

NEW APPLICANTS: APPLICATION FEES

A fee of \$3,500 is required for consideration of each application and is not a guarantee of admission or enrollment. 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 circumstances be transferred or applied to another student's account.

RETURNING STUDENTS: RE-ENROLLMENT FEES

The **reenrollment fee** is paid annually by all students as a means of securing their place in class for the following school year and is nonrefundable and not transferable to another student. **Each February, students eligible for automatic re-enrollment ("auto-enroll") will be sent a re-enrollment contract and invoice for the following school year.** Eligibility for auto-enroll is managed by the Principals, Admissions, and Business office, and is based on students meeting financial, educational, and emotional criteria. Students not eligible for auto-enroll will be contacted directly.

Reenrollment fees not received by March 15, will result in the student being automatically withdrawn for the following school year. After March 15, withdrawn students must reapply (and pay the application fee) to secure a space for the following year.

TUITION FEE

Also known as Course Fee, this is payment for the course that the student is enrolled in (Kindergarten, Elementary, Middle, or High School). The Tuition Fee is the only fee eligible for the Installment Program.

FACILITY FEE

The facility fee is dedicated to the ongoing renewal of campus facilities. This fee of \$1,500 is applicable to all new student applications. It is due in full, along with the first Tuition Fee payment (by July 15) or before the first day of school, whichever occurs first. It is non-refundable and not prorated under any circumstances.

STUDENT LEAVE OF ABSENCE

ICS may agree to offer prioritized re-admission for a student who wishes to take a leave of absence for a flat fee of \$2,500. Under this program, space will be reserved for the student for up to 12 months, and a new application would not need to be submitted. The student must still meet the school's educational qualifications to be admitted to school upon their return. It is the students responsibility to ensure they maintain the appropriate educational progress during a Leave of Absence to return to the school. Re-enrollment fees may still apply if the Leave of Absence extends into the following school year. This amount is not prorated, and program application deadlines still apply.

SIBLING DISCOUNT

A 10% sibling discount will be applied to the Tuition Fee for the 3rd and subsequent children, in descending order based on grade level, who are enrolled concurrently. A \$500 discount is available on the Re-enrollment fee for the 3rd and subsequent children. Discount does not apply to company-paid Tuition Fee or in combination with any other discounts. The sibling discount is only applicable to siblings who complete a full academic year.

ADMINISTRATIVE FEES

ICS strives to reduce expenses in order to provide our customers with the best possible value. Administrative Fees represent a genuine estimate of the cost that ICS is likely to incur in the event of late payment. Charging this fee ensures this added cost is not passed on to other parents through tuition increases.

An Administrative Fee of \$350 will be imposed on Tuition and/or Additional Fees that are received after the due date stated on any invoice. For returning students this is July 15. For new students this is within 30 days of invoicing or the first day of class, whichever comes first. For those approved for the Installment Program by

Semester, the due date for the Semester 2 installment is November 30.

An additional Administrative Fee of 5% will be added to payments overdue by more than 30 days.

PAYMENT INFORMATION

FEE DUE DATES

For new students, all fees are due within 30 days of invoicing or the first day of class, whichever comes first.

For returning students, all fees are due by July 15.

All students must have one of the following statuses to be admitted to class:

1. Confirmation of full payment of all tuition and fees for the enrolled period
2. Admittance into the Semester Installment program and payment of all fees and 50% of the annual tuition
3. Acceptance in the GIRO payment program and confirmation of being current on that payment schedule

Part-time students must make full payment of all part-time course tuition and fees to begin class.

Installment Program Request Process

To be considered under the Installment Program, the applicant must make a request via email to finance@ics.edu.sg. The Installment Program is a financial service that ICS provides to assist parents and students in regulating their personal cash flow and making on-time payments. Under this program all fees are considered due before the student attends class, even if payments are postponed on an installment basis. Applications will be considered on a case by case basis each year and are not automatic. The Installment Program may not be granted for applicants who have had insufficient funds, cancelled payment transfers, incomplete GIRO applications, or late payments in the past. Not applicable to part-time enrollment.

Installment Program Details

Only the Tuition Fee is eligible for the Installment Program. Fees for Learning Support, English Language Learners Support, Facility Fee, Administrative Fee, and all others are due in full according to the timeline listed under Fee Due Dates above.

Tuition payments may be made in two installments by Semester or via automatic bank deductions via GIRO.

