



WESTBOURNE COLLEGE [SINGAPORE]

Standard PEI-Student Contract Version 4.1

PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This contract ("**Contract**") is made BETWEEN:

(1)	Registered Name of Private Education Institution (PEI)	:	Westbourne College (Singapore)	
	Registration Number	:	202119334D	
	(the " PEI ")			
	Registered Address	:	491 River Valley Rd #16-03, Singapore 248371	
	(To be used if the Student is 18 and above years of age).			
(2)	Full Name of Contracting Party <i>(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)</i>	:		
	NRIC/FIN/Passport Number <i>(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.)</i>	:		
	(the " Contracting Party ")			
	(To be used if the Student is under 18 years of age).			
(2)	Full Name of Contracting Party (Parent/Legal Guardian) <i>(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)</i>	:		
	NRIC/FIN/Passport Number <i>(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.)</i>	:		
	(the " Contracting Party ") on behalf of			



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1. DEFINITIONS

1.1. In the Contract, the following words and expressions shall have the following meanings:

“Cooling-Off Period”	Shall refer to the period of ten (10) calendar days commencing from and including the date of this Contract.
“Course”	Shall refer to the course described in Schedule A.
“Course Fee”	Shall refer to the compulsory fees to be charged by the PEI on account of the Student’s undertaking of the Course and as stated in Schedule B.
“Course Commencement Date”	Shall refer to the date of commencement of the Course as scheduled by the PEI and shall be as stated in Item 4 of Schedule A.
“Course Completion Date”	Shall refer to the date of completion of the Course as scheduled by the PEI, and shall be as stated in Item 5 of Schedule A.
“Developer/Proprietor”	Shall refer to the person who developed the Course, or who is the proprietor of the Course, as stated in Item 8 of Schedule A.
“ICA”	Shall have the meaning assigned to it in Clause 3.1(e).
“Miscellaneous Fees”	Shall refer to non-compulsory fees potentially chargeable by the PEI on account of, or arising from, the Student’s undertaking of the Course, and as described in Schedule C.
“Permitted Course Duration”	Shall refer to the permitted duration of the Course starting on and from the Course Commencement Date and ending on the Course Completion Date (both dates inclusive).
“Private Education Mediation-Arbitration Scheme”	Shall refer to the dispute resolution scheme under the <i>Private Education (Dispute Resolution Schemes) Regulations 2016</i> .
“Refund Event”	Shall have the meaning assigned to it in Clause 3.1.



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"SWDA"

Shall refer to the Skills and Workforce Development Agency established pursuant to Section 3 of the *Skills and Workforce Development Agency Act 2026*.

"Student Pass"

Shall be as described on www.ica.gov.sg or such other website which operates in lieu thereof.

"Student"

Shall be described as a contracting party who will be attending the PEI.

"Term"

The school has 2 reported semesters. Each semester has 2 terms (4 terms in total in the academic year). Terms are divided by the mid-semester breaks.

2. COURSE INFORMATION AND FEES

2.1 The PEI shall provide the Course as set out in Schedule A to the Student. The PEI shall not make any change to any detail of the Course set out in Schedule A unless it has obtained the prior written consent of the Contracting Party and, where required under the *Private Education Act 2009* or the subsidiary legislation thereunder, the prior written consent of SWDA.

2.2 The PEI represents and warrants that:

(a) The person stated in Item 8 of Schedule A is the Developer/Proprietor of the Course and that the PEI has obtained all necessary permissions, licenses and approvals for the provision of the Course to the Student.

(b) It has obtained SWDA's permission to conduct the Course and that it has not made any such changes to the Course which would require it to re-apply to SWDA for permission to conduct the Course.

(c) The PEI has verified that the Student meets the Course entry requirements set out in Item 10 of Schedule A.

(d) The information set out in Items 1 to 5 and 7 to 15 of Schedule A is correct, complete and not inconsistent with the details submitted to the SWDA to obtain its permission to provide the Course.



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- 2.3 PEI undertakes that the Student will be awarded or conferred the qualification stated in Item 7 of Schedule A by the organisation named in Item 9 of Schedule A upon the

Student's successful completion of the Course, and having met all the requirements of the award/qualification.

- 2.4 The parties agree that Schedule B and Schedule C set out all fees payable (potentially or otherwise) by the Contracting Party to the PEI for the Course or arising from the Student's undertaking of the Course.
- 2.5 The Contracting Party shall pay the Course Fees in the amount and by the timelines as stated in the instalment schedule in Schedule B and the Miscellaneous Fees as per the timelines stated in each invoice for the Miscellaneous Fees issued by the PEI to the Contracting Party.

