

**STUDENT FEES:**
**New Student - Application Fee All Part-time Students**

		Payment received by 31 December 2022	Payment received in 2023
Fees	Due	Incl. 7% GST	Incl 8% GST
Application Fee	Due at time of application	S\$500	S\$504.67

**SEMESTER COURSE FEES:**
**High School Elective Course (charge per course)**
**S\$1,000**

		Payment received by 31 December 2022	Payment received in 2023
Fees	Due	Incl. 7% GST	Incl 8% GST
High School Elective Course	Before the 1st the student attends class per semester	S\$1000	S\$1009.34

**PRORATING OF FEES**

The application fee and tuition fee is not prorated regardless of the enrollment or withdrawal date. The semester tuition fee for late enrollment are payable according to the following schedule:

Enrollment Within School Year	From 1 <sup>st</sup> Day of 1 <sup>st</sup> Semester	From 1 <sup>st</sup> Day of 2 <sup>nd</sup> Semester
Semester Tuition Fees	100%	100%

**PAYMENT INFORMATION**

Semester tuition fees are invoiced on 1st Aug or the date of acceptance for students starting after the first day of classes. Invoices are due for payment within 30 days from the date of invoice or the 1st day of attendance whichever occurs first. Past due accounts are subject to a 10% late charge on the remaining balance. All ICS tuition & fees are stated in Singapore Dollars. ICS accepts payment for school fees in the form of local checks, cash, bank-to-bank, and wire transfers. Checks should be crossed and made payable to “**International Community School (S) Ltd.**” ICS does not accept post-dated checks. For bank-to-bank or wire transfers please ensure the student’s name & ID number are referenced to enable us to credit the account correctly. Please email a bank confirmation advice to [finance@ics.edu.sg](mailto:finance@ics.edu.sg). All bank charges are to be borne by the remitter.

Students with outstanding payments may have their school attendance privileges revoked by the school until such time as their accounts are current. If any payment remains upon withdrawal or dismissal from school, no transcripts, transfer letters, or other records for the current or any previous semesters will be released until full payment is received.

**INSTALLMENT SCHEDULE**

There are no installment fees for semester tuition. Invoices are due for payment within 30 days from the date of invoice or the 1st day of attendance whichever occurs first. Part-time enrollment is not eligible for our GIRO payment plan.

**WITHDRAWAL POLICY**

Written notice is required by letter or email. Processing time for withdrawal/transfer requests is seven (7) days.

**REFUND OF FEES**

The application fee is only valid for the school year of application; it cannot be transferred to a subsequent school year. Application Fees paid for a student cannot under any circumstance be transferred or applied to another student's account. Students who are not accepted for reasons not related to waitlists will not be refunded the application fee.

Refunds of fees are made according to the schedule below. Processing time for refund requests is 7 days.

**Currently Attending and Withdrawing for Second Semester**

Fee Type	Before Dec 1	After Dec 1
Yearly Application Fee	No Refund	No Refund
Semester Tuition Fees	No Refund	No Refund

**New enrollment for current year**

Fee Type	Withdrawal Notice before Acceptance Letter Received	Withdrawal Notice after Acceptance Letter
Yearly Application Fee	No Refund	No Refund

**New enrollment for current year**

Fee Type	From 1 <sup>st</sup> Day of 1 <sup>st</sup> Semester	From 1 <sup>st</sup> Day of 2 <sup>nd</sup> Semester
Semester Tuition Fees	No Refund	No Refund

**Miscellaneous Fees\***

\*These figures are estimates only and students will be advised of the actual amount prior to payment. All fees are quoted in Singapore Dollars(S\$) and are inclusive of 7% GST.

Fee	Amount (S\$)
<b>ELL (English Language Learner) Assessment</b> An English language assessment shall be required for those students who are not native English speakers or have not completed a significant part of their educational learning in English language setting. The S\$250 language assessment fee is not refundable under any circumstances.	\$250.00
<b>Online Course</b>	\$0-\$1800 Payable to Course Provider
<b>Online Course Materials</b>	\$0-\$1000 Payable to Course Provider
<b>Admission Fees to School Events</b>	\$5-\$25
<b>Library Fees &amp; Fines</b>	\$1-\$5 When Notified & Billed
<b>Lost or Damaged Book</b>	\$15-\$500 When Notified & Billed by School
<b>Property Damage Fees</b>	Actual Cost of Damage
<b>Transcripts or Student Records</b>	\$30 per copy plus shipping cost Prior to Issuance of Report
<b>Extra-Curricular or After-School Activities</b>	\$0.00-\$1200 Prior to Commencement of Activity
<b>Examinations (AP, PSAT, Other) per test</b>	\$0-\$500 Upon Registration for Exam
<b>Laptop &amp; Chromebook Fees:</b> Loss/Damage/Replacement Student purchase of own device (High School only)	\$150-\$2000 When Notified & Billed by School \$1000 to \$2000
<b>Class Field Trips or Athletic Events</b>	\$10-\$1500 Prior to Commencement of Activity
<b>Lost Padlock Fee</b>	\$20
<b>Lost/Damaged ID Card Fee</b>	\$20
<b>Yearbook</b>	\$35-\$75
<b>Photocopies/Printing/Faxing</b>	\$0.10-\$1 per page
<b>Lost &amp; Found Fees</b>	\$1-\$5
<b>Uniforms</b>	\$1-\$300 Upon Purchase of Uniform
<b>Any Bank Fees or Charges relating to payments</b>	\$20-\$500 Varies by Bank
<b>Late Payment Fees</b>	10% of the Outstanding Balance
<b>Charges</b> incurred for use of Credit Card, PayPal, or online charges	3%-6% of the fee amount payable