

SECTION 2: FEES PAYABLE

7. Registration Fees

This is an administrative charge for the registration of a child, irrespective of whether the child's name is in the enrollment list or the waiting list.

- 7.1 Fees are non-refundable.
- 7.2 Fees are non-transferable.

8. Deposit

This deposit is payable at the point of registration for the confirmation of placement in the Kindergarten.

- 8.1 The deposit shall be deemed as a guarantee for the child's placement in the Kindergarten for the duration of the child's stay in the Kindergarten.
- 8.2 The deposit shall be used to contra the school fees for term four of a child graduating in K2.
- 8.3 The deposit shall be refunded or forfeited in accordance to the terms of withdrawal of any child from the Kindergarten, as stated in this Handbook.
- 8.4 The deposit is non-transferable.
- 8.5 Refund of deposit shall be by cheque within one month from the date of notice of withdrawal or one month after the child's last day in the Kindergarten.

9. School Fees

- 9.1 Fees are payable per academic term of ten weeks at four terms per year.
- 9.2 Fees for new enrollments are payable in advance by the first week of November of the year preceding the new academic year enrolled in. Failure to pay the fees shall be deemed as a withdrawal subject to the terms of withdrawal, as stated in this Handbook.
- 9.3 Fees for current students are payable by the first week of each school term.
- 9.4 Fees paid are not refundable under any circumstance.
- 9.5 Fees cover only the tuition for the academic year.
- 9.6 Fees do not cover camps, excursions, field trips, project work, and all special events.

- 9.7 Fees shall be revised every two years subject to approval from the Ministry of Education. Every child who stays in the Kindergarten from Nursery to K2 shall be subject to one fee revision for the duration of study. Advice of changes in fee shall be provided by the first term of the current year for the following year of revision.
- 9.8 Fees for Pre-Nursery differ from the fees chargeable for Nursery, K1 and K2.
- 9.9 For current enrollment in the midst of school term, full term fees shall apply before Week 4, two-thirds term fees shall apply from Week 4 onwards, and one-third term fees shall apply from Week 8 onwards.
- 9.10 A late payment of \$30/- is levied should the school fees not be paid by the first week of each term.
- 9.11 Should fees remain unpaid by the end of the second week of the current term, the child shall be deemed to have withdrawn from the Kindergarten. Terms of withdrawal apply.
- 9.12 Fees are non-transferable.

10. Book Fees

Book fees refer to charges for the purchase of commercial educational publications and are applicable to Nursery, K1 and K2 only.

- 10.1 Fees payable differ for each academic year.
- 10.2 Fees payable differ for Nursery, K1 and K2.
- 10.3 Fees are payable for the full academic year regardless of the term the child is enrolled in.
- 10.4 Fees are payable in advance at the enrollment exercise for new enrolment and re-enrolment of a child for the new academic year.
- 10.5 Fees are refundable subject to the terms of withdrawal of the child from the Kindergarten:
 - Fees shall only be fully refunded to the child (new enrollment) should withdrawal be effective before the start of the new academic year.
 - For withdrawal in the current academic year, fees are not refundable. The educational publications shall be returned to the child.
- 10.6 The Kindergarten reserves the right to repurchase the commercial educational publications at the sale value.

11. Supplementary Fees

Supplementary fees refer to charges for the use of all in-house educational materials, art materials, stationery, and equipment provided by the Kindergarten in carrying out the curriculum.

- 11.1 Fees payable differ for each academic year.
- 11.2 Fees payable differ for Pre-Nursery, Nursery, K1 and K2.
- 11.3 Fees payable are for one academic year.
- 11.4 Fees are payable in advance at the enrollment exercise for new enrollment and re-enrollment of a child for the new academic year.
- 11.5 Fees are paid in full when a child is first enrolled in Term 1 or Term 2 of the current academic year.
- 11.6 Fees are paid at 50% when a child is first enrolled in Term 3 or Term 4 of the current academic year.
- 11.7 Fees are refundable subject to the terms of withdrawal of the child from the Kindergarten:
 - Fees shall only be fully refunded to the child should withdrawal be effective before the start of the new academic year.
 - For withdrawal in Term 1 or Term 2 of the current academic year, 50% of the fees shall be refunded.
 - For withdrawal in Term 3 or Term 4 of the current academic year, the fees are not refundable.
- 11.8 No unused educational materials are returnable to the child.