The PEI considers a payment made 1 days/month after the scheduled due date(s) in Schedule B for the Course Fees and 1 days/month after the scheduled due date(s) in the invoices for the Miscellaneous Fees as late. The PEI will explain to the Student its policy for the late payment of Course Fees and Miscellaneous Fees, and any impact on the Course/module completion (if applicable).

3. TERMINATION AND REFUND POLICY (Please refer to the diagram in Schedule E)

- 3.1 The PEI will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a "Refund Event"):

- (a) It cannot commence the provision of the Course on the Course Commencement Date;
- (b) It cannot complete the provision of the Course by the Course Completion Date;
- (c) The Course will be terminated before the Course Completion Date;
- (d) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
- (e) The Immigration & Checkpoints Authority of Singapore (the "ICA") rejects the Student's application for the Student Pass.

- 3.2 Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:

The PEI shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.



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- (a) If the Contracting Party accepts such alternative study arrangements, the PEI shall set forth such alternative study arrangements in a written contract and this
 - (b) Contract shall automatically terminate on the date that such new written contract comes into effect.
 - (c) If the PEI does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 3.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to the PEI.
- 3.3 Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.
- 3.4 If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.5 If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.
- 3.6 If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.7 If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.
- 3.8 Refund for Withdrawal During the Cooling-Off Period:

Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to the PEI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the PEI. The PEI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.
- 3.9 Refund for Withdrawal Outside the Cooling-Off Period:

Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written



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notice to the PEI. Upon receipt of such notice, the PEI shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

4. ADDITIONAL INFORMATION

- 4.1 This Contract shall be interpreted in accordance with the laws of Singapore. Subject to the *Private Education (Dispute Resolution Schemes) Regulations 2016*, the courts of Singapore shall have exclusive jurisdiction to settle any claim, dispute or disagreement arising out of or relating to this Contract.
- 4.2 If any provision of this Contract is adjudged to be illegal, invalid or unenforceable, in whole or in part, such provision or part of it shall, to the extent that it is illegal, invalid or unenforceable, be deemed not to form part of this Contract and shall not affect the validity, legality and enforceability of the remainder of this Contract.
- 4.3 The PEI shall treat all personal information provided by the Student or Contracting Party as strictly confidential and shall not disclose any such personal information to any third-party, unless it has obtained the prior written consent of the Contracting Party or such disclosure is required under the law.
- 4.4 This Contract contains the whole agreement between the parties in respect of its subject matter and supersedes all previous discussions, correspondences and understanding between the parties in respect of such subject matter.
- 4.5 In no event shall any delay, failure or omission on the part of either party in exercising any right, power, privilege, claim or remedy arising under or pursuant to this Contract constitute a waiver of that right, power, privilege, claim or remedy, unless expressly given in writing. No waiver of a breach of this Contract shall be deemed to be a waiver of any other or subsequent breach of this Contract.
- 4.6 If this Contract is also signed in or translated into any language other than English, the English language version shall prevail in the event of any inconsistency.
- 4.7 A person who is not a party to this Contract shall have no right under the *Contracts (Right of Third Parties) Act 2001* to enforce any of its terms.
- 4.8 The contracting party reserves the right to amend the terms and conditions of this contract, including any miscellaneous fees, with prior written notice to the contracting party. Any such amendments will not adversely affect the Students rights as provided under Singapore law.



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4.9 The PEI insures property and liabilities against fire/other usual business risks. The contracting party is responsible for personal possessions. The PEI accepts no liability for lost, stolen or damaged personal property.

4.10 Confidentiality of Fee Agreements:

(a) Scholarship/financial aid is awarded on an individual basis.

(b) Any information on Scholarship/financial aid is private and confidential.

(c) Any breach or suspected breach in confidentiality by the contracting party, may lead to a withdrawal of the Scholarship/financial aid.

(d) The PEI will issue replacement invoices from the start of the course at the full prevailing rate. Any such amounts will be payable within 30 days of the invoice being issued.

4.11 Fee Increases: Fees are reviewed by the PEI annually and subject to increase. The contracting party will be notified of the revised fees and invoiced by the PEI accordingly. As the PEI operates on a rolling admissions basis throughout the year, Fees (including Course Fees) advised to parents at time of application may not reflect actual Fees prior to commencement at the school.

4.12 The PEI may from time to time use images of students in newsletters, on its website and on its official social media channels (e.g., Facebook, Instagram, LinkedIn), local press and for purposes related to PEI activities.

Separate written consent will be sought for using images in further external marketing materials or providing images to third parties.

