Increase in School Fees for new academic year August 2015-16

At Quayside Isle Preparatory School (“QUIPS”) we aim to deliver exceptional breadth and balance in education and the soft skills. Our class sizes are small and our teachers provide the attention and support every child deserves in the early school years. Riding on an excellent curriculum that is internationally recognized and with accompanying up-to-date research in early childhood education, there are no compromises at QUIPS.

Meeting these high standards and demands is indeed ambitious and constantly achieved at QUIPS. Maintaining the high standards at QUIPS depends on the revenue generated. School fees and admission fees are the school’s primary source of income. It helps finance our long term plans and objectives to continuously improve the quality of the site and services which are in place and what we offer.

Fees cover our operating costs at the school, rental, repair, and maintenance to our existing facility. Any additional source of revenue helps finance additional requirements.

Quayside Isle Preparatory School is an ECDA Singapore (Early Childhood Development Agency) licensed school.
Quayside Isle Preparatory School Application Procedure and Fee Structure

All parents are requested to note that admission and enrolment to Quayside Isle Preparatory School (“QUIPS”) are subject to the conditions set out below. Parents are asked to sign the relevant section of the application form in recognition of their acceptance of these conditions.

Should you have any questions regarding this information, please do not hesitate to contact admissions via email info@quips.sg or call 6235 – 7527. The “Course Fee” is inclusive of tuition, books and classroom materials.

Course Fee for the Academic year 2015/16

<table>
<thead>
<tr>
<th>Class</th>
<th>Course Fee (Per Term)</th>
<th>Discovery Fee (Per Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Toddler’s Program</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-3 years; 9 am – 12 pm</td>
<td>$3950.00</td>
<td>n/a</td>
</tr>
<tr>
<td>12.30 pm – 3.30 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pre-Kindergarten</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-4 years; 9 am – 2 pm</td>
<td>$4500.00</td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Kindergarten 1 &amp; 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-6 years; 9 am – 2 pm</td>
<td>$4800.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>
Due Dates of Fees

All fees are payable according to the following schedule. School fees are billed on a termly basis. QUIPS has 4 terms a year.

4 payment terms in the course year 2015-2016

Term 1 Fees due by: 29th May, 2015 (Term 1: August 17, 2015 to October 9, 2015)
Term 2 Fees due by: 21st August, 2015 (Term 2: October 19, 2015 to December 11, 2015)
Term 3 Fees due by: 13th November, 2015 (Term 3: January 11, 2016 to March 18, 2016)
Term 4 Fees due by: 22nd January, 2016 (Term 4: March 28, 2016 to June 10, 2016)

Term 1, 2016-2017 course year: currently enrolled students expected payment: 27th May, 2016

Sibling Discount A 5% discount will apply for the second child enrolled (applied to “course fee” only prior to GST). The sibling discount does not apply to any other fees.

Late Fees/Outstanding Payments
The School will charge a 5% late fee on any late payment made on school fees. In the event that school fees are still outstanding 1 month after the due date for school fees, the School reserves the right to forfeit that school place and to exclude the child from attending classes without further notice.

GST
All Fees may be subjected to GST at a future date (government requirement).
Application Process and Admissions Fee

The Admissions Fee is $2000.00 and should accompany the application form and other required documents in order for the applicant to be considered for placement at the School.

Please fill in the application form and return it to the School with the application fee and copies of the following documents:

- Student’s birth certificate
- Student’s passport or identity card – copy
- Parents’ passports or identity cards – copy
- 2 passport sized photographs of the student
- Immunization records

Application Priority
Quayside Isle Preparatory School gives priority to applications as follows:

1. Siblings of currently enrolled students
2. Accepted and waitlisted individuals
3. Employees of the School
4. Other applicants

Following the School Policy, QUIP’s age cut-off date is 1st September and all students attending should be the minimum class age by this date. All admissions are on a first come basis where in the registration fee is paid to secure the seat.

Sibling Clause

Siblings of already enrolled students will be given priority when there are limited seats available. In addition, in order to accommodate children from the same family, the age cut-off date for siblings is extended to 31st October. The sibling will need to be at the required age by 31st October and will join the school in the school term following their birthday. This admission remains subject to the child’s development and readiness which will be assessed through a one hour morning trial session in the Toddlers class, once the child is two. Should admissions feel the child is not ready, all payment will be returned in full.
**Discovery Fee**

A field trip discovery fee will be charged at the rate of $250.00 per term to allow for transportation to and from activities on the island, fee entries, and educational programs at venues.

