



## Schedule of Fees and Payment 2019-2020

### 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 (Half Day 8.30am -11.30am)	<b>S\$15,960</b>	S\$5,320
Nursery (Full Day)	<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
Sixth Form/IBDP (Year 12 to Year 13)	<b>S\$33,855</b>	S\$11,285

### 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\$1,210** (including GST), so the annual amount due is **S\$3,630**. 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	<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

### 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\$3,000. This fee will not be incurred if an Application Fee has been paid.

### 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>
Admissions Assessment Fee (not applicable if application fee has been paid)	<b>S\$535</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 class 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: 19 <sup>th</sup> August to 13 <sup>th</sup> December 2019)	<b>15<sup>th</sup> June 2019</b>
Second Instalment (For Term 2: 8 <sup>th</sup> January to 3 <sup>rd</sup> April 2020)	<b>1<sup>st</sup> December 2019</b>
Third Instalment (For Term 3: 21 <sup>st</sup> April to 26 <sup>th</sup> June 2020)	<b>1<sup>st</sup> March 2020</b>

## Payment Methods

Once the Application Fee has been received a receipt will be issued. Once an offer of placement 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  
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](mailto:finance@dovercourt.edu.sg)) as proof of payment. To help us identify your payment, please list the invoice number and/or clearly mark your child's name 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.

- (3) **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:

- The original completed GIRO form must be submitted to the Finance Department, copies will not be accepted
- A separate GIRO form must be completed for each student at Dover Court
- As the GIRO takes 6-8 weeks to process GIRO forms must be returned by **Friday 24<sup>th</sup> May 2019** to allow sufficient processing time
- There will be 9 payment deductions, the first deduction will take place on 1st August with the final payment taking place on 1<sup>st</sup> April.
- Requests for GIRO payments after May 24<sup>th</sup> should be sent by email to [finance@dovercourt.edu.sg](mailto:finance@dovercourt.edu.sg)

## 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 (8<sup>th</sup> January to 3<sup>rd</sup> April 2020), the deadline for withdrawal is **1<sup>st</sup> November 2019**.
2. For students not returning for Term 3 (21<sup>st</sup> April to 26<sup>th</sup> June 2020), the deadline for withdrawal is **3<sup>rd</sup> February 2020**.
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 2020**.

**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.**

## 2019-2020 Term Dates and Holidays

<b>Term 1 – 2019</b>	<b>Dates</b>
Student Orientation	Thursday, 15 <sup>th</sup> August – Friday, 16 <sup>th</sup> August
<b>Term 1 Starts</b>	<b>Monday, 19<sup>th</sup> August</b>
Half Term	Monday, 14 <sup>th</sup> October – Friday, 18 <sup>th</sup> October (inclusive)
Public Holiday (Deepavali)	Monday, 28 <sup>th</sup> October
Deadline for Term 2 Notification of Withdrawal	Friday, 1 <sup>st</sup> November
<b>Term 1 Ends</b>	<b>Friday, 13<sup>th</sup> December</b>
<b>Term 2 – 2020</b>	
New Student Orientation	Tuesday, 7 <sup>th</sup> January
<b>Term 2 Starts</b>	<b>Wednesday, 8<sup>th</sup> January</b>
School Holiday (Chinese New Year Eve)	Friday, 24 <sup>th</sup> January
Public Holiday (Chinese New Year)	Monday, 27 <sup>th</sup> January
Deadline for Term 3 Notification of Withdrawal	Monday, 3 <sup>rd</sup> February
Half Term	Monday 17 <sup>th</sup> February – Friday, 21 <sup>st</sup> February (inclusive)
<b>Term 2 Ends</b>	<b>Friday, 3<sup>rd</sup> April</b>
<b>Term 3 – 2020</b>	
New Student Orientation	Monday, 20 <sup>th</sup> April
<b>Term 3 Starts</b>	<b>Tuesday, 21<sup>st</sup> April</b>
Deadline for 2020-2021 Notification of Withdrawal	Thursday, 30 <sup>th</sup> April
Public Holiday (Labour Day)	Friday, 1 <sup>st</sup> May
Public Holiday (Vesak Day)	Thursday, 7 <sup>th</sup> May
School Holiday	Monday 25 <sup>th</sup> May – Tuesday 26 <sup>th</sup> May (inclusive)
<b>Term 3 Ends</b>	<b>Friday, 26<sup>th</sup> June</b>