



**ROSEMOUNT**  
INTERNATIONAL SCHOOL

## **GENERAL TERMS AND CONDITIONS**

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## 1. Immunisation

Rosemount requires the Student to be immunized as per the prevailing Singapore National Childhood Immunisation Schedule prior to and, where applicable, during his/her enrolment. The Singapore National Childhood Immunisation Schedule can be found on the following website:

[www.nir.hpb.gov.sg/nir/sv/eservices/eservicesv?ACTION=DISPLAY\\_IMMUNSCH](http://www.nir.hpb.gov.sg/nir/sv/eservices/eservicesv?ACTION=DISPLAY_IMMUNSCH).

## 2. Use of Student Work/Photographs and Videos

Parents grant Rosemount an irrevocable and perpetual licence to use students' work, photographs or videos of the student, and other materials for purposes such as publicising or promoting Rosemount and its students' accomplishments.

## 3. After School Hours and Non-School Days

No student is permitted on Rosemount's premises on non-school days, or to remain on Rosemount's premises after dismissal. The only exception is when, with the permission of the School Director, the school grounds are the venue for school or sporting events or Extra Curricular Activities (ECAs), and at which one or more teacher(s) who are employed directly by the school is/are present and supervising the activity. Rosemount will not be liable for any injury to Students or any loss or damage to Student's personal belongings or any unforeseen damages, losses, injuries or circumstances that may result from the Student remaining in Rosemount after school hours or as a result of Student's presence on non-school days outside of the permitted exception referred to above.

## 4. Liability and Insurances

Rosemount shall not be held liable for accidental injury or loss of property. Rosemount is not responsible for the Student's personal property at Rosemount or on the way to or from Rosemount or on any Rosemount sponsored activity.

## 5. Notice

Any notice, request, demand, explanations, advisories, or other communication may be in writing delivered personally or by email and shall be deemed to have been received, subject as otherwise provided in this Agreement, in the case of a letter, when delivered personally or emails at the time of despatch (provided that if the date of despatch is not a business day in the country of the addressee or if the time of despatch is after the close of business in the country of the addressee, it shall be deemed to have been received at the opening of business on the next business day).

## **6. Severability of Provision**

If any provision hereunder or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions hereunder.

## **7. Governing Law And Dispute Resolution**

The General Terms and Conditions shall be governed by, and construed in accordance with the laws of Singapore and parties hereby agree to submit to the non-exclusive jurisdiction of the Singapore Courts.

## **8. International Students (where applicable)**

Any Student's Pass issued is not transferable and will expire upon the Student ceasing to be a student of Rosemount. The Student shall deliver to Rosemount, within seven (7) days of the Student ceasing to be a student, a copy of the Student's passport, Student's Pass, the Student Identity Card and/or any other documentation as may be reasonably requested by Rosemount for cancellation.

## **9. Confidentiality**

The Student consents that Rosemount, its officers and staff may obtain, hold, use and communicate, on a "need-to-know" basis, confidential information which, in their opinion, is material to the safety and welfare of the Student. The Student consents to Rosemount communicating with any other school which the Student has attended, or currently attends or which the Student should attend about any matter concerning the Student or about payment of fees, whether or not the information being passed on is also held in machine readable form. The confidentiality obligation of Rosemount shall not apply to:

- (a) Any information which becomes generally known to the public;
- (b) Any information which is, at the time of disclosure, legally in the possession of the Rosemount; or
- (c) Any information which is required to be disclosed pursuant to any applicable legal requirement or legal process issued by any court or any competent government authority or rules or regulations or policies of any relevant regulatory body.

## **10. Counterparts**

The Student Contract may be executed in one or more counterparts, each of which will be deemed to be an original copy hereof and all of which, when taken together, will be deemed to constitute one and the same document. Each counterpart may be delivered by electronic transmission or facsimile transmission, which transmission shall be deemed delivery of an originally executed document.

## 11. Force Majeure

**11.1** Release from obligations affected by Force Majeure: If by reason of Force Majeure (hereafter defined) Rosemount is rendered unable wholly or in part to perform its obligations, then upon notice in writing of such Force Majeure to the parents as soon as reasonably practicable after the occurrence of the cause relied on, Rosemount shall be released from such obligations to the extent to which they are affected by the circumstances of Force Majeure and for the period during which those circumstances exist.

**11.2** "Force Majeure" herein means any of the following events: a) war, invasion, rebellion, revolution, insurrection or civil war; b) act of Government; c) earthquakes, fire, lightning, storms, floods or any other occurrence caused by the operation of the forces of nature; d) strikes, lockouts, boycotts or labour disputes; e) terrorism, sabotage or arson; f) epidemic or infectious disease; or g) any other event similar to any of the foregoing or any other event beyond the control of Rosemount.