The Discovery Fee is not applicable for the **Toddler Program**. Excursions for the Toddler Program will be chargeable on a per excursion basis.

**Withdrawal Notice**

A child may withdraw from the School by giving a written “**Notice of Withdrawal**”. The “**Notice of Withdrawal**” form is available from our School Administrative Management Representative.

The “**Notice of Withdrawal**” must be received by the School by the deadline stated on the school’s calendar, which is also deemed to be the Withdrawal Deadline.

Withdrawal dates and refund policies are clearly stated herein.

**Advance Fees**

Where notice of withdrawal is given by the Withdrawal Deadline the Advance Fees, less any amounts which are due and payable to the School, will be returned in full (without interest).

Where notice of withdrawal is not given in accordance with the deadline, an amount equivalent to 50% (only for Term 1) or 100% of the fee plus GST will be retained by the School as liquidated damages to the School as a consequence of the failure by the parent to give a **Notice of Withdrawal** in accordance with the School’s requirements.
The refund of all or any part of the Advance Fees will be made as soon as practicable after it has become due to the individual(s), company or organization by whom it was paid to the School, unless that party notifies the School in writing that the refund is to be made to a named parent of the child or to that parent’s representative.

**Refund of Fees**

The Admissions Fee is non-refundable. These fees cannot be transferred to another student. Refund Schedule for the 2015 – 2016 Academic Year is as follows:

| Enrols and then subsequently withdraws for Term 1 (Payment due by 29 May, 2015) | WITHDRAWAL NOTICE PROVIDED |
|---|---|---|---|
| Fee Type | Prior to/on 29 May, 2015 | 29 May to 10 June 2015 | After 10 June 2015 |
| Admissions Fee | No Refund | No Refund | No Refund |
| First Term School Fees | 100% Refund | 50% Refund | No Refund |
### Currently Attending and Withdrawing for Term 2 (payment due by 21\textsuperscript{st} August, 2015)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Prior to or on September 3\textsuperscript{rd}, 2015</th>
<th>4 September to 9 October 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Fee</td>
<td>No Refund</td>
<td>No Refund</td>
</tr>
<tr>
<td>Second Term School Fees</td>
<td>100% Refund</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

### Currently Attending and Withdrawing for Term 3 (payment due by 13\textsuperscript{th} November, 2015)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Prior to or on 1 December, 2015</th>
<th>2 December to 11 January, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Fee</td>
<td>No Refund</td>
<td>No Refund</td>
</tr>
<tr>
<td>Second Term School Fees</td>
<td>100% Refund</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

### Currently Attending and Withdrawing for Term 4 (payment due by 22\textsuperscript{nd} January, 2016)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Prior to or on 12 February, 2016</th>
<th>13 February, 2016 or after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Fee</td>
<td>No Refund</td>
<td>No Refund</td>
</tr>
<tr>
<td>Second Term School Fees</td>
<td>100% Refund</td>
<td>No Refund</td>
</tr>
</tbody>
</table>
Payment

All fees are assessed in Singapore dollars and all payments must be made in Singapore dollars. We accept **cash**, **cheque**, **Visa** and **MasterCard payments**, and **bank-to-bank or wire transfers**. Cheques should be crossed and made payable to **Quayside Isle Preparatory School Pte Ltd**.

All bank charges involved in the electronic transfer of payments to the School's bank account, including those of the receiving bank, shall be borne by the remitter.

A 3% convenience fee will be charged for all school fee credit card transactions.

**Uniforms**: QUIPS requires all students to be in full school uniform. Uniforms are charged separately.

**Other Fees**

- For Toddlers Program, **field trips** are charged on an individual basis
- **School uniforms**: QUIPS requires all students to be in full school uniform. Full uniform includes the school shirt, shorts for boys, skorts for girls, and wide brimmed hat. These items are to be purchased from the school. Cost may vary.
- Library Book Deposit: $50 (forfeited if the damaged or lost book cannot be replaced)
- **Lost or damaged school materials**: cost subject to item

*Students with past due accounts may have their attendance privileges revoked by the school until accounts become current. If any payment remains upon withdrawal from the school, no school records will be released until all outstanding accounts are settled. Please note that the school shall be entitled to increase school fees and Discovery Fees annually, as the School, in its absolute discretion deems fit, from time to time during the student’s enrolment in the School. Parents will be notified of any such increase and the revised fee shall be payable, effective from the date stipulated in the notice.*