

Quayside Isle Preparatory School Application Procedure and Fee Structure

2018 - 2019 Academic Year

All parents are requested to note that admission and enrolment to Quayside Isle Preparatory School ("QUIPS") are subject to the conditions set out below.

Parents are asked to **sign the relevant section of the application form** in recognition of their acceptance of these conditions.

Should you have any questions regarding this information, please do not hesitate to contact Admissions via email info@quips.edu.sg or call 6235-7527.

The "Course Fee" is inclusive of tuition, books, **Field Trip Admissions & Transportation** (for Pre-K onwards) and all classroom materials.

The school reserves the right to revise its fee at any time as it sees fit.

Course Fees for the Academic year 2018 – 2019

Class	School Fees (Per Term)	Field Trips (Per Term)	GST (7%)	Total (incl. GST)	Approx. Monthly Fee
Toddler's Program 2 - 3 years 9.00 am – 12.00 pm (for Term 1)*	\$4950	n/a	\$346.50	\$5296.50	\$1765.5 (after GST)
9.00 am – 2 pm (for Terms 2-4)*	\$5500		\$385	\$5885	\$1961.67
Pre-Kindergarten 3 - 4 years 9.00 am – 2.00 pm	\$5750	Field Trip fees included	\$402.50	\$6152.50	\$2050.83 (after GST)
Kindergarten 1 4 - 5 years 9.00 am – 2.00 pm	\$6050	Field Trip fees included	\$423.50	\$6473.50	\$2157.83 (after GST)
Kindergarten 2 5 - 6 years 9.15 am – 2.15 pm	\$6050	Field Trip fees included	\$423.50	\$6473.50	\$2157.83 (after GST)
Year 1 6 – 7 years 9.15 am -3.15 pm	\$6400	Field Trip fees included	\$448	\$6848	\$2282.67 (after GST)

* For Toddler Program, 9 am – 12 pm option for the whole year is only available for 2018-2019 enrolled students (on 'first come first enrol' basis).

* Fees are payable in advance of admission to the school and subsequently in advance of each term.

* All fees are subject to GST (Government tax), currently at 7%.

* Where a student withdraws part-way through a term, there will be no refund or part payment of fees allowed (where the Diplomatic clause does not apply).



DUE DATES OF FEES

All fees are payable according to the following schedule. School fees are billed on a termly basis. QUIPS has 4 terms a year.

4 payment terms in the course year 2018 - 2019

Term 1 Fees due by: 18 May, 2018	(Term 1: 13 August, 2018 to 12 October, 2018)
Term 2 Fees due by: 14 September, 2018	(Term 2: 22 October, 2018 to 14 December, 2018)
Term 3 Fees due by: 13 November, 2018	(Term 3: 7 January, 2019 to 15 March, 2019)
Term 4 Fees due by: 4 February, 2019	(Term 4: 1 April, 2019 to 7 June, 2019)

Term 1, 2019 - 2020 course year: Currently enrolled students payment due date: 17 May, 2019

WITHDRAWAL DATES from SUBSEQUENT TERM

Term 1 Withdrawal date: 11 June, 2018	(Term 1: 13 August, 2018 to 12 October, 2018)
Term 2 Withdrawal date: 24 September, 2018	(Term 2: 22 October, 2018 to 14 December, 2018)
Term 3 Withdrawal date: 3 December, 2018	(Term 3: 7 January, 2019 to 15 March, 2019)
Term 4 Withdrawal date: 4 March, 2019	(Term 4: 1 April, 2019 to 7 June, 2019)

Withdrawal date from Term 1, 2019 - 2020 Academic year: 10 June 2019

SIBLING DISCOUNT

A 5% discount will apply for the second child enrolled (and all other children subsequently enrolled) and is applied to "course fee" **only prior to GST**.

The sibling discount does not apply to any other fees.



REFUND OF SCHOOL FEES

Where notice of withdrawal is given by the Withdrawal Deadline the subsequent Term Fees, less any amounts which are due and payable to the School, will be returned in full (without interest).

Where notice of withdrawal is not given in accordance with the deadline, an amount equivalent to 50% (only applicable to Term 1 Fees) or 100% of the fee plus GST will be retained by the School as liquidated damages to the School as a consequence of the failure by the parent to give a Notice of Withdrawal in accordance with the School's requirements.

The refund of all or any part of the Term Fees will be made as soon as practicable after it has become due to the individual(s), company or organization by whom it was paid to the School, unless that party notifies the School, in writing, that the refund is to be made to a named parent of the child or to that parent's representative.

