



Schedule of Fees and Payment 2022-2023

Terms 1 and 2 only

(for Term 3 fees please see page 7 onwards)

Due to the planned increase in Goods and Service Tax (GST) from 1st January 2023, fees are set for the 2022-2023 academic year at two levels. Fees for Terms 1 and 2 will be charged at the lower level of GST. Fees charged for Term 3 are charged at the higher level of GST. Please note that the due date for Term 2 fees is 15th November 2022. Payments delayed until 2023 will be rebilled at the higher level of GST.

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's annual building and maintenance costs. The Building Fund Fee is invoiced termly. This equates to an annual amount of **S\$1,500**.

Tuition Fees

Mainstream / Pathway 1 and English as an Additional Language (EAL)

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

Fees shown here include GST but exclude the building fund fee, which is charged termly.

Year Level	Annual Fee	Termly Fee
Nursery	S\$23,382	S\$7,794
Lower Primary (Reception to Year 2)	S\$28,125	S\$9,375
Upper Primary (Year 3 to Year 6)	S\$30,060	S\$10,020
Secondary (Year 7 to Year 8)	S\$33,561	S\$11,187
Secondary (Year 9 to Year 11)	S\$35,067	S\$11,689
Year 12	S\$36,549	S\$12,183
Year 13 – annual fee charged in first 2 terms	S\$36,549	S\$18,274.50



English as an Additional Language (EAL) Fee Supplement

EAL enrolment is assessed and invoice each term.

Fees shown here include GST

	Annual Fee	Termly Fee
Full EAL support	S\$3,630	S\$1,210
Partial EAL support	S\$1,200	S\$400

Tuition Fees - Early Intervention, Pathway 2 and Pathway 3

Early Intervention

Fees shown here include GST but exclude the building fund fee, which is charged termly.

Year Level	Annual Fee	Termly Fee
Nursery & Reception	S\$41,667	S\$13,889

Pathway 2

Fees shown here include GST but exclude the building fund fee, which is charged termly.

	Annual Fee	Termly Fee
Lower Primary (Year 1 to Year 2)	S\$41,469	S\$13,823
Upper Primary (Year 3 to Year 6)	S\$43,968	S\$14,656
Secondary (Year 7 to Year 8)	S\$44,991	S\$14,997
Secondary (Year 9 to Year 11)	S\$45,348	S\$15,116

Pathway 3

Fees shown here include GST but exclude the building fund fee and the whole class therapy fee, which are charged termly.

	Annual Fee	Termly Fee
Lower Primary (Year 1 to Year 2)	S\$41,667	S\$13,889
Upper Primary (Year 3 to Year 6)	S\$44,181	S\$14,727
Secondary (Year 7 to Year 8)	S\$45,207	S\$15,069
Secondary (Year 9 to Year 11)	S\$45,567	S\$15,189
Secondary (Year 12 to Year 13)	S\$46,116	S\$15,372

Pathway 3 In-Class Therapy Fees will be charged at **\$360 per term** and will be shown as a separate line item on the invoice.

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 co-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\$180 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

Therapy Fees (individual)	
Speech Therapy Hourly Rate	S\$180
Physiotherapy Hourly Rate	S\$180
Occupational Therapy Hourly Rate	S\$180
Psychology Support Programme Hourly Rate	S\$180

Therapy Fees (pairs)	
Speech Therapy Hourly Rate	S\$120 per student
Physiotherapy Hourly Rate	S\$120 per student
Occupational Therapy Hourly	S\$120 per student
Psychology Support Programme Hourly Rate	S\$120 per student

Therapy Fees (groups of 3 or more children)	
Speech Therapy Hourly Rate	S\$80 per student
Physiotherapy Hourly Rate	S\$80 per student
Occupational Therapy Hourly	S\$80 per student
Psychology Support Programme Hourly Rate	S\$80 per student

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
First Instalment (For Term 1: 15 th August to 15 th December 2022)	28th June 2022
Second Instalment (For Term 2: 9 th January to 6 th April 2023)	15th November 2022
Third Instalment (For Term 3: 25 th April to 23 rd June 2023)	1st March 2023

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: HSBCSGSGXXX

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.

- (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 and is also available on the Parent Portal.

following points are important to note:

- Existing GIRO arrangements will continue and no new form needs to be submitted
- 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 **Friday 3rd June 2022** to allow sufficient processing time
- There will be 9 payment deductions, the first deduction will take place 1st July with the final payment taking place on 1st April – deduction break in October.
- Requests for GIRO payments after June 3rd should be sent by email to 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/>

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	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 6th April 2023), the deadline for withdrawal is **Friday, 14th October, 2022.**
2. For students not returning for Term 3 (25th April to 23rd June 2023), the deadline for withdrawal is **Friday, 17th February, 2023.**
3. For students not returning for Term 1 of the 2023-2024 academic year, the deadline for withdrawal is **Friday, 28th April, 2023.**

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.

