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Private Education Institution-Student Contract

Student Contract 2026-2027 (CZ-A1)

This contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

***This Contract is made between:**

German European School Singapore

PEI Registration number: S72SS0010G

AND

Student:

Identification number:

Section:

Grade:

Academic year:

Parent/Guardian:

Parent/Guardian passport or FIN/NRIC number (please enter below):



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1. COURSE INFORMATION AND FEES

1.1 GESS will deliver the Course as set out in **Schedule A** to the Student, towards conferment of the stated qualification upon successful Course completion. Please refer to the school's website for the latest update on **Schedule A**. This information is updated on an annual basis.

1.2 GESS confirms that the Course and its content have been permitted by SkillsFuture Singapore Agency (SSG) and other relevant authorities in the Republic of Singapore or the Federal Republic of Germany, as may be relevant:

- a) The German section of GESS offers a German curriculum that is accredited by the Standing Conference of the Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany ("Kultusministerkonferenz" or in short "KMK") of the Federal Republic of Germany.
- b) The European section of GESS offers PYP/MYP/DP/CP curriculum that is accredited by the International Baccalaureate.
- c) Students are enrolled at GESS on a full-time basis for each school year which runs for twelve (12) months, including school holidays.
- d) Details of the current school year are outlined in Schedule A.
- e) GESS further confirms that it has verified that the Student has met the Grade Level entry requirement(s) prior to signing this Agreement.

1.3 The school fees and miscellaneous fees payable are set out in Schedule B. Fees are reviewed annually and are confirmed before the start of the next school year.

1.4 GESS considers payment made after the scheduled due date(s) in Schedule B, point 2, as late. GESS will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).

2. REFUND POLICY

2.1 Refund for Withdrawal Due to Non-Delivery of Course: GESS shall inform the Student immediately within three (3) working days if

- i. It does not commence the Course on the Course Commencement Date;
- ii. It terminates the Course before the Course Commencement Date;
- iii. It does not complete the Course by the Course Completion Date;
- iv. It terminates the Course before the Course Completion Date;
- v. It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by SSG; or
- vi. The Student's Pass application is rejected by the Immigration and Checkpoint Authority (ICA)



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vii. For students who are Singapore citizens, approval has not been received from the Ministry of Education (MOE)

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees, Miscellaneous Fees and Enrolment Fee already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

2.2 Refund for Withdrawal Due to Other Reasons: If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, GESS will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

2.3 Refund During Cooling-Off Period: GESS will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties. The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to GESS within the cooling-off period, regardless of whether the Student has started the course or not.

3. ADDITIONAL INFORMATION

3.1 The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.

3.2 If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.

3.3 If the Student and GESS cannot settle a dispute using the way arranged by GESS, the Student and GESS may refer the dispute to the Private Education Mediation-Arbitration Scheme (<https://www.ssg.gov.sg/resources/pei/dispute-resolution>)

3.4 GESS will collect, use and disclose personal data relating to the Student in accordance with the Singapore Personal Data Protection Act (PDPA) and the GESS Data Protection Policy. Such personal data may be disclosed to GESS staff, affiliated organisations, service providers, examination bodies and relevant authorities where necessary for educational, administrative, operational or legal purposes, or as otherwise permitted or required under applicable law.

3.5 Any agreement other than this Contract is invalid if it is administered without the written permission of SSG. If there is any other agreement between GESS and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.

3.6 If the Student or GESS does not exercise or delay exercising any right granted by this Contract, the Student and GESS will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.

3.7 GESS terms and conditions form part of the PEI-Student Contract and form the basis of a legal contract for education services.



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4. ACKNOWLEDGEMENT

ACKNOWLEDGEMENT OF SCHOOL POLICIES AND REGULATIONS

We the undersigned request the enrolment of our child in accordance with the terms, conditions, policies and school rules of the German European School Singapore.

By signing this contract, we hereby confirm that we agree to abide by the terms, conditions, policies and the school rules of the German European School Singapore and where appropriate make our child aware of the content. School policies can be viewed in [the policy library](#).

I acknowledge and accept.