School fees will NOT be pro-rated/ reduced for non-attendance, regardless of reasons given, including medical reasons. It is advisable that parents plan family trips during school holidays to avoid missing classes.

Term fees will NOT be pro-rated in the event of prolonged trips regardless of reasons given. The Admissions Fee is non-refundable. These fees cannot be transferred to another student.

The refund will be made according to the schedule stipulated below:

Refund Schedule

Refund Schedule for the 2018 – 2019 Academic Year is as follows

<i>Enrols and then subsequently withdraws for Term 1 (Payment due by 18 May, 2018)</i>			
WITHDRAWAL NOTICE PROVIDED			
Fee Type	Prior to/on 11 June, 2018	12 June to 6 July 2018	After 6 July 2018
Admissions Fee	No Refund	No Refund	No Refund
First Term School Fees	100% Refund	50% Refund	No Refund
<i>Currently Attending and Withdrawing for Term 2 (payment due by 14 September, 2018)</i>			
WITHDRAWAL NOTICE PROVIDED			
Fee Type	Prior to or on 24 September, 2018	25 September to 23 October 2018	
Admissions Fee	No Refund	No Refund	
Second Term School Fees	100% Refund	No Refund	
<i>Currently Attending and Withdrawing for Term 3 (payment due by 13 November, 2018)</i>			
WITHDRAWAL NOTICE PROVIDED			
Fee Type	Prior to or on 3 December, 2018	4 December 2018 to 7 January, 2019	
Admissions Fee	No Refund	No Refund	
Third Term School Fees	100% Refund	No Refund	
<i>Currently Attending and Withdrawing for Term 4 (payment due by 4 February, 2019)</i>			
WITHDRAWAL NOTICE PROVIDED			
Fee Type	Prior to or on 4 March, 2019	5 March to 1 April 2019	
Admissions Fee	No Refund	No Refund	
Fourth Term School Fees	100% Refund	No Refund	
<i>Enrols and then subsequently withdraws for Term 1 2019 (Payment due by 17 May, 2019)</i>			
WITHDRAWAL NOTICE PROVIDED			
Fee Type	Prior to/on 10 June, 2019	11 June to 5 July 2019	After 5 July 2019
Admissions Fee	No Refund	No Refund	No Refund
First Term School Fees	100% Refund	50% Refund	No Refund



LATE FEES and OUTSTANDING PAYMENTS

The School will charge a weekly **5% late fee on any late payment** made on school fees if payment is not made **within 7 days** after the scheduled **due dates** stipulated in the School Academic Calendar and the Fee Structure document. An adjusted invoice including the 5% levy will be issued after each week of delayed payment. Outstanding fee levy is payable at time of payment of Course Fees.

The parties agree and acknowledge that this sum represents a genuine pre-estimate of the costs that the School is likely to incur in the event of late payment.

In the event that school fees are still **outstanding 1 month after the due date**, the School reserves the right to **forfeit that school place** and to expel the child from attending classes without further notice.

GST

All Fees and charges are subject to **7% Goods and Service Tax (GST)** (government tax).

DIPLOMATIC CLAUSE

Notwithstanding anything herein contained, at any time during the School term, regardless of the Withdrawal Date for the following term, if the Family of the Student shall be transferred out of the Republic of Singapore permanently by The Organisation or cease to be employed, then and in such a case, it shall be lawful for the Family to withdraw from the School by giving a written Notice of Withdrawal to the School once the relocation is confirmed.

Documentary **evidence provided by the Employer** on the official letterhead of the Company of such transfer or cessation shall be required, and such notice shall be deemed to have commenced on such date as the School shall have actually received such evidence. The fees in this case will be pro-rated according to the termination date stated in the Letter from the Company/MOM.

APPLICATION PROCESS AND ADMISIONS FEE

Admission fee

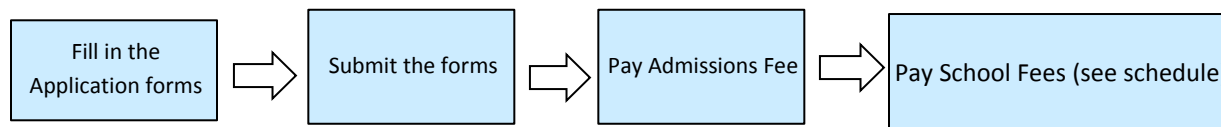
The Admissions Fee is to be paid upon confirmation of the space available and **should accompany the application form and all other required documents** in order for the applicant to be confirmed for placement at the School.

For new enrolments, on offer of a place, the Admissions Fee of \$2140.00 (incl. GST) is due. The Admissions fee for a 2nd child and all children subsequently enrolled is \$1,712 (incl. GST).

