



CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS (THE “ADMISSION CONDITIONS”)

All parents are requested to note that the enrolment and admission to Tanglin Trust School Ltd (the “School”) are subject to the conditions set out below. Parents are asked to sign the relevant section of the application form in recognition of their acceptance of these conditions. Other than applications for Nursery or Reception, all applications are valid for a period of two years from the date of the initial application.

1. This application should be submitted with full payment of the enrolment fee as stated in the fees schedule.

2. This application is made on the understanding that the child (also referred to as the “**applicant**”) has a sufficient command of English and, moreover, is fully able to participate in and benefit from the school curriculum without extensive individual assistance. The School does not provide English as an Additional Language (EAL) programme.

If information relevant to the extent of the child’s educational, emotional, social or health needs has not been made apparent to the School on the date of admission, the School reserves the right to ask the parents to withdraw the child, based on the School’s assessment (in its sole discretion) that the School is unable to meet such needs.

3. Upon receipt by the School of the fully completed application the applicant will be considered for enrolment. All applicants who satisfy the entry requirements may be (i) offered a place in the School or (ii) if there is no place immediately available, placed on the waiting list. (Please note that an applicant’s position on the waiting list is subject to the priority system of the School.)

4. The parent accepts that placement of the applicant into a particular year group is determined by the applicant’s age on 1 September of each academic year.

5. Upon the School’s offer of a place, the parent must accept the offer in writing or by e-mail by the date specified in the offer letter, otherwise the offer is deemed withdrawn. Upon the acceptance of the place in the School, the parent shall immediately pay the requisite school fees (including the refundable deposit) in the amount applicable at the time of admission (For the current fees, please see the schedule of the current fees and information, that may be found in the Application Pack.¹) Please note, however, that all fees are subject to variation at any time and that the fee rates indicated on the schedule may not be the rates applicable at the date of admission. The conditions on the offer letter form part of the Admission Conditions.

6. Basis for the Refund of the enrolment fee:

(a) A portion of the enrolment fee (currently equivalent to S\$535.00) will be retained and the balance will only be refunded in the following circumstances:

- (i) if the application is withdrawn by written notice before a place has been offered; or
- (ii) if the School has given written notice to the applicant that it will not be prepared to offer a place to the applicant.

¹ This Application Pack can be found at our website under the section “how to apply”.

(b) The entire enrolment fee will be forfeited where a place is offered to the applicant but not taken up. Nonetheless, any school fees paid will be refunded.

7. Withdrawal

A child may withdraw from the School in the following manner:

- (i) by giving a Notice of Withdrawal; or
- (ii) by giving a Provisional Notice of Withdrawal.

(a) Notice of Withdrawal

The Notice of Withdrawal must be received by the School by the deadline stated on the school's website, which is also deemed to be the Withdrawal Deadline.

(b) Provisional Notice of Withdrawal

In the event that the parent is uncertain whether or not a child is to be withdrawn from the School on the last day of a half-term or on the last day of a full-term period, the parent may give Provisional Notice of Withdrawal.

Upon the giving of Provisional Notice of Withdrawal, the parent will be granted a further one month from the Withdrawal Deadline to confirm the withdrawal of the child. If the School does not receive any notice of cancellation in writing from the parent, the Provisional Notice of Withdrawal will be deemed to have been confirmed.

8. Refundable deposit²

a) Return of the refundable deposit (without interest) less any amounts which are due and payable

Where notice of withdrawal is given by the Withdrawal Deadline and withdrawal is to take effect on either the last day of a half-term or the last day of a full-term, the refundable deposit, less any amounts which are due and payable to the School, will be returned in full (without interest).

b) Return of the refundable deposit (without interest) less 50% of a term's fee

Where notice of withdrawal is not given in accordance with the above requirements, an amount equivalent to 50% of a term's fee+GST will be retained by the School before the start of a new term, whereas if a notice of withdrawal is still not given at the start of a new term 100% of the deposit will be forfeited from the refundable deposit in lieu of notice.