## 12. Fees & Extras

**12.1** Fees: Tuition fees and the Building and Facility (B&F) fee are invoiced for each of the two semesters in an academic year, and are collected one semester in advance. Both the Tuition Fee and the B&F Fee are non-refundable. Student participation costs related to school events and excursions are additional to tuition fee payments and are billed separately at the time the charges are incurred. Rosemount's school fees are reviewed annually and are subject to change.

**12.2** Compulsory Minimum Attendance: Rosemount has minimum compulsory student attendance requirements for each of its levels of education offered at the School. Below is the schedule of attendance options available at each level. These attendance options are reviewed annually and are subject to change.

<b>Attendance Options Available for Each Level</b>	
	<b>Attendance Options</b>
Prep 1	3 Mornings, 5 Mornings, 5 mornings + 2 Afternoons, 5 Mornings + 3 Afternoons, Full Time (5 Full Days)
Prep 2	5 Mornings, 5 mornings + 2 Afternoons, 5 Mornings + 3 Afternoons Full Time (5 Full Days)
Prep 3	5 Mornings + 3 Afternoons, 5 Mornings + 4 Afternoons, Full Time (5 Full Days)
Grade 1	Full Time (5 Full Days)
Grade 2	Full Time (5 Full Days)

**12.3** Late payment: Rosemount will impose a late payment fee on any school fee payments that are not received by the due date/date indicated on invoices as per the schedule that follows:

<b>Number of Days Payment is Overdue</b>	<b>% Chargeable</b>
1- 30 days overdue	2% on all outstanding fees
31- 60 days overdue	4% on all outstanding fees
61 days or more overdue	5% on all outstanding fees

**12.4** Automatic withdrawal upon non-payment of fees: A student will be deemed withdrawn from Rosemount without notice if fees for the Semester and following Semester remain unpaid by the due date indicated on the Student's invoice.

**12.5** All fees paid to the school including but not limited to: Tuition Fees, Building and Facility Fees. Miscellaneous Fees, Application Fee, Enrolment Fee etc. are non-refundable in any and all circumstances.

**12.6** To withdraw from Rosemount two months written notice in writing, must be given to the Accounts Department prior to the leaving date. Failure to give notice will result in the forfeiture of the refundable deposit. Notice is not deemed to be given until confirmation has been received, and acknowledged, by the School's Accounts Department. Notice must be given in writing, and be acknowledged, by the Admissions Department. No other confirmation – written or otherwise – will suffice. In the event that the withdrawal is not made in Rosemount's prescribed format, Rosemount shall at its absolute discretion have the right to reject any such withdrawals.

**12.7** If a family is eligible for a deposit as per Clause 12.6 then Rosemount will refund on the student's last day of School the deposit holding held less any outstanding fees and applicable bank and administrative charges owed to the School.

**12.8** A student will be deemed withdrawn from Rosemount without notice for the forth-coming academic year if a confirmation of re-enrollment form for the forth-coming academic year has not been submitted to, and acknowledged by, the School Accounts Department by the due date indicated in the form.

### **13. Contact Details**

**13.1** Every international student is required to provide the particulars of his/her Legal Guardian to the school for contact purposes. The Legal Guardian should be above eighteen (18) years old to whom the student's custody and care has been delegated to in writing by the parent of the international student. The Student is required to report any change in guardianship to the school immediately. If the Student does not speak English or is not literate in English, then an English-speaking primary contact ("Primary Contact") who is literate in English and is above eighteen (18) years old should be appointed by the Student, Parent or Legal Guardian for the purpose of school communications. Rosemount shall be entitled to assume that any instruction, consent or any other communications made by the Primary Contact is expressly authorized by the Student and/or the Student's Parent or Legal Guardian and hold Rosemount harmless in respect of any action or omission taken by Rosemount on the instructions of the Primary Contact.

**13.2** The Primary Contact shall at all times be responsible for:

- (a) Explaining (and will be deemed to have explained) the contents of the Application for Admission, the Student Contract, the terms found in the Parent Handbook and Rosemount's rules and regulations, policies and codes of conduct to the Student;
- (b) Reading and explaining to the Student Rosemount's weekly e-bulletins or any other e-notifications sent;
- (c) Ensuring that the Student updates Rosemount of (i) any change in contact details (including but not limited to, email address, phone number/s and home/correspondence address) and (ii) any change in the Student's residency status/and or citizenship.