



# TAIPEI EUROPEAN SCHOOL

## School Policy

**Policy Name: SCHOOL FEES POLICY**

**Policy N°: C-FN-001**

**Effective Date:**

**01/03/2023**

### **Purpose of the Policy:**

To ensure consistent policies and procedures for the charging of the School Fees, the reservation of school places, late fee payment, and early withdrawal from TES as well as the subsequent fee refunds.

#### ● **GENERAL OUTLINES**

Compulsory School Fees include all payments made to TES with respect to the student learning, which include the Registration Fee, the School Fees, and the prescribed additional Learning Support fees, such as the English as an Additional Language (EAL) fee, French as an Additional Language (FAL) fee, and Special Educational Needs learning support fees.

TES School Fees are adjusted annually and published as soon as they have been determined and approved, usually between February and April for the following academic year, which begins in August. School fees adjustments are determined based on a variety of factors, including but not limited to: the cost of living index in Taiwan, inflation, phases of development of TES, and comparative staff salaries, etc.

**Returning students**, upon completion of the Re-registration Form, will receive invoice(s) for all compulsory school fees prior to the commencement of each semester of any school year. Students may not be permitted to attend classes until all compulsory School Fees have been paid. Continued enrolment in the School is not guaranteed unless the School Fees have been paid in full by the due date on the invoice(s).

**New applicants** will receive an invoice for all compulsory School Fees upon offer and acceptance of a place in the School. There is no guarantee or reservation of a school place without full payment of all compulsory school fees by the due date on the invoice. New students may not be permitted to attend classes unless all compulsory school fees have been paid.

Fees are established in New Taiwan dollars (NT\$) and are payable to “Taipei European School Foundation”.

TES financial calendar is divided into two semesters (01 August to 31 January and 01 February to 31 July). School Fees are payable on this semester basis.

Invoices for Semester One are issued in April with the due date for payment in May.

Invoices for Semester Two are issued in November with the due date for payment in December.

Invoices for Learning Support fees are issued separately; please follow the schedule announced and pay by the respective invoice due date.

In case of any individual financial hardship, the family needs to contact the TES Finance Office for the consideration of any special arrangement before the invoice due date.

If compulsory school fees are not paid when due, TES shall take any appropriate action to recover the outstanding debt, which may include the suspension of the student’s right to attend classes and other school

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activities, and the withholding of report cards or transcripts of records. TES reserves the right to levy penalties or interest in cases of late payment or underpayment of any liability. The penalty or rate of interest will be stated on the corresponding semester invoice(s).

Families in the French Section, who are eligible for French Government scholarships, should also refer to the Agency for French Education Abroad (AEFE) Scholarship Policy with the following key points in terms of payments:

- The procedure for requesting AEFE scholarship is independent from the process of admitting a student to TES and is to be processed with the French Office in Taipei (BFT).
- AEFE scholarships are paid directly to TES to support the school fees of the eligible families.
- When the AEFE scholarships are confirmed in June or December, eligible families should pay in full the outstanding balance of the total School fees and the granted scholarship no later than 10 July for Semester One and 10 January for Semester Two to have the school places reserved. For any entries where the scholarship cannot be confirmed in time, all compulsory school fees shall be paid before the student can attend classes, and the settlement between the paid fee and the granted scholarship will be arranged when the decision of the scholarship is confirmed.
- In case of any individual financial hardship, the family needs to contact the TES Finance Office for the consideration of any special arrangement before the invoice due date.

### ● SCHOOL FEES STRUCTURE

#### 1) Registration Fee:

*Definition:* A once-only payment upon enrollment for all new students.

*Outlines:* The one-time Registration Fee is applicable to all new enrolment at TES. A returning student will need to repay the Registration Fee, unless the departure and return of the student to TES occurs within 12 months.

Should a student be unenrolled due to the non-payment of school fees by the set deadline schedule, but the family wishes to continue with the school, the school may consider this under the below provisions:

A place is available and the registration fee and school fees are paid in full.

**The Registration Fee is non-refundable.**

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### **2) School Fees:**

**Definition:** School Fees are charged on a semester basis to cover operating costs in terms of salaries, curriculum, teaching and learning, facilities, operation and development expenses of TES.

**Outlines:** School Fees will be invoiced by the Finance Department and are due in full by the due date. A student may not attend classes unless all School Fees have been paid.

#### ***Sibling discounts***

A discount on School Fees is applied for each full semester according to the current schedule of fees for the second, third and subsequent child in the same family. The discount does not apply to students whose enrollment commenced after the first day of school in the corresponding semester.

Please note that the final discount balance will be based on the actual family enrollment status of the respective school term.

#### ***Late entry***

Monthly prorated School Fees will be applicable for the corresponding semester to late entries after the official start of any school year or Semester Two of any school year as defined in the following chart:

*For students starting any date in:*

August/September or February	- full amount
October or March	- 80% of semester fee
November or April	- 60% of semester fee
December or May	- 40% of semester fee
January or June	- 20% of semester fee

#### ***Early withdrawal for Semester One***

There will be a refund of 75% of all paid Semester One School Fees for withdrawal from TES before 31 July of the preceding semester.

There will be a 50% refund of School Fees for early withdrawal from TES within the month of August at the start of the academic year. After 31 August there will be no refund.

#### ***Early withdrawal for Semester Two***

There will be a refund of 75% of all paid Semester Two School Fees for withdrawal from TES before 31 January of the preceding semester.

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There will be a 50% refund of School Fees for early withdrawal from TES within the month of February at the start of the 2nd Semester of the academic year. After 28 February there will be no refund.