If the contracting party has concerns regarding the use of the student's images or wishes to restrict such use, they should contact the Marketing department in writing to opt out. Consent will remain valid indefinitely unless withdrawn in writing by the contracting party.

4.13 If the student has Special Education Needs (SEN) which require additional accommodations to be made, valid documentation by Medical/Behavioural/Special Education specialists must be provided by the contracting party at the point of registration, in order for the PEI to determine if it is able to support the specific education needs of the student.

The PEI reserves the right to withdraw a student's place if such documentation is not provided promptly by the contracting party at registration or upon request by the school.



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- 4.14 The contracting party will be liable for the course fee for the remainder of the current term and a full and complete term (and any outstanding fees from prior invoices issued) in the event where the student is terminated from school due to attendance related, discipline or attitude related issues. The school retains the right to inform the relevant authorities in the case the student breaks any Singapore laws or in case of any breach of non-disclosure, police involvement or visa cancellations. In the event of suspension the Contracting party will remain liable for the payment of course fees throughout the term of suspension. The PEI will inform the Contracting party of the effective date of termination or suspension in writing via email.
- 4.15 This student contract is only valid for the duration that the student's status in Singapore falls under one of the following: Singaporean citizen, Singaporean PR (Permanent Resident), LTVP (Long-Term Visit Pass) or Dependant's Pass holder. If the student's status no longer falls under these categories, this student contract will be terminated. A refund of paid fees prior to the student commencing their studies at the school due to their status changing from one of the before-mentioned status types to a category not listed above will be provided. Following the commencement of the student's studies at the school, refunds on the basis of contract cancellation due to status changes will be considered on a case-by-case basis.

5. WITHDRAWAL

- 5.1 (a) A full and complete whole term's written notice of withdrawal is required from the Contracting party. For example
1. If a Student will not be returning to the PEI in the next academic year, written notice must be received by the PEI before the first day of the preceding term.
 2. If notice is given after the start of a new term it is not possible for that term to be considered as full and complete. Therefore the full and complete subsequent term will be required as notice. The required notice period would therefore be from the date of notification in writing to the end of the full and complete subsequent term.

Receipt of written notice of withdrawal is only deemed to be accepted once confirmed by the PEI in writing, within seven business days. The onus is on the Contracting party to ensure that this confirmation is obtained in writing from the Principal.

(b) If the PEI does not receive a full and complete whole term's written notice, then a full and complete term's fees in lieu of notice will be due to the PEI by the contracting party. For example if a Student intends to withdraw in Term 3, written notice must be received before the end of Term 1 in order for a full and complete term (Term 2) to

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have been provided. If written notice is provided within Term 2, fees for the entirety of Term 3 would be due in lieu of a full and complete term's notice being given. If written notice is not received until Term 3, fees for the entirety of Term 4 would be due in lieu of a full and complete term's notice being given.

(c) The PEI does not accept 'provisional notice' of withdrawal.

(d) It is understood by both the Contracting Party and the PEI that the Contract is entered into on the basis that the Student intends to complete their studies at the PEI for the duration of the agreed enrolment period.

(e) In the interest of fairness, the PEI will apply the withdrawal policy in all cases where the student's withdrawal is optional (e.g. transferring to another school or discontinuing studies).

6. Late Payment of Fees

6.1 The PEI will issue a reminder notice for any late payment of course fees within one (1) week of the invoice becoming overdue. If the Contracting Party fails to make payment within two (2) weeks of the invoice due date, the PEI reserves the right to suspend the student until full payment of the outstanding fees has been received.

SCHEDULE A **COURSE DETAILS**

1) Course title	PREPARATORY COURSE FOR INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE)
2) Permitted Course Duration (in months) <i>Note: This does not include the period of the industrial attachment, if any.</i>	12 months
3) Whether the Course is a full-time or part-time Course	Full-time
4) Course Commencement Date (DD/MM/YYYY)	1-August-2026
5) Course Completion Date (DD/MM/YYYY)	31-July-2027



