalments:</b>	<b>3</b>

Course Fees comprises the Tuition Fee and the Facility Fee.

**Billing**

\* The Facility Fee is payable termly, for all new and returning students and is payable along with the Tuition Fees.

\*\* Settlement of payment of Course Fees must be by the due date in order for the Student to be eligible for continuing enrolment at the School.

**Course fees discounts**

Any promotion or discount that BCS may offer to children enrolled in the BCS is not shown in the figures above (in Schedule B), however this will be displayed in your course fee invoices as applicable.

**INSTALMENT SCHEDULE**

<b>Year 6 (Full-day) (5 days)</b>		
	<b>Date Due**</b>	<b>Amount (with GST, if any) (S\$)</b>
1 <sup>st</sup> instalment	16 May 2023 <sup>#</sup>	14,608.00
2 <sup>nd</sup> instalment	2 September 2023	14,608.00
3 <sup>rd</sup> instalment	3 January 2024	14,608.00
<b>Total Course Fee Payable</b>		<b>43,824.00</b>

\* 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 Course Fee Insurance Scheme (IWC)\*; or \* 2 months' worth of fees for non-EduTrust certified PEIs without IWC\*. \* Delete as appropriate by striking through.

# or such later date as may be specified in your fee invoice.

\*\* 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 (with GST, if any) and When Payable (S\$)
Application Fee (paid once only, non-refundable and non-transferable in all circumstances)	1,000.00 Upon application <sup>2</sup>
Enrolment Fee (paid once only, non-refundable and non-transferable, except in limited circumstances)	3,693.00 Following acceptance of offer/placement, a fee invoice will be issued by BCS that is payable within fourteen (14) days. Full payment is required in order to secure the Course place.
Development Fund (paid once only, non-refundable and non-transferable, except in limited circumstances)	3,324.00 Following acceptance of offer/placement, a fee invoice will be issued by BCS that is payable within fourteen (14) days.
English Language Support (ELS) – Starter English Language Support (ELS) - Intermediate	3,500.00 per term 2,300.00 per term Billing and due same time as Course Fees per Schedule B if applicable
Examination Fee	0 – 2,000.00* Upon registration for examination
Field trips/excursions	0 – 2,000.00* Prior to activity commencement
Co-curricular Activities	500 – 2,000.00* Prior to activity commencement
Report Copy Fee	5.00* Prior to issuance of report
Uniforms	0 – 500.00* Upon purchase of uniform
Bank/Transfer Charges	20.00 – 30.00* Varies between banks
Convenience charge where payment of fees are made via credit card	2.5% of the fee amount payable
Replacement of lost or damaged items:	Upon loss or replacement of item:
ICT	0 – 3,000.00*
Library book	0 – 200.00*
Student access / smart card	20.00
Family access card	20.00
Penalty for late fee payment	2.0% per month on any overdue amount as per the Course Fees Instalment Schedule

\* These figures are estimates only and notification will be made of the actual amount prior to payment.

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

<sup>2</sup> Application Fee is payable before the School considers each application.



**SCHEDULE D**  
**REFUND TABLE**

BCS conducts a three (3) term Academic Year. Course Fees are charged on a per term basis and are to be paid in advance of the relevant term commencement.

% of the amount of Course Fees paid under Schedule B and Schedule C	If the Student's written notice of withdrawal to the Admissions department is received:
100%	On or before 15 April in relation to students due to commence during Term 1 (August to December); or On or before 9 September for students due to commence in Term 2 (January to March); or On or before 13 January for students due to commence in Term 3 (April to July).
0%	After 15 April in relation to students due to commence during Term 1 (August to December); or After 9 September for students due to commence in Term 2 (January to March); or After 13 January for students due to commence in Term 3 (April to July).
0%	After the commencement of a Term. Once a student has commenced school, there will be no refund of Course or Faculty fees for early withdrawal regardless of when notice of withdrawal is given.
<p>The Application Fee is strictly non-refundable and non-transferable in all circumstances.</p> <p>Both the Enrolment Fee and the Development Fund are non-refundable and non-transferable, except in the following circumstances:</p> <ol style="list-style-type: none"> <li>1) BCS is unable to offer a place to a student applicant due to denial of approval by the relevant Singapore authorities;</li> <li>2) BCS is unable to offer a place to a student applicant due to waitlist for the relevant year level and the student applicant is not to be placed on the waitlist;</li> <li>3) Student applicant does not meet the eligibility criteria for enrolment at BCS; or</li> <li>4) BCS is unable to offer a place to a student applicant due to sibling priority policy as published by BCS.</li> </ol> <p>The Enrolment Fee and the Development Fund will be refunded in full in the event a student applicant cannot be accepted at BCS for the reasons set out in 1) to 4), as determined by BCS in its sole discretion.</p>	

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

**SIGNED by the PEI**



Authorized Signatory of the PEI

Seal of PEI

Name: Andrew Noakes

Title: Head Master

Date\*: 21/04/2023

\*State all dates in the format of DD/MM/YYYY



(Signature of parent / guardian)

Date\*:

\*State all dates in the format of DD/MM/YYYY

**SAMPLE**



**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 on 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 schedule 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;
- g. Information about the PEI's policies on academic and disciplinary matters; and
- h. The degree or diploma or qualifications which will be awarded to you upon successful completion of the course.

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 otherwise, 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; the student's parent or guardian.

I, [Redacted], NRIC/Passport Number [Redacted],  
(Name of parent/guardian) (Parent/guardian NRIC/Passport No.)

have read and understood the advisory note before signing the Student Contract for my child/ward

[Redacted], NRIC/FIN/Passport Number [Redacted],  
(name of child/ward) (NRIC/FIN/Passport No.)

with Brighton College (Singapore).  
(Name of PEI)

[Redacted Signature Line]

*(Signature of parent / guardian)*

Date\*: [Redacted]

\*State all dates in the format of DD/MM/YYYY

**PE Regulations 25(5)(a) PRIVATE EDUCATION ACT (No. 21 of 2009) ADMINISTRATION OF COURSES  
Acknowledgement of Course Commencement**

On behalf of my child/dependent, I hereby acknowledge that if the confirmed date of enrolment or commencement is after the course commencement date (i.e. August of each academic year), that the course applied will have commenced prior to my child/dependent's enrolment at Brighton College (Singapore).

[Redacted Signature Area]

*(Signature of parent / guardian)*

[Redacted Date Area]

**Date\*:**

\*State all dates in the form of DD/MM/YYYY

**SAMPLE**