



Schedule of Fees and Payment 2018-2019

Application Fee

As of September 1st 2018 an **Application Fee** of **S\$1,000** (including GST) should accompany all new applications.

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\$2,800** (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' ongoing 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 (Half Day 8.30am -11.30am)	S\$14,985	S\$4,995
Nursery (Full Day)	S\$20,475	S\$6,825
Lower Primary (Reception to Year 2)	S\$24,630	S\$8,210
Upper Primary (Year 3 to Year 6)	S\$26,340	S\$8,780
Secondary (Year 7 to Year 9)	S\$28,845	S\$9,615
Secondary (Year 10 to Year 11)	S\$30,150	S\$10,050
Sixth Form/IBDP (Year 12 to Year 13)	S\$31,350	S\$10,450

English as an Additional Language (EAL) Fee Supplement

For EAL students in Year 1 to Year 9, there is a termly **EAL Fee Supplement** of **S\$1,100** (including GST), so the annual amount due is **S\$3,300**. EAL enrolment is assessed and invoiced each term.

Tuition Fees – Pathways 3 and 4 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.

Pathways 3 & 4 Year Level	Annual Fee (including GST)	Termly Fee (including GST)
Early Intervention	S\$36,525	S\$12,175
Lower Primary (Year 1 to Year 2)	S\$36,525	S\$12,175
Upper Primary (Year 3 to Year 6)	S\$38,715	S\$12,905
Secondary (Year 7 to Year 9)	S\$38,880	S\$12,960
Secondary (Year 10 to Year 11)	S\$39,195	S\$13,065
Secondary (Year 12 to Year 13)	S\$39,660	S\$13,220



Pathways 3 & 4 Admissions Assessment Fee

For applications to the Department of Supportive Education (DSE), an **Admissions Assessment Fee of S\$535** (including GST) is levied to cover costs incurred in conducting the introductory assessment. This fee is non-refundable. However, if a place at DCIS is offered and accepted, this fee will be deducted from the Registration Fee of S\$2,800.

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.

Assessment Fees	Fee (including GST)
Formal Assessment from Therapy Team	S\$160 per hour
Cognitive assessment, using psychometric and/or psycho-educational tests. This includes a comprehensive written report and a consultation with parents and teachers.	S\$1,200
Admissions Assessment Fee	S\$535

Therapy Fees	
Speech Therapy Hourly Rate	S\$160
Physiotherapy Hourly Rate	S\$160
Occupational Therapy Hourly Rate	S\$160
Psychology Support Programme Hourly Rate	S\$160

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:

DCIS Term Dates	Payment Due Date
1st Instalment (For Term 1: 20 th August to 14 th December 2018)	15th June 2018
2nd Instalment (For Term 2: 9 th January to 5 th April 2019)	1st December 2018
3 rd Instalment (For Term 3: 22 nd April to 27 th June 2019)	1st March 2019

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 and then the first invoice will follow.

Payments can be made by:

- (1) **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

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

Account Name: Dover Court International School (Pte) Ltd
Bank Name: HSBC (Corporate)
Bank Address: 21 Collyer Quay, HSBC Building Level 1, Singapore 049320
Account Number (SGD): 052188893001
Bank Code: 7232
Branch Code: 052
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) 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.

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 reminder 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	2% on total outstanding amount
If full payment is made more than 30 days after due date	5% on total outstanding amount

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 (9th January to 5th April 2019), the deadline for withdrawal is **1st November 2018**.
2. For students not returning for Term 3 (22nd April to 27th June 2019), the deadline for withdrawal is **1st February 2019**.
3. For students not returning for Term 1 in the 2019-2020 academic year, the deadline for withdrawal is the **30th April 2019**.

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.

2018-2019 Term Dates and Holidays

Term 1 – 2018	Dates
Student Orientation	Friday, 17 th August
Term 1 Starts	Monday, 20th August
Public Holiday (Hari Raya Haji)	Wednesday, 22 nd August
Half Term	Monday, 15 th October – Friday, 19 th October (inclusive)
Deadline for Term 2 Notification of Withdrawal	Thursday, 1 st November
Public Holiday (Deepavali)	Tuesday, 6 th November
Term 1 Ends	Friday, 14th December
Term 2 – 2019	
New Student Orientation	Tuesday, 8 th January
Term 2 Starts	Wednesday, 9th January
Deadline for Term 3 Notification of Withdrawal	Friday, 1 st February
Half Term	Monday 4 th February – Friday, 8 th February (inclusive)
Term 2 Ends	Friday, 5th April
Term 3 – 2019	
New Student Orientation	Monday, 22 nd April
Term 3 Starts	Tuesday, 23rd April
Deadline for 2019-2020 Notification of Withdrawal	Tuesday, 30 th April
Public Holiday (Labour Day)	Wednesday, 1 st May
Public Holiday (Vesak Day)	Monday, 20 th May
School Holiday	Tuesday, 21 st May
Public Holiday (Hari Raya Puasa)	Wednesday, 5 th June
Term 3 Ends	Thursday, 27th June