

School Fees Information for 2023-2024

Quayside Isle Preparatory School (“QuIPS”) follows the UK National curriculum which is organized into blocks of years called ‘Key Stages’. Hence the terminology *Early Years* and *Key Stage 1*. The year groups have been aligned with the **Early Years and KEY STAGE 1 of the UK National Curriculum**. Children should be the **minimum age** for the year group.

Child’s Age	Year		Key Stage
18 months – 24 months	PLAYGROUP (Half Day) 9am to 12pm <ul style="list-style-type: none"> • 5-day week • 3-day week (Wed-Fri) 	PLAYGROUP (Full Day) 9am to 3pm <ul style="list-style-type: none"> • 5-day week • 3-day week (Wed-Fri) 	Early Years
2 years to 3 years	NURSERY (Half Day) 9am to 12pm <ul style="list-style-type: none"> • 5-day week • 3-day week (Wed-Fri) 	NURSERY (Full Day) 9am to 3pm <ul style="list-style-type: none"> • 5-day week • 3-day week (Wed-Fri) 	Early Years
3 years to 4 years	PRE-RECEPTION 9am – 3pm		Early Years
4 years to 5 years	RECEPTION 9am – 3pm		Early Years
5 years to 6 years	*YEAR 1 9am – 3pm		KS1
6 years to 7 years	*YEAR 2 9am – 3pm		KS 1

Table 1

**Informal assessments are carried out during the academic year and include phonics screening, reading, reading comprehension, basic language structure and numeracy.*



Playgroup is your child's next step to independence. QuIPS teachers invest plenty of time in planning the day and lots of fun and engaging activities for our little ones. Each child's interests, strengths and needs are closely observed and taken on board. This personalised approach allows for continuity and learning. The 3-day week runs from Wednesday through to Friday. No replacement classes will be offered if any of the days should fall on a Public Holiday, or Staff INSET day.

Non-Refundable Registration Fees for New Students 2023-2024

A one-time, non-refundable Registration Fee for new students is applicable and will be invoiced upon signing the Placement Letter. The Registration Fee indicated below excludes GST.

Enrolment Fee	\$800.00
Sibling Enrolment Fee	\$400.00

Table 2

School Fees

Quayside Isle Preparatory School has a low student to high teacher ratio allowing for a bespoke model of Early Childhood education. The Course fees are inclusive of our small classes, tailored groupings allowing for a variety of modalities in the core subjects, differentiated instruction that leverages each child's strengths and supports a child's journey into the academics, social-emotional skills, local field trips and transportation (for Pre-Reception onwards), classroom materials and parent workshops.

School fees are annual and are billed on a term basis. The School fees are payable in advance for all levels. Additional fees for after school activities and holiday activities will be billed separately. For a new Student commencing within the school term, fees will be pro-rated on a weekly basis according to the duration of the school term. Please refer to the school calendar for the academic term dates.

School fees are payable in full, from the date the Student is to commence attending school, and until the last day of attendance at school.

Deposit

A refundable deposit (“Deposit”) equivalent to 75% of one term’s school fees is payable by the Parent upon registration. There is no GST for Deposits.

Year Group	75% Deposit
PLAYGROUP Full Day 5-day week	5,471.81
PLAYGROUP Full Day 3-day week	3,376.22
PLAYGROUP Half Day 5-day week	4,834.31
PLAYGROUP Half Day 3-day week	2,982.87
NURSERY Full day 5-day week	5,471.81
NURSERY Full day 3-day week	3,376.22
NURSERY Half day 5-day week	4,834.31
NURSERY Half day 3-day week	2,982.87
PRE-RECEPTION	5,504.00
RECEPTION	5,587.47
YEARS 1 & 2	5,730.25

Table 3



The tables below outline the fees for the 2023-2024 academic year. Fees are reviewed annually and are subject to change at the start of every new academic year. All fees are quoted in Singapore dollars. In view of the increase in GST during the course of the academic year, fees quoted exclude the GST which are indicated in a separate column. The current GST is 8% and subject to a further increase by the Singapore Government in January 2024.