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SCHEDULE A - SCHOOL CALENDAR 2026/27

A detailed version of the school calendar can be [viewed here](#). Below is a summary of the main school dates:

Semester 1 - 17 August 2026 to 22 January 2027

Semester 2 - 25 January 2027 to 24 June 2027

Mid-Term Break - 19 October 2026 to 26 October 2026

End of Year Holiday - 21 December 2026 to 8 January 2027

Lunar New Year Break - 8 February 2027 to 12 February 2027

Mid-Term Break - 29 March 2027 to 12 April 2027

Summer Break - commences 25 June 2027



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SCHEDULE B - SCHOOL FEES STRUCTURE

The published school fees structure is applicable to all students for the academic year 2026/2027. Fees are reviewed annually and are confirmed before the start of the next school year. All published fees are quoted in Singapore dollars and inclusive of prevailing Good and Services Tax (“GST”), where applicable.

Pre-School Section		
	Pre-Kindergarten	Kindergarten 1 and 2 Pre-Primary
Entrance fees ¹	3950	3950
Tuition fees per year	29375 (3 half-days + 2 full-days) 33860 (5 full-days)	33860
Development Levy ² per year	6130	6130
Learning materials & excursion fees ³ per year	335	335

German Section			
	Primary School (Grade 1- 4)	Secondary School I (Grade 5 - 9)	Secondary School II (Grade 10 -12)
Entrance fees ¹	3950	3950	3950
Tuition fees per year	28855	32440	35080
Development Levy ² per year	6130	6130	6130
Learning materials & excursion fees ³ per year	335 (plus see Schedule C for grades 3-4)	335 (grade 5 only plus see Schedule C for grades 5-9)	See Schedule C

IB European Section			
	Primary School (Grade 1 - 5)	Middle School (Grade 6 - 10)	Diploma Programme (Grade 11 - 12)
Entrance fees ¹	3950	3950	3950
Tuition fees per year	35770	40545	43990
Development Levy ² per year	6130	6130	6130
Learning materials & excursion fees ³ per year	335 (plus see Schedule C for grades 3-5)	See Schedule C	See Schedule C

¹ Entrance fees consist of an enrolment fee of 3550 SGD and non-refundable application fee of 400 SGD.

² First year only, from second year onwards and for the third child onwards, it is reduced by 50% of the published rate

³ Learning materials & excursion fees are chargeable annually.



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TUITION FEES

1. Tuition fees and development levy will be invoiced twice yearly. Any other charges (including but not limited to special support programs, examinations fees, etc.) will be invoiced as and when they occur, or according to the separate arrangements when such charges become due for payments.
2. Invoices are due for payment within 30 days from the invoice date, except for the first invoice for new students which is due within 14 days of the date of invoice.
3. Tuition fees for enrolled students are payable for a whole semester in advance. Please see Schedule D for details of the refund table.

FIRST INVOICE (NEW STUDENTS ONLY)

4. The first invoice which includes enrolment fee, tuition fees, development levy and materials fees, is required to be paid within 14 days of the invoice date.
5. Where payment of the first invoice is not made within 14 days of the invoice, the place may be forfeited and offered to the next student on the waiting list.

APPLICATION FEE

6. An application fee payment is required upon submission of the application form. The application fee is non-refundable under any circumstances. An invoice for the application fee will not be issued in advance, however, a receipt under the parent(s)'s name(s) can be provided upon request.

ENROLMENT FEE

7. An enrolment fee is required to be paid within 14 days of the first invoice sending date to confirm the space in the grade for new students.
8. An enrolment may be deferred once, up to a maximum of the start of the following school year. After this date, a new application will need to be submitted, including any prevailing application and enrolment fee payments.
9. Students that leave GESS and return within 3 years from the leaving date are not required to pay the enrolment fee payment again unless the fee was not previously paid. Students returning to GESS after 3 years from the last day at school, known as the leaving date, are required to pay the full entrance fee payment.

