



## CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

All parents are requested to note that the enrolment and admission to Tanglin Trust School Ltd 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.

1. This application should be submitted with full payment of the application fee.
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 an English as an Additional language (EAL) programme.
3. On receipt by the School of the fully completed application the applicant will be considered for enrolment. All applicants who satisfy the entry requirements will be offered a school place or placed on the waiting list if there is no place immediately available.
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. On being offered a place, the parent shall pay immediately the requisite school fees (including the refundable deposit) at the rate then applicable. (See the schedule of the current fees and information about the fees and deposits which are payable that are included in the Application Pack.) 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 when a place is offered.
6. Refunds of the **application fee** are payable on the following basis:
  - (a) A portion of the application fee, currently equivalent to S\$2000.00 will be refunded provided that the application is withdrawn by written notice before a place has been offered. Similarly, if after considering an application, the school decides not to offer a place the same proportion of the application fee will be refunded.
  - (b) If a place is offered to the applicant but is not taken up then the total application fee is non-refundable but any school fees paid when the place was offered will be refunded
  - (c) An application is only valid for two years from the date of the initial application. This however does not apply to applications for Nursery or Reception.
7. Refunds of the **refundable deposit** are payable on the following basis:
  - a) If notice of withdrawal is given after the child has been admitted into the School, the refundable deposit, after deduction of any amounts which are due and payable to the School, will be repaid in full (without interest) provided that such notice of withdrawal:
    - (i) is to take effect on either the last day of a half-term or the last day of a full-term;

**and**

(ii) is given at least two months before the date on which the child is to be withdrawn from the School. (NB for purposes of computing the two month notice period, school holiday periods will not be taken into account. In order to be effective, notice of withdrawal must therefore cover at least two complete teaching months.)

b) The operative dates for withdrawal and for the giving of notice of withdrawal will be confirmed in writing at the beginning of each school term. If notice of withdrawal is not given in accordance with the above requirements, an amount equivalent to 50% of a term's fee will be retained by the School from the refundable deposit in lieu of notice.

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 relevant half-term or full-term period, the parent may give **provisional notice of withdrawal** in accordance with the above requirements in order to avoid forfeiting 50% of a term's fee from the refundable deposit. If provisional notice is given, the parent will be granted a further one month from the last formal date for giving notice of withdrawal in which to determine whether or not the child is in fact to be withdrawn. At the end of that one month period, the parent will be required either to confirm or cancel the notice of withdrawal. If the parent does nothing, the provisional notice of withdrawal will be deemed to have been confirmed.

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 organisation 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 organisation 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 / 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.

f) Where a child has been withdrawn from the School and the refundable deposit has been repaid, no application 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 application fee will be payable at the prevailing rate on readmission.

g) 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 application 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 application fee at the time of readmission.

**8.** Refunds of **school fees** are payable on the following basis:

a) Where a child is withdrawn at or before half term, the School will refund the school fees for the second half term.

The School will not refund, in part or in full, school fees under any circumstances otherwise.

**9.** 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.

**10.** (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 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.

**11.** Where the need arises in a situation where neither parent can be contacted to give consent, the CEO may authorise 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.

**12.** 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 or damage of any other kind whatsoever which the child may sustain.

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