c) The refund of all or any part of the refundable deposit will be made as soon as practicable after it has become due to the individual(s), company or organization by whom it was paid to the School, unless that party notifies the School in writing that the refund is to be made to a named parent of the child or to that parent's representative. In the case of deposits paid by cheque, the refund will be made to the individual(s) company or organization indicated as the drawer of the cheque.

d) In the event that the party who paid the deposit cannot be traced after the School has used all reasonable endeavours, the School will be entitled to retain the deposit, or that part of it that is refundable to the party who cannot be traced, for its own use.

e) In the event of some incident or event occurring within or affecting Singapore such that the School is required by the relevant authorities of the Singapore Government to close during the currency and /

² All refunds are made without interest.

or aftermath of such incident or event, the School will not be obliged to refund all or any part of the fees or refundable deposit.

9. Refunds of school fees:

- a) Where a child is withdrawn at or before half term, the School will refund the school fees for the second half term.
- b) There will not be any refund, in part or in full, of the school fees under any circumstances otherwise, other than as described in condition 6(b).

10. Re-admission to the School

- a) Where a child has been withdrawn from the School and the refundable deposit has been repaid, no enrolment fee will be payable if the child is readmitted to the School in the term immediately following the term in which the withdrawal takes place. If the child is readmitted to the School more than one term after the term in which the withdrawal takes place, the full enrolment fee will be payable at the prevailing rate of readmission.
- b) Where a child has been withdrawn from the School but the School has, at the request of the parent, retained the refundable deposit, no further enrolment fee will be payable should the child be readmitted to the School, irrespective of either the period of time for which the child has not been a student at the School or the prevailing enrolment fee at the time of admission.

11. Late payment of School Fees

The School will charge a 5% late payment fee on any late payment made by parents on their school fees.

In the event that school fees are still outstanding 1 month after the due date for school fees, the School reserves the right to forfeit that school place and to exclude the child from attending any classes without any further notice.

12. The CEO may require at any time the withdrawal of a child from the School for any cause judged by the CEO in his absolute discretion to be adequate. Adequate cause may include matters such as the child's misconduct or the child's inability to participate in and benefit fully from the school curriculum without extensive individual assistance. It may also include the failure at the stage of applying for a place in the School to declare accurately and fully the extent of the child's individual educational needs.

13. Notwithstanding that the refundable deposit should not be used to offset any school fees due and payable to the School, in the event that there are any school fees due and payable to the School, the School, at its absolute discretion, reserves the right to deduct such amounts from the refundable deposit [on the last day of a half-term or the last day of a full term.]

14. In the event of some incident and event occurring within or affecting Singapore, the School has the discretion to close the School during the currency and / or aftermath of such incident or event. In such event, the School will not be obliged to refund any fees paid to and received by the School.

15 (Not applicable to Singapore Citizens and Permanent Residents) Admission to, and continued status as a student at, the School is conditional on the child possessing a valid Student's Pass or Dependent's Pass issued by the Immigration Department of the Government of Singapore. As the validity of the Student's or Dependent's Pass may be affected by a change in the parent's employment

or by the expiry of an Employment Pass or any change in the parent's Singapore immigration status, the parent undertakes to keep the School informed on these matters.

16 Where the need arises and the situation is such that neither parent can be contacted to give consent, the CEO may authorize the medical examination of a child, the calling of further medical or specialist advice or the removal of the child to a nursing home or hospital, all expenses thereby incurred being for the parent's account.

17. The parent accepts that the School cannot be responsible for any personal injury which the child may sustain at any time either within the school premises or elsewhere which is not attributable to the fault of the School, its officers or employees. The parent also accepts that in no circumstances can the School be liable for any loss of or damage to property of any other kind whatsoever which the child may sustain.

18. The Contracts (Rights of Third Parties) Act of Singapore (Cap. 53B) does not apply to these conditions.

19. The Admission Conditions are subject to any amendments that the School may, from time to time, make, and any such new Admission Conditions will prevail over any previous Admission Conditions without notice.

20. It is the parents' responsibility to keep the School updated with relevant changes to contact data.

21. The School will not be bound legally by any verbal advice it has given.

22. The Admission Conditions shall be governed and construed in accordance with the laws of the Republic of Singapore.