



TAIPEI EUROPEAN SCHOOL

School Policy

Policy Name: SCHOOL FEES POLICY

Policy N°: C-FN-001

Effective Date:

01/03/2024

Purpose of the Policy:

To ensure consistent practices 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 any subsequent fee refunds.

● GENERAL OUTLINES

Compulsory School Fees include all payments made to TES with respect to 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 Learning Support Fees.

TES School Fees are adjusted annually and published with the payment schedule as soon as they have been determined and approved by the Board of Directors, 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 will complete the Re-enrolment process, pay the deposit and all compulsory school fees by the respective deadlines prior to the commencement of each semester of any school year. Continued enrolment in the School is not guaranteed unless the Re-enrolment process is completed and all school fees have been paid in full by the due date on the invoice(s). Students may not be permitted to attend classes until all compulsory school fees have been paid.

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.

In case of any individual financial hardship, the family should contact the TES Finance Office for the consideration of any special arrangement before the respective invoice due dates.

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 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).

Prepared By	Approved By	Approved Date	Next Review	Accessibility
Financial Controller	CEO/LT	24/01/2024	February 2025	



TAIPEI EUROPEAN SCHOOL

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Policy Name: SCHOOL FEES POLICY

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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 in order for the school places to be 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 respective invoice due dates.

● SCHOOL FEES STRUCTURE

1) Registration Fee:

Definition: A once-only payment upon enrolment 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 including the deposit 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.

Prepared By	Approved By	Approved Date	Next Review	Accessibility
Financial Controller	CEO/LT	24/01/2024	February 2025	



TAIPEI EUROPEAN SCHOOL

School Policy

Policy Name: SCHOOL FEES POLICY

Policy N°: C-FN-001

Effective Date:

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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 respective due dates. 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 enrolment 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 enrolment status of the respective school term.

Deposit for re-enrolment

A Deposit for re-enrolment of the returning students is applied for each school year. There is no guarantee or reservation of a school place without the deposit being paid on time.

The Deposit for re-enrolment is non-refundable but will be deducted from the school fees of the upcoming semester.

Late entry

Prorated School Fees will be applicable for the corresponding semester to late entries of new students based on the following:

Enter Month in Semester One	Enter Month in Semester Two	Applicable Fee Percentage
August/September	February	Full Amount
October	March	80% of full semester fee
November	April	60% of full semester fee

Prepared By	Approved By	Approved Date	Next Review	Accessibility
Financial Controller	CEO/LT	24/01/2024	February 2025	



TAIPEI EUROPEAN SCHOOL

School Policy

Policy Name: SCHOOL FEES POLICY

Policy N°: C-FN-001

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December	May	40% of full semester fee
January	June	20% of full semester fee

Early Withdrawal

Early withdrawal Refund is based on the date that TES receive the withdrawal submission and the refund percentage is as below:

Semester One	Semester Two	Refund Percentage
Before 31 July (preceding semester)	Before 31 January (preceding semester)	75% of full semester fee
1 August - 31 August	1 February - 29 February	50% of full semester fee
1 September onwards	1 March onwards	No Refund

To initiate a refund, a withdrawal form needs to be submitted in PowerSchool. New entrants must submit refund requests in writing to the Admissions Office. Both need to adhere to the above 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

Prorated EAL / FAL charges will be applicable for the corresponding semester to late entries based on the following:

Prepared By	Approved By	Approved Date	Next Review	Accessibility
Financial Controller	CEO/LT	24/01/2024	February 2025	



TAIPEI EUROPEAN SCHOOL

School Policy

Policy Name: SCHOOL FEES POLICY

Policy N°: C-FN-001

Effective Date:

01/03/2024

Enter Month in Semester One	Enter Month in Semester Two	Applicable Fee Percentage
August/September	February	Full Amount
October	March	80% of full semester fee
November	April	60% of full semester fee
December	May	40% of full semester fee
January	June	20% of full semester fee

Early Withdrawal for permanent leavers

Early withdrawal Refund is based on the date that TES receive the withdrawal submission and the refund percentage is as below:

Semester One	Semester Two	Refund Percentage
Before 31 July (preceding semester)	Before 31 January (preceding semester)	75% of full semester fee
1 August - 31 August	1 February - 29 February	50% of full semester fee
1 September onwards	1 March onwards	No Refund

To initiate a refund, a withdrawal form needs to be submitted in PowerSchool. New entrants must submit refund requests in writing to the Admissions Office. Both need to adhere to the above deadlines.

Early Programme Exit

Early Programme Exit is applicable for EAL and FAL per the criteria set in their respective policies. The confirmation from the Programme Coordinator based on a fair assessment will be necessary.

Prepared By	Approved By	Approved Date	Next Review	Accessibility
Financial Controller	CEO/LT	24/01/2024	February 2025	



TAIPEI EUROPEAN SCHOOL

School Policy

Policy Name: SCHOOL FEES POLICY

Policy N°: C-FN-001

Effective Date:

01/03/2024

Exit timing in Semester One	Exit timing in Semester Two	Applicable refund Percentage
Before 10 September	Before 10 February	Full Amount
11 September - 30 September	11 February - 29 February	80% of full semester fee
October	March	60% of full semester fee
November	April	40% of full semester fee
December	May	20% of full semester fee
January	June	No refund

The exit timing must be confirmed by the Programme Coordinator to be applicable for the refund.

2b) Learning Support Fees:

Definition:

TES provides a range of Learning Support for students with Additional Learning Needs (ALN) or Special Educational Needs (SEN) from its own specialised teaching staff. The actual required support level is determined on an individual basis following observations, assessments 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.

Prepared By	Approved By	Approved Date	Next Review	Accessibility
Financial Controller	CEO/LT	24/01/2024	February 2025	



TAIPEI EUROPEAN SCHOOL

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Effective Date:

01/03/2024

- 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, 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 or the agreement with the external teacher or assistant when 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) Late Payment Administration Fee:

Definition:

The Late Payment Administration Fee is a charge imposed on payments received after the specified due date.

Outlines:

The Late Payment Administration Fee is applicable to any outstanding amounts not settled by the stipulated payment deadline and can be charged multiple times with the associated due dates. This fee is implemented to cover administrative costs associated with processing overdue payments but is in no means meant to substitute

Prepared By	Approved By	Approved Date	Next Review	Accessibility
Financial Controller	CEO/LT	24/01/2024	February 2025	



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Policy N°: C-FN-001

Effective Date:

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the interest or penalty that may be applied on overdue amounts.

In order to attend classes and maintain enrolment, it is imperative that both the original charges and the corresponding late payment administration fee are settled. Failure to pay the late payment administration fee may result in the forfeiture of the right to attend classes.

Late Payment Administration Fees are non-refundable.

5) 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:

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.

Prepared By	Approved By	Approved Date	Next Review	Accessibility
Financial Controller	CEO/LT	24/01/2024	February 2025	



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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, natural disasters or other *force majeure* incidents, 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.

Prepared By	Approved By	Approved Date	Next Review	Accessibility
Financial Controller	CEO/LT	24/01/2024	February 2025	