



## Schedule of Fees and Payment 2020-2021

### Application Fee

The application process includes an **Application Fee** of **S\$1,000** (including GST).

### Registration Fee

When a Letter of Acceptance is issued to a student confirming admission to DCIS, a one-time only, non-refundable **Registration Fee** of **S\$3,000** (including GST) is payable. This fee is not deductible against tuition fees.

### Building Fund Fee

A **Building Fund Fee** of **S\$500 per term** (including GST) is charged to all students as a contribution towards DCIS' annual building and maintenance costs. The Building Fund Fee is invoiced termly, so the annual amount due is **S\$1,500**.

### Tuition Fees - Mainstream and English as an Additional Language (EAL) Students

Please note that there are three terms in each academic year.

Year Level	Annual Fee (including GST)	Termly Fee (including GST)
Nursery	<b>S\$21,810</b>	S\$7,270
Lower Primary (Reception to Year 2)	<b>S\$26,235</b>	S\$8,745
Upper Primary (Year 3 to Year 6)	<b>S\$28,050</b>	S\$9,350
Secondary (Year 7 to Year 9)	<b>S\$31,155</b>	S\$10,385
Secondary (Year 10 to Year 11)	<b>S\$32,565</b>	S\$10,855
Year 12	<b>S\$33,855</b>	S\$11,285
Year 13 - Annual fee charged in first 2 terms	<b>S\$33,855</b>	S\$16,927

### English as an Additional Language (EAL) Fee Supplement

For students on the **full EAL support** programme in Year 1 to Year 9, there is a termly **EAL Fee Supplement** of **S\$1,210** including GST), so the annual amount due is **S\$3,630**. For students on the **partial EAL support** programme there is a termly **EAL Fee Supplement** of **\$400** (including GST). EAL enrolment is assessed and invoice each term.



## Tuition Fees – Pathways 2 and 3 Students

Our Supportive Education pathways provide specialist support for children in small class instruction. Please note that there are three terms in each academic year.

<b>Pathways 2 and 3</b>	<b>Annual Fee (including GST)</b>	<b>Termly Fee (including GST)</b>
Early Intervention	<b>S\$38,895</b>	S\$12,965
Lower Primary (Year 1 to Year 2)	<b>S\$38,895</b>	S\$12,965
Upper Primary (Year 3 to Year 6)	<b>S\$41,235</b>	S\$13,745
Secondary (Year 7 to Year 9)	<b>S\$42,000</b>	S\$14,000
Secondary (Year 10 to Year 11)	<b>S\$42,330</b>	S\$14,110
Secondary (Year 12 to Year 13)	<b>S\$42,840</b>	S\$14,280

## Miscellaneous Charges

School uniforms, examination fees, and compulsory school camps and trips are charged separately, and are not included in the Tuition Fees. Charges are also levied for optional services such as bus transport, school lunches, individual instrument lessons, some extra-curricular activities and additional therapy services (outlined below).

## Therapy Fees

Therapy fees will be charged for unless a cancellation request has been received at least one week in advance. Please note that formal reports detailing therapy assessment outcomes and recommendations are available upon request and are charged at the hourly therapy rate to produce.

<b>Assessment Fees</b>	<b>Fee (including GST)</b>
Formal Assessment from Therapy Team	<b>S\$160 per hour</b>
Cognitive assessment, using psychometric and/or psycho-educational tests. This includes a comprehensive written report and a consultation with parents and teachers.	<b>S\$1,200</b>

<b>Therapy Fees</b>	
Speech Therapy Hourly Rate	<b>S\$160</b>
Physiotherapy Hourly Rate	<b>S\$160</b>
Occupational Therapy Hourly Rate	<b>S\$160</b>
Psychology Support Programme Hourly Rate	<b>S\$160</b>

## Payment Schedule

Fees and charges must be paid according to the DCIS Terms and Conditions and Student Contract. All fees and charges must be paid in advance of starting the term, and DCIS reserves the right to exclude a student from classes, and to refuse to release transcripts, transfers or other records, if fees or charges are overdue. If fees or charges remain overdue and there are no reasonable prospects of payment by the parent, DCIS also reserves the right to remove the student from school.

All fees and charges are subject to annual review. Fees and charges will be invoiced each term. Payment due dates are as follows:

<b>DCIS Term Dates</b>	<b>Payment Due Date</b>
First Instalment (For Term 1: 17 <sup>th</sup> August to 11 <sup>th</sup> December 2020)	<b>15<sup>th</sup> June 2020</b>
Second Instalment (For Term 2: 7 <sup>th</sup> January to 26 <sup>th</sup> March 2021)	<b>1<sup>st</sup> December 2020</b>
Third Instalment (For Term 3: 14 <sup>th</sup> April to 25 <sup>th</sup> June 2021)	<b>1<sup>st</sup> March 2021</b>

### **Payment Methods**

Once the Application Fee has been received a receipt will be issued. Once an offer has been made and the payment for the Registration Fee has been received, a receipt will be issued.

Payments can be made by:

- (1) **Electronic bank transfer** in Singapore Dollars (SGD) to the DCIS bank account:

Account Name: Dover Court International School (Pte) Ltd  
Bank Name: HSBC (Corporate)  
Account Number (SGD): 052188893001  
Swift Code: HSBCSGSGXXXX

The remitter is responsible for all bank and foreign exchange charges. Any transfer fees or charges that are eventually deducted from the amount received by the school will remain on your account for collection.