Two installments by Semester:

- 50% due by July 15th or the date of acceptance for students starting after the first day of classes
- 50% by November 30th
- If the 2nd-semester payment is not received by December 1st, ICS will not guarantee placement for the student.

ICS offers families a monthly installment plan through automatic bank deductions via GIRO (not applicable to corporate payers).

- The GIRO Payment Plan incurs a \$200 Setup Fee for all applications received after May 31.
- The Setup Fee is waived for first applications (signed and error free) received by May 31 to finance@ics.edu.sg.
- Applications should be submitted before the May 31 deadline to allow time for resubmission in the case of errors.
- The most common reason for bank rejection is when the applicant's signature on the GIRO application does not match the applicant's signature held at their bank.
- A **returning student's** GIRO application that is not received and accepted by their bank by July 15 will incur an Administrative Fee for late payment
- The first installment will begin August 1 and continue for 10 months through May 1.
- ICS is authorized to deduct fees until written notification of GIRO termination is received. The parent is responsible for payment of any and all bank fees incurred by ICS as the result of rejected GIRO

payments.

- Upon receipt of a student withdrawal notice from classes, the full balance of tuition and fees due may be withdrawn via GIRO immediately.
- Contact the business office, finance@ics.edu.sg, for the GIRO application forms.

GIRO Installment Schedule

Payment Date	Aug 1	Sep 1	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1
Enrolling from/ 1st semester through 15 Oct	10%***	10%*	10%*	10%*	10%*	10%*	10%*	10%*	10%*	10%*
Enrolling from 16th October	25%* by check or direct transfer within 30 days of invoice or start date, whichever is earlier					10%*	10%*	10%*	10%*	10%*
Enrolling from 2nd semester						10%***	10%*	10%*	10%*	10%*

*Percentages shown are based on the full-year tuition

**New enrollment after 30th March is not eligible for the GIRO Payment agreement until the following school year

***20% payment through direct transfer or check will be required in cases where GIRO applications have not been accepted by the bank within 14 days of the first day of attendance.

PAYMENT METHODS

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. 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. Seniors who have not paid all tuition and fees in full by May 1st will not be allowed to graduate with their class.

WITHDRAWAL POLICY

Written notice is required by letter or email. Processing time for withdrawal/transfer requests is seven (14) days.

Financial Requirements for Semester Start for Full-time Course Study

Students must have one of the following statuses to start the first semester:

- Confirmation of full payment of the annual tuition and fees
- Confirmation of payment of 50% of the annual tuition and fees
- Acceptance in the GIRO payment program and confirmation of being current on that payment schedule

Students must have one of the following statuses to start the second semester:

- Confirmation of full payment of the annual tuition and fees
- Acceptance in the GIRO payment program and confirmation of being current on that payment schedule

Financial Requirements for Semester Start for Part-time Course Study

Students must have one of the following statuses to start the first semester:

- Confirmation of full payment of all part-time course tuition and fees

Students must have one of the following statuses to start the second semester:

- Confirmation of full payment of all part-time course tuition and fees

Prior to the beginning of each semester, the finance department will inform the Chief Operating Officer and the appropriate principal of any students who will not be allowed to begin classes due to late payment of tuition and fees. The finance department will notify the parents that their students will not be allowed to attend classes. The Principal will inform the teachers as needed.

CHANGE HISTORY
Process Owner: Director
Approving Authority: Chief Operating Officer

Version	Description of Change	Effective Date	Location of Change Approval
1	Initial Release	17 Oct 18	Chief Operating Officer Meeting Minutes 17 Oct 18
2	Update Giro payment schedule to dates rather than quarters	29 Jan 19	Business Manager Meeting Minutes 31 Jan 19
3	Updated process owner from BM to Director. Added student fees and fee payment for part-time course	17 Dec 19	Admin meeting 17 Dec 19
4	Update Giro payment schedule	25 Jan 2022	Admin meeting 25 Jan 22
5	Update policy number to match GD4	7 June 2023	Admin Meeting Min 7 June 23
6	Corrected tuition amount for enrolling from October 16 to 75% in chart and under "prorated fees" section	03 Oct 2023	Admin Meeting Min 2 Oct 23
7	Updated invoice due dates, GIRO schedule, new facility fee and new administrative fee and new GIRO set up fee, added new Leave of Absence fee	16 April 2024	Admin Meeting Min 16 Apr 24