The Admissions Fee is a **one time, non-refundable** fee.

No application is considered until the Admissions fee is paid.

Application Procedures at QuIPS:



Due to the limited number of classes the School can run for the Academic Year, it is highly recommended that you plan your enrolment ahead in order to secure you place with us. It is advisable that you start your application process **at least six months in advance**, as it is quite likely the classes will be filling in quickly, or full, closer to the start date of the new academic year.

Your application process starts with filling in the [Application Form](#) and [Parents Admission Form](#), which you can either find on the website <http://www.quips.edu.sg/application-forms/> or request the forms by sending an email to info@quips.edu.sg.

Complete the forms, and return them to the School **with the Admissions Fee** (\$2140/ \$1712 incl. GST) and copies of the following documents:

- *Copy of child's birth certificate, Passport and FIN card*
- *Copy of immunization records*
- *NRIC or other identification (passport/re-entry permit) of mother*
- *NRIC or other identification (passport/re-entry permit) of father*
- *NRIC or other identification (passport/re-entry permit/work permit) of any other authorized person(s)*
- *Child's medical reports/clinical reports (if applicable)*
- *Passport sized photos*

Only students with a complete set of paperwork and paid Admissions fee will be given a place at the School.



WAITING LIST

After classes are filled at Quayside Isle Preparatory School, children may still be accepted on a **waiting list**. If a space is not available, and you would like your child to be placed on the waiting list, **all documentation must be completed and turned into the School**. Should an opening occur, the place will be given to an employee's child, a sibling priority next, followed by waitlisted students with a complete set of paperwork in order in which their documentation was turned in.

In order to then secure said place, the Application Fee must be paid.

APPLICATION PRIORITY and AGE CUT-OFF DATE

Quayside Isle Preparatory School gives priority to applicants as follows:

1. Employees of the School
2. Siblings of currently enrolled students
3. Accepted and waitlisted individuals
4. Other applicants

Following the School Policy, QUIPS' **age cut-off date is 1 September**, and all students attending should be the minimum class age by this date.

All admissions are on a first come basis wherein the registration fee is paid to secure the place, should a place become available.

CHILDREN OF QUIPS EMPLOYEES/SIBLING CLAUSE

Children of a QuIPS employee and siblings of already enrolled students will be given priority when there are limited seats available. In addition, in order to accommodate these children, the age cut-off date for said children is extended to 31st October. The child will need to be at the required age by 31st October and will join the school in the school term following their birthday. This admission remains subject to the child's development and readiness, which will be assessed

Quayside Isle Preparatory School | 31 Ocean way, #01-17, Singapore 098375 | **T** (+65) 62357527 |

F (+65) 6694 1995 www.quips.edu.sg | info@quips.edu.sg



through a trial session (to be coordinated with the Director of Learning). Should admissions feel the child is not ready, all payment(s) will be returned in full.

PAYMENT

All fees are assessed in Singapore dollars and all payments must be made in Singapore dollars. We accept **cash, cheque, NETS, Visa and MasterCard payments**. We can encourage local **bank-to-bank or wire transfers** as the easiest options. Cheques should be crossed and made payable to ***Quayside Isle Preparatory School Pte Ltd.***

All bank charges involved in the electronic transfer of payments to the School's bank account, including those of the receiving bank, shall be **borne by the remitter**.

A 3% convenience fee will be charged for all school fee **credit card transactions** (Visa, Master Card).

Uniforms: QUIPS requires all students to be in full school uniform (polo shirt and shorts/culottes (skorts)). Uniforms are charged separately and are subject to GST.

Other Fees

- **School uniforms:** QUIPS requires all students to be in full school uniform. Full uniform includes the school shirt, shorts for boys, culottes for girls, and wide brimmed hat (optional). Additionally, all students need to have a QuIPS library tote bag to participate in the School's book borrowing programme. These items are to be purchased from the School. Cost may vary and are subject to GST.
- **Library Book Deposit:** \$50 (forfeited if the damaged or lost book cannot be replaced – the amount equal to the current cost of the damaged/lost book will be deducted)
- **Lost or damaged school materials:** cost subject to item

*Students with past due accounts may have their attendance privileges revoked by the school until accounts become current. If any payment remains upon withdrawal from the school, **no school records will be released** until all outstanding accounts are settled. Please note that the school shall be entitled to increase school fees annually, as the School, in its absolute discretion deems fit, from time to time during the student's enrolment in the School. Parents will be notified of any such increase and the revised fee shall be payable, effective from the date stipulated in the notice.*