Please note that admission and enrolment at Quayside Isle Preparatory School is subject to the conditions set out below. Should you have any questions regarding this information, please reach out via email info@quips.edu.sg or call 6235-7527.

School Fees in SGD\$ August 2023 – June 2024

The tables below do not include the Registration Fee for new students.

Due Date	PLAYGROUP Full Day 5-day Week	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	7,295.74	583.66	7,879.40
Term 2 – 15 July 2023	7,295.74	583.66	7,879.40
Term 3 – 15 October 2023	7,295.74	583.66	7,879.40
Term 4 – 15 January 2024	7,295.74	656.61*	7,952.35*

*Table 4 *9%GST as of 01 January 2024*

Due Date	PLAYGROUP Full Day 3-day Week (Wed to Fri)	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	4,501.63	360.13	4,861.76
Term 2 – 15 July 2023	4,501.63	360.13	4,861.76
Term 3 – 15 October 2023	4,501.63	360.13	4,861.76
Term 4 – 15 January 2024	4,501.63	405.14 *	4,906.77 *

*Table 5 - *9%GST as of 01 January 2024*

Due Date	PLAYGROUP Half Day 5-day Week	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	6,445.74	515.66	6,961.40
Term 2 – 15 July 2023	6,445.74	515.66	6,961.40
Term 3 – 15 October 2023	6,445.74	515.66	6,961.40
Term 4 – 15 January 2024	6,445.74	581.01*	7,025.85*

Table 6 - *9%GST as of 01 January 2024

Due Date	PLAYGROUP Half Day 3-day Week (Wed to Fri)	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	3,977.16	318.17	4,295.33
Term 2 – 15 July 2023	3,977.16	318.17	4,295.33
Term 3 – 15 October 2023	3,977.16	318.17	4,295.33
Term 4 – 15 January 2024	3,977.16	357.94*	4,335.10*

Table 7- *9%GST as of 01 January 2024

Due Date	NURSERY Full Day 5-day Week	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	7,295.74	583.66	7,879.40
Term 2 – 15 July 2023	7,295.74	583.66	7,879.40
Term 3 – 15 October 2023	7,295.74	583.66	7,879.40
Term 4 – 15 January 2024	7,295.74	656.61*	7,952.35*

Table 8 *9%GST as of 01 January 2024

Due Date	NURSERY Full Day 3-day Week (Wed to Fri)	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	4,501.63	360.13	4,861.76
Term 2 – 15 July 2023	4,501.63	360.13	4,861.76
Term 3 – 15 October 2023	4,501.63	360.13	4,861.76
Term 4 – 15 January 2024	4,501.63	405.14 *	4,906.77 *

Table 9 - *9%GST as of 01 January 2024

Due Date	NURSERY Half Day 5-day Week	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	6,445.74	515.66	6,961.40
Term 2 – 15 July 2023	6,445.74	515.66	6,961.40
Term 3 – 15 October 2023	6,445.74	515.66	6,961.40
Term 4 – 15 January 2024	6,445.74	581.01*	7,025.85*

Table 10 - *9%GST as of 01 January 2024

Due Date	NURSERY Half Day 3-day Week (Wed to Fri)	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	3,977.16	318.17	4,295.33
Term 2 – 15 July 2023	3,977.16	318.17	4,295.33
Term 3 – 15 October 2023	3,977.16	318.17	4,295.33
Term 4 – 15 January 2024	3,977.16	357.94*	4,335.10*

Table 11- *9%GST as of 01 January 2024

Due Date	PRE-RECEPTION	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	7,338.66	587.09	7,925.75
Term 2 – 15 July 2023	7,338.66	587.09	7,925.75
Term 3 – 15 October 2023	7,338.66	587.09	7,925.75
Term 4 – 15 January 2024	7,338.66	660.48 *	7,999.14 *

Table 12 - *9%GST as of 01 January 2024

Due Date	RECEPTION	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	7,449.96	596.00	8,045.96
Term 2 – 15 July 2023	7,449.96	596.00	8,045.96
Term 3 – 15 October 2023	7,449.96	596.00	8,045.96
Term 4 – 15 January 2024	7,449.96	670.50 *	8,120.46 *

