



Standard Terms and Conditions

REFERENCE TERMS

- “The School” means German European School Singapore (S72SS0010G)
- “Principal” refers to the Principal of the German European School Singapore who is appointed to have overall responsibility for the School. The Principal may delegate duties as necessary or required.
- “Parent” refers to those who hold parental responsibility for the learner. This may include
 - parents and/or legal guardians.
 - “Student” refers to the child named in the Student Contract
- A school must initiate and respond to changes. The acceptance of a place by Parents is given on the basis that, in the interest of GESS as a whole, reasonable changes may be made from time to time, to these Standard Terms and Conditions. The acceptance of the School Contract indicates acceptance of Standard Terms and Conditions and agreement to abide by GESS Policies. School Fee Schedules and Payment Methods as varied from time to time are part of these Standard Terms and Conditions.

1 SCHOOL FEES

- Tuition fees and development levy for enrolled students are payable for a whole semester in advance. Fees are not refundable in whole or in part. An enrolled student is defined as a student who has already attended school.
- The school fees are in Singapore Dollars, inclusive of the prevailing GST (Goods and Service Tax). All published fees are inclusive of prevailing GST where applicable. The GST rate will be subjected to changes from time to time-based on Singapore government tax rules and regulations. Should the GST rate increase pursuant to the revised Singapore Government tax rules and regulations at any point in time, any resulting difference will automatically be added to the invoice.
- Parents agree to bear all relevant taxes of chargeable fees at the applicable tax rates based on the enforceable Singapore rules and regulations. GESS has the sole discretion to adjust tax rates and computation in the invoices when such rules and regulations are amended by the Singapore government.
- Learning materials and excursion fees are chargeable on an annual basis and are not prorated under any circumstances. These fees are mandatory and are normally invoiced together with tuition fees in the first semester of each academic year.

- Any other miscellaneous fees will be invoiced as and when they occur, or according to the separate arrangements for any special support programs.
- The details of miscellaneous fees can be found in Schedule C of the Student Contract and the school website.
- Settlement of all fees is the responsibility of the signatory of the student contract and any person who has parental responsibility for the student.
- An agreement with a third party to pay any fees or any sum due to the School shall not release parents from any liability under these terms and conditions.
- Parents acknowledge paying invoices on, or before, the due date according to the payment methods published on the website.
- The Principal reserves the right to refuse access to school facilities and lessons to students, whose invoices have not been fully settled. GESS further reserves the right to withhold any school reports or related documents in such cases.
- Failure to pay the invoices on the due date may result in the termination of the student contract. A student will be deemed withdrawn from GESS, without notice, if school fees remain unpaid by the stipulated due date or the published withdrawal deadline, whichever is applicable.
- GESS reserves the right to impose a compound interest charge on overdue invoices at the rate of 8% per annum.
- A GIRO payment option is available for the parent to apply. For new students, the GIRO payment option will become active in the following semester if the GIRO application is approved by the designated banks.
- GIRO payments are deducted by the 15th of each month unless there are unforeseen circumstances such as a technical error on the bank's end. Should the 15th fall on a weekend or a Public Holiday, the deduction will take place on the next working day. If a GIRO payment cannot be processed or is rejected due to insufficient funds, a \$50 admin surcharge will be charged. Any failed GIRO deduction will need to be paid via cheque, online payment, bank transfer, or other payment methods published on the school website within seven days from notice. Failure to settle the amount within seven days may be treated as non-payment of fees and the student contract will be terminated.
- It is at the sole discretion of GESS to determine the timing and the total number of GIRO deductions. Parents acknowledge accepting such arrangements by GESS.
- Any costs/expenses/charges incurred with the enforcement of the school contract and the Standard Terms and Conditions including legal costs, shall be borne by the parents on a full indemnity basis.
- Parents agree to pay the fees and/or cost of any external examination or assessment which a student participates in or is registered to participate in, whether prior to the start of the examination or assessment period or otherwise and whether the student,

in fact, attends the examination or assessment or otherwise. Examination and assessment fees and costs are non-refundable.

- For new families, the refund of the first invoice for new students will follow Clause 2 and Schedule D - Withdrawal Table of the Student Contract, whichever is applicable.

2 WITHDRAWAL AND TERMINATION

- Any withdrawal notification via either email or verbal conversation with teachers or administration staff (including the admissions team) is not considered an official withdrawal. Failure to submit the official withdrawal form by the withdrawal dates will be treated as a late withdrawal.
- Failure to give adequate withdrawal notification within the withdrawal deadlines will result in the fees for the following semester falling due. The percentage of refunds (when the following semester fees are paid) or penalty fees payable to GESS (when the following semester fees are not paid) will follow Schedule D - Withdrawal Table of School Contract.
- Non-payment of any outstanding fees and penalty fees can result in legal action being taken to recover all fees payable to GESS.
- No school reports or recommendations/references or certificates will be provided in case of non-payment.
- In case of requesting temporary withdrawal due to valid reasons, parents or guardians shall submit appropriate supporting documents to school management for assessment. GESS reserves the sole discretion to approve or reject the temporary withdrawal requests. The school fees for the following semesters are payable for the place to be reserved by GESS. The maximum period for temporary withdrawal is one calendar year from the date of approval. Any paid school fees will not be refunded, nor be further deferred if a final withdrawal is submitted, or the students are not able to return within one calendar year from the date of approval.
- In case of new students joining GESS after the withdrawal deadlines and needing to leave GESS within the same first semester, the school fees paid for the first semester are not refundable in any circumstances. Parents shall provide appropriate supporting documents for GESS to assess the reasonableness of leaving. It is at the sole discretion of GESS to determine the penalty of contract termination wherever applicable.
- For students leaving for part of a semester, for example, a student exchange or extended family holiday, there is no need to submit a withdrawal form request. The parents must complete the Application for Leave form in the Parent Portal. There is no proration of school fees for the period that the student will be absent.