Please provide a copy of the bank remittance and the student's name to the Finance Office ([finance@dovercourt.edu.sg](mailto:finance@dovercourt.edu.sg)) as proof of payment. To help us identify your payment, please list the invoice number and/or your child's name (stated on your invoice) in the reference details at the time of your transfer.

When fee payment is undertaken by a company on behalf of a student's parents/guardians, a company representative will be asked to provide a **DCIS Letter of Guarantee** when the student is enrolled at DCIS.

- (2) **Monthly Giro Payment**

Monthly Giro payment is offered at no extra charge to all parents who pay fees privately. A Frequently Asked Questions document gives full details of the arrangement and accompanies this letter, it is also available on the Parent Portal. The following points are important to note:

- Completed original Giro forms must be submitted to the Finance Department, electronic copies will not be accepted
- A separate Giro form must be completed for each student at Dover Court
- As the Giro takes several weeks to process Giro forms must be returned by **Monday 15<sup>th</sup> June 2020** to allow sufficient processing time
- There will be 9 payment deductions, the first deduction will take place August 1<sup>st</sup> with the final payment taking place on 1<sup>st</sup> April.
- Requests for giro payments after June 15<sup>th</sup> should be sent by email to [finance@dovercourt.edu.sg](mailto:finance@dovercourt.edu.sg)

(3) **Paynow:** UEN No 197100313E

(4) **Credit card:** payment can be made to Dover Court using CardUp. Please note that CardUp charges for this service.  
<https://discover.cardup.co/dovercourt/>

(5) **Cheque** payable to **Dover Court International School Pte Ltd** (Singapore Dollars (SGD) only)

You can either deliver the cheque during working hours to our Finance Office, or you can post the cheque to the following address:

FAO Finance Office  
Dover Court International School Pte Ltd  
301 Dover Road  
Singapore 139644

### Late Payment Charges

If fees or charges are not paid in full by the due date, a charge of **S\$200** will be imposed for each late payment notice issued by the DCIS Finance Office until the account is settled. The following interest charges will also be levied:

If full payment is made 15- 30 days after due date	<b>2% on total outstanding amount</b>
If full payment is made more than 30 days after due date	<b>5% on total outstanding amount</b>

### Withdrawal

Where a student is withdrawn from DCIS, notice must be given by completing the DCIS Notification of Withdrawal Form and submitting the Form to the Admissions Office. This notice must be received by the withdrawal deadline.

The withdrawal deadlines are as follows:

1. For students not returning for Term 2 (7<sup>th</sup> January to 3<sup>rd</sup> 26<sup>th</sup> March 2021), the deadline for withdrawal is **30<sup>th</sup> October 2020**.
2. For students not returning for Term 3 (14<sup>th</sup> April to 25<sup>th</sup> June 2021), the deadline for withdrawal is **1<sup>st</sup> February 2021**.
3. For students not returning for Term 1 of the 2020-2021 academic year, the deadline for withdrawal is the **30<sup>th</sup> April 2021**.

**Please note that verbal, e-mail and provisional withdrawals will not be accepted. The DCIS Notification of Withdrawal Form must be completed and returned to the Admissions Office by the withdrawal deadlines in order to avoid incurring a further term's fees.**

## 2020-2021 Term Dates and Holidays

<b>Term 1 – 2020</b>	<b>Dates</b>
All Staff in School	Tuesday, 11 <sup>th</sup> August – Friday, 14 <sup>th</sup> August
Student Orientation	Thursday, 13 <sup>th</sup> August – Friday, 14 <sup>th</sup> August
<b>Term 1 Starts</b>	<b>Monday, 17<sup>th</sup> August</b>
Half Term	Monday, 12 <sup>th</sup> October – Friday, 16 <sup>th</sup> October (inclusive)
Deadline for Term 1 Notification of Withdrawal	Friday, 30 <sup>th</sup> October
<b>Term 1 Ends</b>	<b>Friday, 11<sup>th</sup> December</b>
<b>Term 2 – 2021</b>	
All Staff in School	Tuesday 5 <sup>th</sup> January – Wednesday, 6 <sup>th</sup> January
New Student Orientation	Wednesday, 6 <sup>th</sup> January
<b>Term 2 Starts</b>	<b>Thursday, 7<sup>th</sup> January</b>
Deadline for Term 2 Notification of Withdrawal	Monday, 1 <sup>st</sup> February
Half Term	Monday, 8 <sup>th</sup> February – Friday 12 <sup>th</sup> February (inclusive)
<b>Term 2 Ends</b>	<b>Friday, 26<sup>th</sup> March</b>
<b>Term 3 – 2021</b>	
All Staff in School	Monday, 12 <sup>th</sup> April – Tuesday, 13 <sup>th</sup> April
New Student Orientation	Tuesday, 13 <sup>th</sup> April
<b>Term 3 Starts</b>	<b>Wednesday, 14<sup>th</sup> April</b>
Deadline for Term 3 Notification of Withdrawal	Friday, 30 <sup>th</sup> April
School Holiday	Wednesday, 12 <sup>th</sup> May – Friday 14 <sup>th</sup> May (inclusive)
Public Holiday (Vesak Day)	Wednesday, 26 <sup>th</sup> May
<b>Term 3 Ends</b>	<b>Friday, 25<sup>th</sup> June</b>