

SECTION 4: OTHER ENROLLMENT ARRANGEMENTS

14. Movement from Pre-Nursery to Nursery-K2

- 14.1 The deposit paid for the placement in Pre-Nursery shall be maintained as deposit for placement in Nursery-K2.
- 14.2 Should there be a credit difference between the value of the existing and new deposit, the difference shall be used to contra the Term 4 school fees for Pre-Nursery.
- 14.3 Where there is a debit difference, the value of the new deposit has to be topped up.

15. Deferments

- 15.1 Deferment applies only for new enrollments:
 - Deferment can be done only before the enrollment exercise.
 - A written notice for deferment must be dated and given to the Office before the date of the enrollment exercise, failing which it shall be deemed as a withdrawal.
 - No deferment is allowed in-between academic terms.
 - Deferment is allowed only on an academic year schedule to start in January of the following academic year.
 - Deferment shall be subject to the availability of vacancies.
 - Unsuccessful deferments shall constitute as a withdrawal subject to the terms of withdrawal stated in Item 12.1 in this Handbook (50% of the deposit shall be forfeited).
 - Failure to take up a placement in the following academic year shall constitute as a withdrawal and the deposit shall be forfeited.
 - Deferment is allowed only once per enrollment.
 - An administrative fee of \$30/- is chargeable.
 - The deposit shall be carried forward to the next academic year.
 - Should there be a credit difference between the value of the existing and new deposit, the difference shall be refunded.
 - Where there is a debit difference, the value of the new deposit has to be topped up.

- 15.2 For Pre-Nursery Playgroup, deferment is allowed in the first four weeks of Term 1 of the new academic year:
- A written notice of deferment must be dated and given to the Office within the period of the first four weeks.
 - The school fees are not refundable.
 - 50% of the supplementary fees shall be refundable.
 - Subject to all the terms listed in Item 15.1 in this Handbook.
- 15.3 No deferment is allowed after the enrollment exercise:
- The terms of withdrawal shall apply.
 - The child may be re-registered as new enrollment for the required academic year subject to the availability of vacancies.
 - Administrative fees are chargeable where applicable.
- 15.4 Re-enrollment of a child under deferment in the current academic year:
- The child may be re-enrolled for the current academic year subject to the availability of vacancies.
 - An administrative fee of \$30/- is chargeable.

16. Transfers

A child who is enrolled for a particular school session will continue to remain in the same session throughout the child's stay in the Kindergarten:

- Transfers apply only on an academic year schedule.
- A transfer between academic terms applies on a case by case basis by pre-approved arrangement at the point of the enrollment of the child.
- A transfer shall be dependent on the availability of vacancies on a first-come-first-served basis.
- In the event that a place is not available, any withdrawal shall be subject to the terms of withdrawal applicable.
- An administrative fee of \$30/- is chargeable.

17. Holding of Enrollment in Absence

- 17.1 Holding of a current enrollment in the absence of a child, is subject to all fees payable for the duration of the period of absence.
- 17.2 Holding of a future enrollment in the absence of a child, is subject to all fees payable for the duration of the period of absence.

18. Registration of Foreign Students

Enrollment for foreign students can only be completed on production of the Student Pass provided by the *Immigration and Checkpoints Authority of Singapore*:

- Students must be registered under the Student Protection Scheme.
- The insurance premium for the Scheme is payable by the applicant.
- The cost of application for the Student Pass is borne by the applicant.
- The Kindergarten does not act as a sponsor for the applicant.
- The process for the application of the Student Pass is subject to the registration of the child with the Kindergarten.
- For a confirmed enrollment in the Kindergarten, all fees applicable must be paid.
- Should the applicant fail to secure a student pass, the terms of withdrawal shall apply.
- An administrative fee of \$30/- is chargeable.