3 OTHER

- **Force Majeure:** An event beyond the reasonable control of the parties to this student contract and related documents is referred to below as a “Force Majeure Event” and shall include such events as an act of God, fire, flood, storm, war, riot, civil unrest, an act of terrorism, strikes, industrial disputes, an outbreak of epidemic or pandemic of disease, failure of utility service or transportation. In such cases, the school will not be obliged to refund all or any part of the fees paid to GESS.
- **Compulsory Termination**
 - GESS reserves the right to terminate the Student Contract if the following circumstances arise:
 - a) The student commits a serious breach of school discipline, or a criminal offense as determined as such by the Principal.
 - b) Failure of parents to pay the school invoices on the due date.
 - c) After consultation with a student and/or parent, GESS is of the opinion that by reason of the student’s conduct or progress, the student is unwilling or unable to benefit sufficiently from the education offered by GESS as determined by the Principal.
 - d) A parent has treated the school community members unreasonably and is determined as such by the Principal.
 - For the compulsory termination circumstances in case c) or d) school fees paid to GESS will be refunded on a pro-rated basis.

4 CONSENT TO PARTICIPATE IN SCHOOL ACTIVITIES AND EXCURSIONS TRIPS AND EXCURSIONS

- From time to time, the German European School Singapore arranges single or multiple day trips for its students either in Singapore or to neighbouring countries
- Parents understand that students may be given the opportunity to swim or snorkel under appropriate supervision

5 LOSS OF PROPERTY

Parents understand that neither the School nor the teachers nor the supervisor of a co-curricular activity have any liability or responsibility in the event of loss or damage to personal belongings and that the parents will be responsible for obtaining any insurance cover for such loss or damage.

6 PERSONAL DATA PROTECTION ACT (PDPA)

Parental/Student Consent Clause: The German European School Singapore (GESS) Data Protection Policy sets out how we collect and use personal data about you and your child(ren) so that we can provide the services necessary to your children's education and appropriate to your membership in the GESS community. The policy is written in accordance with the Singapore Personal Data Protection Act (2012). The Data Protection Policy is available on the GESS website and may be amended from time to time. The School will use parent/student data in accordance with the stated policy.

7 BEHAVIOUR AND ATTENDANCE

- All members of the School community, including but not limited to students, parents, staff, and volunteers, are expected to conduct themselves in accordance with the school's values and applicable policies.
- It is an expectation that Parents ensure the student attends each school day, apart from when a student is sick.
- Excluding School approved authorised absences, a minimum of 90% attendance per month during the academic school year is required of the student. This is in accordance with the school's expectations and relevant Singapore Government regulations. Failure to meet these requirements without authorisation may lead to the learner being withdrawn from the School, without refund of fees.
- Students possessing a Student's Pass issued by the Immigration Checkpoint Authority of Singapore, must maintain a minimum of 90% attendance per month during the academic school year. Failure to do so may result in the Student's Pass being cancelled.

8 LEARNING SUPPORT AND ENGLISH LANGUAGE NEEDS

- The School values a strong partnership between the School, the Parents, and the student. If at any time the School has concerns about the student's progress or behaviour, the School will initiate an open dialogue with the Parents on how to best support the student.
- Should the School at any point become concerned about the progress of a student, it will conduct appropriate assessments and/or evaluations to determine whether learning or English language support is needed. Should assessment by an education psychologist be required, this will be at the parent's expense, with full disclosure of the evaluation report made available to the School.
- Failure to have the student assessed or to fully disclose the results of any assessment deemed necessary by the School, or refusal to cover the expenses incurred for such assessments, may, at the sole discretion of the Principal, result in halting the student's participation in school-related activities and/or termination of the student's contract with the School.
- If in the best interest of the Student, the School requires the student to enrol in an English as an Additional Language (EAL) support programme, the Parent consents to enrolment, and any applicable fees.
- Where a Student is enrolled in English as an Additional Language (EAL) support programme and payments are not received by the date specified in the relevant invoice, the student shall be regarded as immediately withdrawn from the School without refund of any fees.
- Should the Principal at any time consider that the School is unable to adequately support or provide for a student's educational needs, Parents will be asked to withdraw the student.
- If it becomes apparent that following admission, information concerning a student has been withheld or falsified, under any circumstances, regarding learning, language, or support needs during the admissions process, it may lead to the removal of the Student from the School without refund of any fees.