



*Celebrating 45 Years*

## DCIS Student Contracts and Enrolment Documents DocuSign Announcement

June 2017

Dear DCIS Parents and Guardians,

Dover Court International School recently adopted a web-based service so you can sign your documents electronically. We adopted this service to make it easier for you to initially complete the CPE required Student Contract and enrolment forms with us. Over time, we are planning to use this service to process other enrolment data for the school. This service is provided by our vendor, [DocuSign](#).

For your background, we have provided some information below to help answer any questions you may have on this electronic signature process.

### Features and Benefits of Electronic Signature

DocuSign is trusted by more than 100,000 companies and more than 50 million users in 188 countries.

- Agreement(s) can be signed electronically, saving you the hassle of printing, faxing, and mailing paper documents
- Signing electronically is intuitive as you are taken through a step-by-step guided user experience
- Sign anywhere, anytime, on any device (e.g. mobile phone, tablet, laptop, PC) - only a web browser and email are needed to sign

### Security & Privacy

DocuSign's top priority is the security and privacy of customer and user information, documents, and data. DocuSign provides:

- The highest level of security and assurance as the only digital transaction management (DTM) company to be both ISO 27001 certified and SSAE 16 certified
- Industry-leading data confidentiality with application level AES 256 bit encryption
- Anti-tampering controls that protect the integrity of customer documents, both in process and completed

### Legal Compliance

Contracts signed using enterprise-level electronic signature processes like DocuSign are completely secure and deliver a rigorous, legally enforceable audit trail of who signed what, when and where. DocuSign's comprehensive eSigning process is fully compliant with all relevant legislation and guidelines.

To learn more about why consumers and organizations of every size, industry and geography trust DocuSign, visit the [DocuSign Trust Center](#).

### How will DocuSign Work at DCIS?

We are planning to send a detailed communication as we launch the DocuSign process later in June. However, essentially our plan is for the Admissions and Compliance team to forward the new CPE required Student Contract and supporting documents through DocuSign to the parents of all enrolled students by the end of June.



**Please note:** The documents will be sent to the parent registered on the DCIS Application Form and school database as Parent 1 as only one parent is required to sign the contract. Parent 1 will be able to easily access, sign and return the documents by 1<sup>st</sup> August 2017. Parent 1 will also be able to create a DocuSign cloud based account where every document they have signed and sent will be stored for their reference and use.

Please do bear with us as we launch the CPE Student Contracts and enrolment documents with DocuSign. We see as a great advancement and a positive move for our school towards a more streamlined and less paper based process.

Should you have any questions, please do not hesitate to contact our Admissions and Compliance team at [studentcontracts@dovercourt.edu.sg](mailto:studentcontracts@dovercourt.edu.sg)

Kind regards,



Christopher Short  
Principal