**Withdrawal form must be submitted in PowerSchool to enable any refund. For new entrants, refund requests must be made in writing and received by the Admissions Office before the above defined deadlines.**

### **2a) English as Additional Language (EAL), French as an Additional Language (FAL)**

**Definition:** Compulsory fees are levied for students who require appropriate language support in order to successfully access the curriculum. **These fees will continue to be charged as long as the student continues to receive EAL or FAL support.**

EAL / FAL support is provided by qualified, dedicated specialist teachers.

**Outlines:** EAL / FAL fees will be invoiced by the Finance Department and are due in full by the due date. A student may not attend classes unless all fees have been paid in full.

#### ***Late entry***

Monthly prorated EAL / FAL charges will be applicable for the corresponding semester to late entries after the official start of any school year or Semester Two of any school year as defined in the following chart:

*For students starting any date in:*

August/September or February	- full amount
October or March	- 80% of semester fee
November or April	- 60% of semester fee
December or May	- 40% of semester fee
January or June	- 20% of semester fee

#### ***Early withdrawal for Semester One***

There will be a refund of 75% of all paid Semester One EAL / FAL Fees for withdrawal from TES before 31 July of the preceding semester.

There will be a 50% refund of EAL / FAL Fees for early withdrawal from TES within the first calendar month of August at the start of the academic year. After 31 August there will be no refund.

#### ***Early withdrawal for Semester Two***

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There will be a refund of 75% of all paid Semester Two EAL / FAL Fees for withdrawal from TES by 31 January of the preceding semester.

There will be a 50% refund of EAL / FAL Fees for early withdrawal from TES within the month of February at the start of the 2nd Semester of the academic year. After 28 February there will be no refund.

**Withdrawal form must be submitted in PowerSchool to enable any refund. For new entrants, refund requests must be made in writing and received by the Admissions Office before the above defined deadlines.**

### **2b) Learning Support Fees:**

#### *Definition:*

TES provides a range of Learning Support from its own specialised teaching staff. The actual required support level is determined on an individual basis following observations and discussion within the faculty.

In exceptional circumstances the school may facilitate the hiring of an external teacher or assistant to provide the required level of support and attention for certain individuals. In such cases an agreement will be drawn up between the parents, teacher/assistant and the school whereby the parents pay all related costs, separate to the usual School Fees. Learning support staff will only recommend this arrangement when it judges it to be in the best interests of the student.

TES reserves the right to refuse entry or continued enrolment of any student who has learning differences and specialised learning requirements beyond the level that the School can support. This may involve:

- Parental rejection of the 1:1 or in-class support programme required by the Learning Support Department.
- Refusal to obtain and submit to the school an updated comprehensive report from an identified professional or professionals, including but not limited to: educational psychologist, language therapist, occupational therapist, or similar. (This may require travel to another country at the parents' expense if no such professional is available in Taiwan.)
- Non-compliance with any recommendations from such professionals, for example, regular therapy, or discussion of medication with a medical practitioner. Parents refuse to follow or participate in diagnosis, placement,

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replacement, counselling and other instructions under the ROC's Special Education Act.

**Outlines:**

Learning Support fees will be invoiced by the Finance Department and are due in full by the due date on the invoice. The student will not receive Learning Support unless all Learning Support fees have been paid in full.

**Learning Support fees are charged based upon TES' current published schedule of fees and/or the agreement with the external teacher or assistant. All costs are to be borne by the parents.**

**Learning Support Fees are non-refundable.**

**3) Fee for Assessments/ Tryout / Nursery Interview:**

**Definition:**

Applicants to TES are, in principle, required to take assessments or have classroom try-out(s) to determine whether a place can be offered, with or without language support (see **2a** above). Students and/or parents may be required to attend an interview as part of the application process.

**Outlines:**

An Assessment / Tryout / Interview Fee is payable in advance of the assessment / Tryout / Interview according to TES' current published schedule of fees.

**Assessment / Tryout / Interview fees are non-refundable.**

**4) Optional Services / Summer School activities:**

**Definition:**

The following services are optional for most students and carry extra charges: Cafeteria, Transport, Co-Curricular Activities, Summer School Activities, and External School Examination Fees.

**Outlines:**

**a) Cafeteria Services:**

All lunch orders and payments are processed online through TES' e-services website.

**Meals may be cancelled 7 days in advance.** Cancellation requests must be in writing and received by the Student Services Officer before the above deadline. Meals cancelled will be credited to the student's online account accordingly.

**b) Transportation Services:**

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Transport Fees will be processed online through TES' e-services website. Parents need to complete the on-line registration form to request the service.

A place on a school bus is not guaranteed unless the requested pick up and drop off points are on a serviced route, a seat is available, and the Transport Fee is paid by the due date.

### **c) Co-Curricular Activities (CCAs):**

EPC or ESC CCA programmes Fees will be processed online through TES' e-services website.

There is a no refund policy on CCAs following enrolment. Please refer to the published CCA Charter for full details. A place on an CCA is not guaranteed unless the CCA Fee is paid by the due date.

### **d) Summer School:**

The Summer School programme fees will be processed online through TES' e-services website. A place in the Summer School programme is not guaranteed unless the Summer School fees is paid by the due date.

**Summer school fees are non-refundable after 30 June.**

**Days lost to school closure due to typhoons or nature disasters are not refundable.**

### **e) External Examination Fees :**

Students sitting external examinations in H2 (IGCSE), H4(IB), 3EME (DNB), 1ERE (EAB), and TLE (BAC) will be invoiced for the specific applicable Examination Board administration and certification charges. The total charges will vary for each student depending on the number and level of examination papers taken or category of examination (DNB, IB, etc), and include an administration charge raised by TES. Whenever possible, examination fees will be included in the semester invoice.

**External Examination Fees are non-refundable.**

**The handling of the external examination services have their own corresponding policies and procedures managed by each responsible Section.**

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