2022-2023 Term Dates and Holidays

Term 1 – 2022	Dates
New staff orientation	Monday 8 th August – Friday 12 th August
Returning staff orientation	Wednesday 10 th August – Friday 12 th August
New student orientation	Friday 12 th August
Term 1 Starts	Monday 15th August
Deadline for Term 1 Notification of Withdrawal	Friday 14 th October
Public Holiday (Deepavali)	Monday 24 th October
Staff professional development day	Tuesday 25 th October
Half Term	Monday 17 th October – Tuesday 25 th October (inclusive)
Term 1 Ends	Thursday 15th December
Term 2 – 2023	
All Staff in School	Thursday 5 th January
New student orientation	Friday 6 th January
Term 2 Starts	Monday 9th January
Public Holiday (Chinese New Year)	Monday 23 rd January – Tuesday 24 th January
Deadline for Term 2 Notification of Withdrawal	Friday 17 th February
Half Term	Monday 20 th February – Friday 24 th February (inclusive)
Term 2 Ends	Thursday 6th April
Term 3 – 2023	
All staff in school	Monday 24 th April
New student orientation	Monday 24 th April
Term 3 Starts	Tuesday 25th April
Deadline for Term 3 Notification of Withdrawal	Friday 28 th April
Public Holiday (Labour Day Holiday)	Monday 1 st May
Public Holiday (Vesak Day)	Friday 5 th May
Term 3 Ends	Friday 23rd June

Schedule of Fees and Payment 2022-2023

Term 3

The following fees will also apply if payments for Term 2 are received after 1st January 2023.

Application Fee

The application process includes an **Application Fee** of **S\$1,020** (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\$3,060** (including GST) is payable. This fee is not deductible against tuition fees.

Building Fund Fee

A **Building Fund Fee** of **S\$505 per term** (including GST) is charged to all students as a contribution towards DCIS's annual building and maintenance costs. The Building Fund Fee is invoiced termly. This equates to an annual amount of **S\$1,515**.

Tuition Fees

Mainstream / Pathway 1 and English as an Additional Language (EAL)

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

The fees listed below include GST but exclude the building fund fee which is charged termly.

Please note:

Term 1 and Term 2 fees will be charged at 7% GST and Term 3 will be charged at 8% GST. Payments for Term 2 that are received after 1st January 2023 will be subject to the higher rate of GST which will be charged separately.

Year Level	Annual Fee	Termly Fee
Nursery	S\$23,601	S\$7,867
Lower Primary (Reception to Year 2)	S\$28,389	S\$9,463
Upper Primary (Year 3 to Year 6)	S\$30,342	S\$10,114
Secondary (Year 7 to Year 8)	S\$33,876	S\$11,292
Secondary (Year 9 to Year 11)	S\$35,397	S\$11,799
Year 12	S\$36,891	S\$12,297
Year 13 – annual fee charged in first 2 terms	S\$36,891	S\$18,445.50

English as an Additional Language (EAL) Fee Supplement

EAL enrolment is assessed and invoice each term. Fees listed below include GST.

	Annual Fee	Termly Fee
Full EAL support	S\$3,666	S\$1,222

Partial EAL support	S\$1,212	S\$404
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Tuition Fees – Early Intervention, Pathway 2 and Pathway 3

The fees listed below include GST but exclude the building fund fee, which is charged termly.

Early intervention

Year Level	Annual Fee (including GST, excluding Building Fund)	Termly Fee (including GST excluding Building Fund)
Nursery & Reception	S\$42,057	S\$14,019

Pathway 2

The fees listed below include GST but exclude the building fund fee, which is charged termly.

	Annual Fee	Termly Fee
Lower Primary (Year 1 to Year 2)	S\$41,859	S\$13,953
Upper Primary (Year 3 to Year 6)	S\$44,379	S\$14,793
Secondary (Year 7 to Year 8)	S\$45,414	S\$15,138
Secondary (Year 9 to Year 11)	S\$45,774	S\$15,258

Pathway 3

The fees listed below include GST but exclude the building fund fee, which is charged termly.

	Annual Fee	Termly Fee
Lower Primary (Year 1 to Year 2)	S\$42,057	S\$14,019
Upper Primary (Year 3 to Year 6)	S\$44,595	S\$14,865
Secondary (Year 7 to Year 8)	S\$45,630	S\$15,210
Secondary (Year 9 to Year 11)	S\$45,993	S\$15,331
Secondary (Year 12 to Year 13)	S\$46,548	S\$15,516

Pathway 3 In-Class Therapy Fees will be charged at **\$364 per term** and will be shown as a separate line item on the invoice.

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\$182 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

Therapy Fees (individual)	
Speech Therapy Hourly Rate	S\$182
Physiotherapy Hourly Rate	S\$182
Occupational Therapy Hourly Rate	S\$182
Psychology Support Programme Hourly Rate	S\$182

Therapy Fees (pairs)	
Speech Therapy Hourly Rate	S\$121 per student
Physiotherapy Hourly Rate	S\$121 per student
Occupational Therapy Hourly	S\$121 per student
Psychology Support Programme Hourly Rate	S\$121 per student

Therapy Fees (groups of 3 or more children)	
Speech Therapy Hourly Rate	S\$81 per student
Physiotherapy Hourly Rate	S\$81 per student
Occupational Therapy Hourly	S\$81 per student
Psychology Support Programme Hourly Rate	S\$81 per student

Payment Schedule

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Term 3 – 2023	
All staff in school	Monday 24 th April
New student orientation	Monday 24 th April
Term 3 Starts	Tuesday 25th April
Deadline for Term 3 Notification of Withdrawal	Friday 28 th April
Public Holiday (Labour Day Holiday)	Monday 1 st May
Public Holiday (Vesak Day)	Friday 5 th May
Term 3 Ends	Friday 23rd June