Table 13 - *9%GST as of 01 January 2024

Due Date	YEARS 1 & 2	8% GST	Total (incl. 8% GST)
Term 1 – 15 May 2023	7,640.33	611.23	8,251.56
Term 2 – 15 July 2023	7,640.33	611.23	8,251.56
Term 3 – 15 October 2023	7,640.33	611.23	8,251.56
Term 4 – 15 January 2024	7,640.33	687.63 *	8,327.96 *

*Table 14 - *9%GST as of 01 January 2024*

Sibling Discount:

Our QuIPS community is home to many siblings since its inception in 2013. For siblings, enrolling at QuIPS, a 20% discount will apply on the 2nd enrolled child, and a 25% discount will apply on the 3rd enrolled child and above. Discount(s) will apply to the child with the lowest school fees. In the event where any child ceases to be enrolled at QuIPS, the discount applicable to his or her siblings will be revised in the next school term. In the event where the student no longer has a sibling enrolled at QuIPS, a 10% discount will apply.

Pro-Rated School Fees:

Enrolment is open all year round at QuIPS. New students enrolling after the start of term will have their Course fees are prorated on a weekly basis, according to the number of weeks left in the academic term.

Withdrawal / Refund of School Fees

If the Parent wishes to withdraw the Student from QuIPS, the Parent must notify the School in writing and submit a completed withdrawal form to the School. Any request for withdrawal, other than in writing, will not be accepted.

Withdrawal forms must be completed and submitted to QuIPS within 3 business days of written notification of withdrawal. Withdrawal forms that are not completed and duly submitted within 3 business days will result in the written notice of withdrawal being treated as null and void. **A minimum of 8 fee-paying weeks in a term withdrawal notice in writing is required for a full refund of the Deposit.** Refund of the Deposit will be governed



by the terms and conditions of the School Contract. If the withdrawal is not in accordance to the terms and conditions of the School Contract, 50% of the Deposit will be forfeited.

For the avoidance of doubt, top-up of school fees in lieu of notice will not be accepted by QuIPS. School fees paid in advance will be refunded on a pro-rated weekly basis according to the duration of the school term. Please refer to the school calendar for the academic term dates. The registration fee is strictly non-refundable. School fees, pro-rated on a weekly basis, will be refunded accordingly.

The refund will be made according to the schedule stipulated below:

Withdrawal Notice Provided		
Fee Type	On or before 15 June, 2023	After 15 June, 2023
Term 1 School Fees	100% refund	No refund
Fee Type	On or before 15 August, 2023	After 15 August, 2023
Term 2 School Fees	100% refund	No refund
Fee Type	On or before 15 November, 2023	After 15 November, 2023
Term 3 School Fees	100% refund	No refund
Fee Type	Prior to or on 15 February, 2024	After 15 February, 2024
Term 4 School Fees	100% refund	No refund

Table 14

The dates for withdrawal notice and fees due are also indicated in the school calendar on the school's website.

Payment Terms

All payment must be settled promptly within seven (7) days from date of invoice.

Where any amount due to QuIPS or part thereof remains unpaid after the due date, the following will apply:

- If fees or charges are not paid in full by the due date, a charge of \$50 will be imposed for each late payment notice issued by the Finance Office until the account is closed.
- The School reserves the right to discontinue the education of a student if the account is outstanding.
- Interest will be charged on the overdue amount. The following interest charges will be levied:

Number of Days Payment is Overdue	% Chargeable
15-30 days overdue	2%
More than 30 days overdue	4%

Table 15

Late Fees/Outstanding Payments

If fees or charges are not paid in full by the due date, a charge of \$50 will be imposed for each late payment notice issued by the Finance Office until the account is closed.

In the event any school fees are outstanding after one month from the due date, the school reserves the right to forfeit the student's placement and exclude the student from attending classes without further notice until the fees are paid. Failure to settle outstanding fees will result in the school not releasing the academic and school records of the student.

