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LETTER OF OFFER

per e-mail

On behalf of the GESS community, I would like to welcome your family to our school and community. This letter of offer confirms the offer of enrolment with the placement details below:

Student:

Curriculum section:

Grade:

Language option (if applicable):

Start date:

Notes or conditions (if applicable):

The offer of a place is conditional on the following conditions being completed:

- 1) Approved immigration status or Singapore citizenship for the student¹
- 2) Signing of the student contract within 3 days of receipt of the letter of offer
- 3) Payment of the school fees invoice by the payment due date²

I look forward to welcoming you and your family into the GESS community.

Yours sincerely,

Stefan Pauli
Principal

I accept the offer of a place at GESS with the conditions stated in the document



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Please take note of the general points below as well as the terms and conditions referenced in the proceeding student contract.

¹ Please ensure the school has a digital copy of the front and back of the student's FIN / NRIC card or Singapore birth certificate or In-Principal Approval (IPA) letter before the first day of school.

² The payment due date of first school invoice is 14 days. Students will not be able to start school until payment has been received or proof of payment has been sent.

³ Progression from any grade and continuing enrolment, including Preschool to Primary, is subject to academic director approval.

⁴ English as an Additional Language (EAL) support for International Baccalaureate (IB) grades 1 - 8

Students that are evaluated by the school as needing English as an Additional Language (EAL) support will be enrolled into the programme and an additional fee is chargeable for the programme. Failure to pay the support programme fee will result in the student being unenrolled from the school.

⁵ International Baccalaureate (IB) grades 6 - 12

Please note that continuing enrolment at GESS and progression to the next grade is dependent upon maintaining an average overall grade of four or above across all the subjects taken, with no single subject grade falling below a four.

Decisions regarding suitability for progression rest with the academic directors. In such cases where there are concerns regarding a student's attainment or attendance, parents would be notified by the relevant academic director directly.



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Private Education Institution-Student Contract

Student Contract 2024-2025 (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

CPE Registration number: N05-01-443

UEN: S72SS0010G

AND

Student:

Identification number:

Section:

Grade:

Academic year:

Parent/Guardian:

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

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 the Committee for Private Education (CPE) 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 German curriculum that is accredited 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 by 31 December each year for the next school year.

1.4 GESS considers payment made after the scheduled due date(s) in Schedule B, point 4 and 5, 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 CPE; or
- vi. The Student's Pass application is rejected by the Immigration and Checkpoint Authority (ICA)

vii. For students that are Singapore citizens, approval has not been received by 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 CPE Mediation-Arbitration Scheme (<https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html>).

3.4 All information given by the Student to GESS will not be given by GESS to anyone else, unless the Student signs in writing that he/she agrees or unless GESS is allowed to give the information by law.

3.5 Any agreement other than this Contract is invalid if it is administered without the written permission of CPE. 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 the 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

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

Semester 1 12 August 2024 to 24 January 2025

Semester 2 03 February 2025 to 19 June 2025

Mid-term break 14 to 18 October 2024

End of year holiday 13 December 2024 to 3 January 2025

Chinese New Year break 27 to 31 January 2025

Mid-term break 7 to 17 April 2025

Summer break 20 June to 10 August 2025



SCHEDULE B - SCHOOL FEES STRUCTURE

The published school fee structure is applicable to all students for academic year 2024/2025. Fees are reviewed annually and are confirmed by the 31 December each year for the next school year. All published fees are in Singapore Dollars and inclusive of prevailing GST (Goods and Services Tax), where applicable.

Pre-School Section		
	Pre-Kindergarten Kindergarten	Pre-Primary
Entrance fees ¹	3950	3950
Tuition fees per year	26665 (3 half-days + 2 full-days) 30735 (5 full-days)	30735 (5 full-days)
Development Levy ² per year	6130	6130
Learning materials & excursion fees ³ per year	250	250

German Section			
	Primary School (Grade EST - 4)	Secondary School I (Grade 5 - 9)	Secondary School II (Grade 10 - 12)
Entrance fees ¹	3950	3950	3950
Tuition fees per year	25825	29030	31395
Development Levy ² per year	6130	6130	6130
Learning materials & excursion fees ³ per year	300 (plus see Schedule C for grades 3-5)	300 (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	32625	36985	40125
Development Levy ² per year	6130	6130	6130
Learning materials & excursion fees ³ per year	300 (plus see Schedule C for grades 3-5)	See Schedule C	See Schedule C

¹ Entrance fees consist of an enrolment fee of 3750 and non-refundable application fee of 200. Enrolment fee payment is valid for a maximum of 3 years from payment received date.

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.



TUITION FEES

1. Tuition fees and development levy will be invoiced twice yearly. Any other charges (special support program, examinations fees, etc.) will be invoiced as and when they occur, or according to the separate arrangements for any special support programs.
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 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.

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. Enrolment fee payment is valid for a maximum of 3 years from the enrolment fee payment received date.
9. Applications may be deferred up to maximum of 3 years from the enrolment fee payment received date. After this date, a new enrolment fee payment will be required.
10. 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%



SCHEDULE C - MISCELLANEOUS FEES

German Section		
German Language Support	2945	Per semester - Two weekly lessons in a small group or 1 individual weekly lesson
German Learning Support - Regular	2945	Per semester
German Learning 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	1530	Per year
Wind Programme Refundable Deposit	250	Per year
Erweitertes Nachmittagsprogramm (ENP) Per semester		
Grade EST - 1	1740	Mon, Thurs, Fri
Grade 2	1160	Mon, Fri
Grade 3	580	Tues
Grade EST - 5	580	Wed (Additional day)
European / IB Section		
English as an Additional Language (EAL) Support - Regular	2945	Per semester - up to 4 lessons per week
English as an Additional Language (EAL) Support - Intensive	5890	Per semester - up to 8 lessons per week
Learning Support - Regular	2945	Per semester
Learning Support - Intensive	5890	Per semester
Pamoja for IB Diploma*	Estimated 1840	Per course, per year
MYP/PP eAssessment*	Estimated 95	Per subject
Examination Fees IB Diploma / Careers Programme*	Estimated 900	Per subject
IB Diploma Exam Retake Fee*	Estimated 385	Per subject
Language Assessment Fee	220	Per test
Wind Programme	1530	Per year
Wind Programme Refundable Deposit	250	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	300	Per semester, per activity
Enrichment Week Trip Fees* (compulsory)		
Grade	European Section	German Section
3	400	
4	500	
5	700	
6	1000	
7	1200	
8	1200	
9	1200	
10	2000	
11	500	
12	500	2000

*Costs of external course registration, examination and assessment fees are approximate and will be confirmed based on actual costs during the school year of AY 2024/2025. The costs of class trips, enrichment week and overnight excursions are estimates and actual costs will be notified by the relevant departments at the appropriate time in the school year.

I have read and understand schedules B and C, including late payment fee charges.

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.**

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 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%

I have read and agree to the withdrawal deadline dates and procedures stated above.

I agree to the [terms and conditions](#) of the German European School Singapore

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

Signed by GESS authorized signatory

Stefan Pauli

Principal

AND

Parent Name / Signature