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6) Date of Commencement of studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	N.A.
7) Qualification (Name of qualification to be conferred on the Student upon the successful completion of the Course)	PREPARATORY COURSE FOR INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE)
8) Developer/Proprietor of the Course	Westbourne College (Singapore)
9) Organisation which awards/ confers the qualification	Westbourne College (Singapore)
10) Course entry requirement(s)	• Completed Year 9 of Secondary school or equivalent education. • Completed 9 years of formal education. • Taken at least 4 subjects including English and Mathematics. • Language Requirement: Passing grade in English at year 9 level of Secondary school or equivalent.
11) Course schedule (with modules and/or subjects referred to) <i>Note: Attachment(s) may be included to show the information.</i>	Refer Annex A
12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the Course <i>Note: Attachment(s) may be included to show the information.</i>	Refer Annex B – School Calendar
13) Examination and/or other assessment and/or assignment period(s) <i>Note: Attachment(s) may be included to show the information.</i>	End Semester 2 Examination: Within 24 May 2027 - 4 June 2027
14) Expected final examination results release date (DD/MM/YYYY) <i>Note: The date shall not be more than three (3) months after the completion of the final examination, unless otherwise permitted by SWDA.</i>	End Semester 2 Examination: 9 July 2027



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15) Expected date of conferment of the qualification (DD/MM/YYYY)	Not applicable
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SCHEDULE B1: COURSE FEES

Fees Breakdown	Total Payable (with GST, if any) (S\$)
Course Fee	
GST	
Total Course Fees Payable (incl GST)	
No of Instalments:	

SCHEDULE B2: COMPULSORY FEES

Textbook, Subscriptions and Resource Fees	(without GST)
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INSTALMENT SCHEDULE

Instalment¹ Schedule	Amount (with GST, if any) (S\$)	Date Due²
Instalment 1		
Instalment 2		
Instalment 3		
Instalment 4		
Total Fees Payable:		

1. Each instalment amount shall not exceed the following:

- 12 months' worth of Course Fees for EduTrust certified PEIs*; or



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- 6 months' worth of Course Fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)*; or
- ~~2 months' worth of Course Fees for non-EduTrust-certified PEIs without IWC*.~~

* Delete as appropriate by striking through.

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

3. 4% interest rate of unpaid fees applies for late payments

SCHEDULE B	
Total Fees	

SCHEDULE C MISCELLANEOUS FEES

Type and Purpose of Fees	Amount (without GST, if any) (S\$)
Language Support Programme per semester where applicable: (English as a Second Language)	6,000
IBDP-Aligned Global Future Readiness Experiences United Kingdom (IBDP Yr1) – Visit Westbourne School (UK) and leading universities including Oxford, Cambridge, and Imperial College London, combined with an AI and Future Skills programme Sydney (IBDP Yr2) – Visit Westbourne College Sydney and participate in a STEM project at the UTS Super Lab. Further details will be provided closer to the time of the trip. Estimated costs cover flights, accommodation, and local transportation.	5,000 - 7,000
Local Excursion Trip (per trip)	50 - 200
Extra Curriculum Activities (Eg, Equipment, Coaching fees, instrument hire, etc.)	100 - 300
Graduation Ceremony (per person)	200 - 300
External Examination Fees	1,100
Request of Transcripts (Per Course)	50

*Please note: All Fees and Charges are subject to Annual Review.

3. Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by Westbourne when the need arises.

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SCHEDULE D
REFUND POLICY

% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	If the Contracting Party's written notice of withdrawal is received:
50%	more than eighty five (85) working days before the Course Commencement Date.
0%	on or before, but not more than eighty five (85) working days before the Course Commencement Date.
0%	after, but not more than one (1) working day after the Course Commencement Date.
0%	more than one (1) working day after the Course Commencement Date.