- Where notice of withdrawal is not given in accordance with the deadline, 100% of the Deposit and any fees paid for the term 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 Term 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.
- School fees will not be pro-rated/ reduced for non-attendance, regardless of reasons given. It is advisable that parents plan family trips during school holidays to avoid missing classes.

Outstanding Accounts

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.

Payment Options

Quayside Isle Preparatory School offers three payment options. Course fees can be paid annually, semesterly or termly. There are two Semesters which is equivalent to four Terms in the school year. School fees are billed on a termly basis and must be paid in full in advance. The invoice due date is clearly stated on the invoice.

All fees are assessed in Singapore dollars and all payments must be made in Singapore dollars.

We accept NETS, STRIPE online, Visa and MasterCard payments (in person at the school), and bank-to-bank or wire transfers.

Processing Fees

Credit card payments are subject to an additional 3% administration fee.

STRIPE payments online are subject to a 3.4% processing fee (imposed by the STRIPE vendor).

Paynow	
UEN Number	201314366DQUI
Scan to Pay	

Please indicate the invoice number and your child's name for all online payments.

Questions or concerns regarding fees or invoices, please contact accounts@quips.edu.sg

Application Procedure at QuIPS:



Registration Fee

The non-refundable Registration Fee of \$800.00 (excludes GST) is to be paid upon confirmation of the space available and, should accompany the signed Placement Letter. The School Contract and Admissions Agreement are sent and filled in by the parent. All the required documents for the applicant must be provided for and the school fees paid before the applicant can begin school.

Your application process starts with filling in the **Application Form**, which you can request by sending an email to info@quips.edu.sg

Complete the forms, and return them to the School **with the Registration Fee** and copies of the following documents:

1. Copy of child's birth certificate, Passport and FIN card
2. Copy of immunization records
3. NRIC or other identification (passport/re-entry permit) of mother
4. NRIC or other identification (passport/re-entry permit) of father
5. NRIC or other identification (passport/re-entry permit/work permit) of any other authorized person(s)
6. Child's medical reports/clinical reports (if applicable)
7. Passport sized photos of child, both parents and registered caregiver/guardian who will be dropping off and picking up the child from school
8. Parent Handbook Acknowledgement Form

Only students with a complete set of paperwork and paid Registration Fee will be offered a place at the school.



Wait List

After classes are filled at Quayside Isle Preparatory School, children may still be accepted on a Wait List. If a space is not available, and you would like your child to be placed on the Wait List, all documentation must be completed and turned into the School. Should an opening occur, the place will be given to a sibling priority followed by waitlisted students with a complete set of paperwork in order in which their documentation was turned in. In order to then secure said place, the Registration Fee must be paid within 2-working days of notice.

Age Cut-Off Date:

Following the School Policy, children should be the minimum age for the year group.

Sibling Clause

Siblings of already enrolled students will be given priority when there are limited seats available.

Conditional Placements (where applicable)

This admission remains subject to the child's development and readiness, which will be assessed over three school days, coordinated by the Director of Learning. Should the school feel the child is not ready, the school fees will be returned in full.

Other Costs

School Uniform

Quayside Isle Preparatory School requires all students to be in full school uniform. Full uniform includes the school shirt, shorts for boys, culottes for girls, and a wide brimmed hat (optional). Additionally, all students need to have a QuIPS library tote bag to participate in the School's book-borrowing programme. These items are to be purchased from the School.

- Pinwheel Polo (yellow) - \$25 (excl. GST)
- Boys' Shorts (blue) - \$23 (excl. GST)



- Girls' Skorts (blue) - \$27(excl. GST)
- Library Book Bag (compulsory for Reading Program) - \$20 (excl. GST)

Lost or damaged school materials (other than books): cost subject to item.

Lost or damaged library books: A fee of \$60 (excl. GST) will be imposed.

Lost or damaged school resource book: If the item is part of a series that cannot be replaced on its own, and requires the School to purchase the entire set, a \$30 administrative fee in addition to cost of the item (in this case, the entire series), courier fees and GST will have to be borne by the family.

We look forward to welcoming your child and you to our QuIPS community!