

15 October 2024

RE: STUDENT CONTRACT SIGNING & PAYMENT OF COURSE FEES FOR 2025 ACADEMIC YEAR (SECONDARY SCHOOL)

Dear Parent/Guardian,

Thank you for submitting the application for enrolment for the 2025 academic year with San Yu Adventist School (SYAS). We are pleased to share the latest updates:

1. SYAS is offering the signing of the 2025 student contract (**eContract**) **electronically via DocuSign** during the preferential period. We will no longer be printing the student contract for all returning students. With this move towards digitalisation, you will be able to save time, besides being able to read through the student contract in the comfort of your own home.
2. The student contract has been revised to reflect the changes made by SkillsFuture Singapore (SSG). The key update to the revised contract is the revision of the “Cooling-Off Period” to 10 calendar days. If you are interested to know more, please refer to SSG for more information.

To sign an **eContract** with SYAS, please complete the following instructions:

1. Read, understand and acknowledge the statement of understanding (terms and conditions) for Electronic Contract (**eContract**) signing via DocuSign (**Annex A**).
2. Submit the email address of the student and the Contracting Party (refers to the parent/guardian who is appointed to sign the student contract) via this QR code.



Should you need assistance with the **eContract** signing during the preferential period, please book an appointment with us at 6256 6840, extension 101, or WhatsApp us at +65 8878 5008. Prior clarification is strongly encouraged so as to ensure a smooth **eContract** signing and enrolment process.

The preferential period for contract signing and course fee payment for Secondary school is listed in the table below.

| Preferential Period for Student Contract Signing and Course Fees Payment | |
|--|--|
| Secondary school | |
| 04 to 08 November 2024 (Monday to Friday) | |

Important note

- The eContract will be emailed to the respective signatories via DocuSign periodically during the week of the preferential period. The deadline to complete the signing of the student contract and payment of the fees is **7 calendar days** from the day the student contract is emailed.
- Upon signing the student contract, full payment must be received for the student enrolment to be completed. If the full payment is not received by the due date mentioned in the student contract, SYAS reserves the right to cancel the student contract.
- If the student contract signing is not completed and the full payment of the fees is not received, the school will release all the remaining vacancies to new applicants. We will not be able to reserve any place for returning students after the preferential period. Students are still welcome to register thereafter, subject to availability.

Please refer to the SYAS website at <https://syas.edu.sg/pages/application-for-econtract-signing-for-current-students> for more information. We look forward to a smooth and successful eContract signing process for you and your child/ward.

Thank you.

Yours sincerely,



SAN YU ADVENTIST SCHOOL LTD
SYAS
三育中小学

Theresa Ang
Assistant Registrar

ANNEX A

For Electronic Contract (eContract) Signing via DocuSign

Dear parent/guardian, it is important that you understand the following for the eContract signing via DocuSign.

Statement of Understanding (Terms and Conditions)

1. Review of Contract:

It is the responsibility of the Parent/Guardian and Student to review and understand the content of the Student Contract before signing, with particular attention to the Withdrawal and Refund Clause. Please refer to the school's website at www.syas.edu.sg for the sample of the Advisory Note to Students and SYAS-PEI Student Contract.

2. Authentication of the Contracting Party:

The Contracting Party (the registered primary contact parent/appointed guardian) for the DocuSign eContract must be **authenticated through the email provided** to SYAS, as this email is used to verify the signer's identity. Therefore, the signer (parent/guardian) must:

- a. Ensure that an accurate email is provided for this electronic contract signing purpose.
- b. Understand that when it comes to any transaction, Singapore's contract law states that any contract is considered legally binding if the parties have clearly and willingly agreed, whether the agreement may be verbal, on paper or digital.

3. Access and Signing of the eContract:

The Contracting Parties (the registered primary contact parent/appointed guardian and SYAS representative) for the DocuSign eContract will receive an email with access to the 2025 student contract, which will be sent periodically during the week of the preferential contract signing period. The signer can follow the instructions to sign the contract electronically via the DocuSign service. The deadline to complete the signing of the contract and payment of fees is **seven calendar days** from the date the eContract is emailed.

4. Payment of Fees:

In the event that the full payment of fees stipulated in the student contract is not received by the payment due date mentioned, SYAS reserves the right to invalidate the student contract and release the vacancies.

5. Fee Payment through Flywire

SYAS has partnered with Flywire to provide you with an easy and secure method of paying your fees. Once the student contract is signed and confirmed by all parties (parent/guardian and SYAS representative), you must log in to the SYAS student portal to access the payment link. **DO NOT** make any transfer of fees before the student contract is signed and confirmed. *Disclaimer: Please note that the school will not provide any payment links through any form of communication other than the SYAS student portal.*