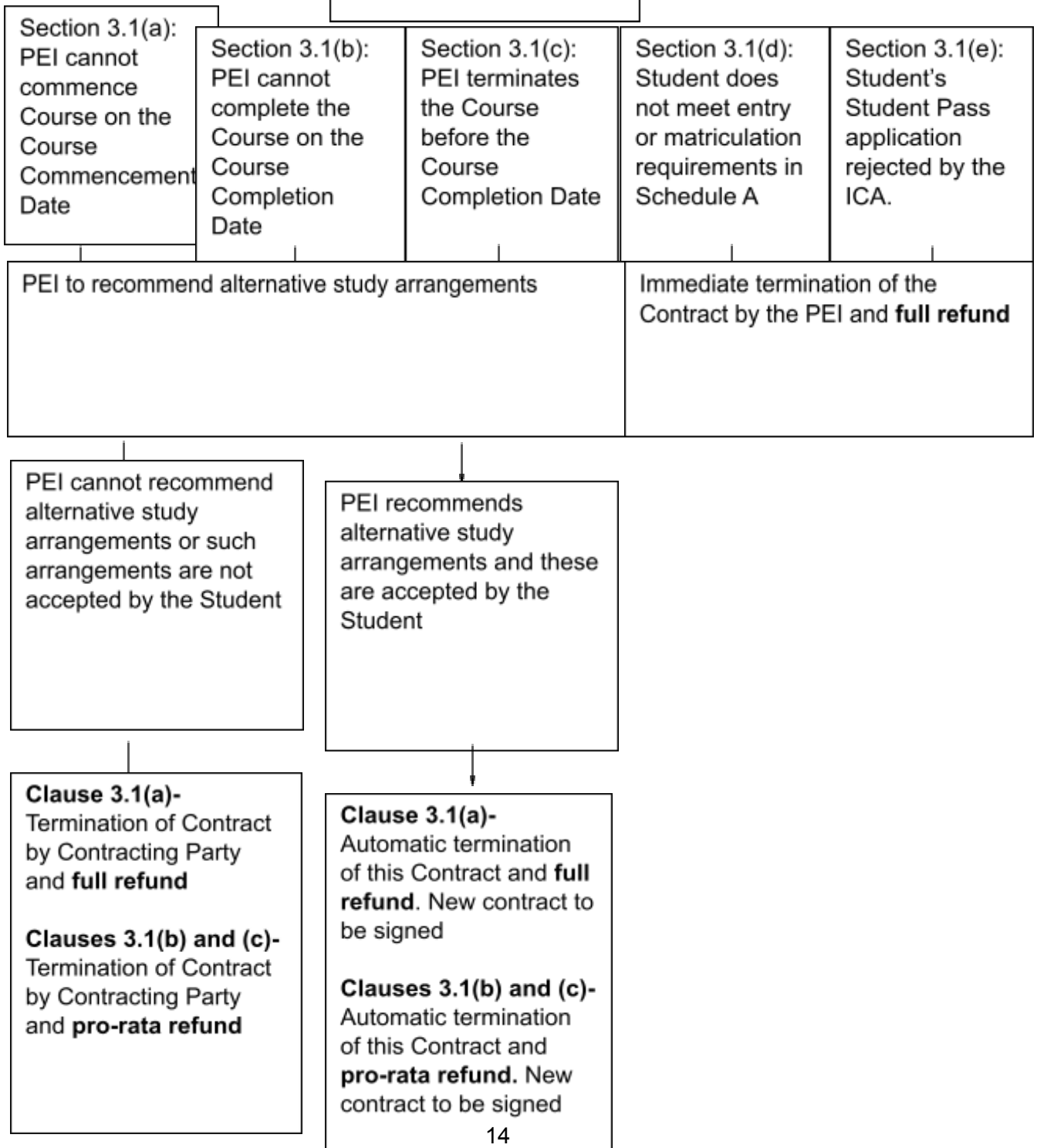


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SCHEDULE E SECTION 3

REFUND EVENTS





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

SIGNED by the PEI

Authorised Signatory of the PEI

Name:

Date:

SIGNED by the Contracting Party

Name of Contracting Party:

Date:



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Annex A - Full list of currently available iGCSE subjects

Subject 1: English First Language

Subject 2: Mathematics (Extended)

Subject 3: Economics

Subject 4: Business Studies

Subject 5: Chinese Language (Optional)

Subject 6: Additional Mathematics (Optional)

Subject 7: Biology (Optional)

Subject 8: Chemistry (Optional)

Subject 9: Computer Science (Optional)

Subject 10: Physics (Optional)

Students are required to have a minimum of 6 examinable subjects.



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Annex B - Calendar

Academic Semester

Semester 1: 05 August 2026 to 11 December 2026

Semester 2: 05 January 2026 to 11 June 2026

Examination Period

End Semester 1 Examination: 23 November 2026 to 04 December 2026

End Semester 2 Examination: 24 May 2027 to 04 June 2027

Public Holidays from August 2026 to August 2027

Westbourne College (Singapore) follows all gazetted public holidays from the Singapore Ministry of Manpower.

National Day:	09 August 2026
Deepavali:	24 November 2026
Christmas Day:	25 December 2026

New Year's Day:	1 January 2027
Chinese New Year:	6 to 7 February 2027
Hari Raya Puasa:	10 March 2027
Good Friday:	26 March 2027
Labour Day:	1 May 2027
Hari Raya Haji:	17 May 2027
Vesak Day:	20 May 2027

Please note that some of the dates in Year 2026/2027 may be updated by the Singapore Ministry of Manpower.

School Holidays (subject to change)

Mid Semester 1 School Holidays: 12 October 2026 to 16 October 2026

Semester-End School Holidays: 14 December 2026 to 04 January 2027

Chinese New Year Holiday: 5 February 2027 to 8 February 2027

Mid Semester 2 School Holidays: 29 March 2027 to 2 April 2027

Summer Holidays: 14 June 2027 to 05 August 2027