ENROLMENT DURING A SCHOOL YEAR

When a student enrolls during the school year, a proportional tuition fee shall be payable, calculated as per the table below:

Enrolment in:	Share of annual tuition fee payable:
August/September	100%
October	85%
November/December	75%
January	60%
February/March	50%
April	35%
May/June	25%



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SCHEDULE C - MISCELLANEOUS FEES

German Section		
Learning/ Language Support - Regular	2945	Per semester
Learning/ Language Support - Intensive	5890	Per semester
Lernwerkstatt (Grade 6 to Grade 12)	460	Per semester - 45 minutes per week
Lernwerkstatt (Grade 6 to Grade 12)	615	Per semester - 60 minutes per week
Lernwerkstatt (Grade 6 to Grade 12)	920	Per semester - 90 minutes per week
Wind Programme	750	Per year
Erweitertes Nachmittagsprogramm (ENP) Per semester		
Grade 1	1740	Mon, Thurs, Fri
Grade 2	1160	Mon, Fri
Grade 3	580	Tues
Grade 1- 5	580	Wed (Additional day)
European / IB Section		
English as an Additional Language (EAL) Support - Regular	3090	Per semester
English as an Additional Language (EAL) Support - Intensive	6180	Per semester
Learning Support - Regular	2945	Per semester
Learning Support - Intensive	5890	Per semester
Pamoja for IB Diploma*	Estimated 2245	Per course, per year
Examination Fees IB Diploma / Careers Programme*	Estimated 1120	Per subject
IB Diploma Exam Retake Fee*	Estimated 385	Per subject
Wind Programme	750	Per year
Miscellaneous Charges (if applicable)		
Late payment fee	Compound interest charge on overdue invoice at the rate of 8% per annum	
CCA/LEP subscriptions	280-450	Per semester, per activity
Enrichment Week Trip Fees* (compulsory)		
Grade	European Section	German Section
3	350-450	350-450
4	650 -750	650 -750
5	800-950	800-950
6	1000-1600	1000-1600
7	1000-1600	1000-1600
8	1000-1600	1000-1600
9	300-2500	1000-1600
10	300-2500	1800-2000
11	300-2500	--
12	300-2500	1600-1800

* The external course registration, examination and assessment fees are approximate and will be confirmed based on actual prices during the school year of AY 2026/2027. The fees for enrichment week are based on estimates and actual confirmed fees will be notified by the relevant academic departments.



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SCHEDULE D - REFUND TABLE

REFUND OF FIRST INVOICE FEES FOR NEW STUDENTS

A new student is defined as a student who has never studied at GESS before or a returning student who has not studied at GESS in the previous semester.

Where a family informs the School of the cancellation of enrolment, the following refund schedule will be implemented, excluding the mandatory legal cooling off period as defined in 2.3:

Notice period	Refund amount
90 days before the student's start date	50% of the first invoice amount (enrolment fee, tuition fees and material fee)
0-89 days before the student's start date	0% of the first invoice amount (enrolment fee, tuition fees and material fee)

Where a new student has not obtained the required immigration pass to start school and where the School is not responsible for the immigration pass delay, no refund of fees will be provided.

Deferment of the student's start date due to a delay in moving to Singapore follows the refund schedule as defined in the above table.

TUITION FEES PAYABLE AND WITHDRAWAL NOTICE PERIOD FOR EXISTING STUDENTS

Notice of withdrawal from GESS must be submitted to the school via the official withdrawal form in Parent Portal, not later than **15th October for students not continuing to semester 2 and 31st March for students not continuing to semester 1 of the following school year.** The same withdrawal timelines apply to the students who plan to leave partially in the next semester.

All withdrawal form submissions are considered final. There is no provision for pending or unconfirmed withdrawal requests. Any mention of a pending or unconfirmed withdrawal request in the withdrawal form will be ignored. A student's place in the grade will be released immediately upon reception of the withdrawal form.

Where applicable, the refund of the following semester's school fee payment will be processed after the semester has finished.

Semester 2 withdrawal

Withdrawal request received	% of semester 2 school fees payable	% of semester 2 fee payment refunded
On or before 15 th October	0%	100%
On or before 15 th November	50%	50%
On or before 1 st December	75%	25%
After 1 st December	100%	0%



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Semester 1 withdrawal

Withdrawal request received	% of semester 1 school fees payable	% of semester 1 fee payment refunded
On or before 31 st March	0%	100%
On or before 30 th April	50%	50%
On or before 1 st June	75%	25%
After 1 st June	100%	0%

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

Signed by GESS authorised signatory

Christiane Kübler

Principal

AND

Parent Name / Signature