

SCHOOL RULES & REGULATIONS / TERMS & CONDITIONS

Student Name: _____ Date: _____

Passport No: _____ Fin No: _____

ATTENDANCE

1. Students must attend classes regularly. Students' pass will be cancelled by the school if attendance is below 90%.
2. Students who have been continuously absent for 7 days without informing the school will have their students' pass cancelled.
3. Students who are 15 minutes late will be marked as late and those who are 30 minutes late will be marked as absent. Three marks of late will be considered as absent.

BEHAVIOUR

1. The school reserves the right to expel a student from a course if the school feels that the continued presence of the student would be harmful to other students or the school. Any refunds made to this student will be at the full discretion of the school.
2. Any case of fighting or drug abuse will be dealt with by the Police.
3. The student undertakes to behave in a proper manner at all times and further agrees to indemnify the school against any damage that he/she may cause to the school's premises and or property.
4. No other languages other than English are allowed to be used inside the classroom.

REGISTRATION

1. Students are specifically enrolled only for the programme stated in the registration form and this enrolment is not transferable to any other student and or any other programme.
2. Students shall attend only classes for which they have specifically registered and will not switch classes. Any requests for the occasional switching of classes should be made to the management.
3. Once registered, a space shall be committed to the student for the duration of the programme and as such the student is liable for the payment of the full programme course fees. The school will not entertain any request for any refunds under any circumstances or whatsoever.

COURSE FEES

1. All fees are to be paid before due date and are neither refundable nor transferable.
2. A surcharge of S\$100 will be charged for late payment.

PROGRAMME

1. The school reserves the right to vary the subjects offered, the time-table, programmes and teaching staff to better serve the students or as may be required.
2. All representations made by school regarding the various programmes are based on information made available by the various examining/governing bodies. While the school shall endeavour always only to provide up-to-date information, the school shall not be held responsible for any changes that these bodies may from time to time make to these programmes.
3. It is further understood that the student shall ensure that he/she fully complies with the entrance requirements of the governing bodies.
4. The school reserves the right to postpone the start of any schedule class (es) by up to 21 days and is not required to give any reasons whatsoever.
5. The school reserves the right to reject, transfer, combine or dissolve a class.

OTHERS

1. The school must be informed if there are any changes in the students' address or telephone number.
2. There will be no lessons during the gazetted public holidays and TEG term holidays.
3. The school shall not be held liable for any damage to students' properties, personal injuries or death as a result of any accidents occurring in the school premises or accommodation premises arranged by the school.
4. The school reserves the right to change any rules and regulations.
5. I am aware and understand the Standard Student Contract.
6. I am aware and understand the Refund Policy of the School.

The above Rules & Regulations, Terms and Conditions have been explained to me and I fully understand and agree to abide by these Rules & Regulations, Terms and Conditions of the School.

Signature of Student

Name:

Date: