

SCHOOL FINANCIAL REGULATIONS (2023-2024)

Updated on 11/08/2023

General information

Enrolment, re-enrolment and continuance of a child at *La Petite Ecole* Singapore implies full acceptance of the school rules and of these Financial Regulations (hereinafter referred to as "Financial Regulations").

These Financial Regulations are effective for the school year 2023-2024. They supersede all previous documents.

Tuition at *La Petite Ecole* Singapore is fee-based. Payment of school fees is a condition of enrolment. The Financial Regulations apply to all new enrolments or re-enrolments of a student on the school's roll.

Before the start of each school year, *La Petite Ecole* Singapore prepares an educational organisation adapted to the number of pupils to be accommodated, in terms of human resources and equipment. The commitment of each family is therefore just as important to respect, as the commitment of the school to the families.

School fees

Prices are quoted in Singapore dollars (SGD), including GST. GST is 8% until 31 December 2023 and 9% from 1 January 2024. The fees are reviewed annually and are subject to increase in line with the inflation rate and the Consumer Price Index (CPI). In the current context of high economic difficulties, we would like to inform you that the amount indicated for the 2023-2024 tuition fees is subject to marginal adjustments and will not be definitively fixed until the end of June 2023.

The **Family rate** applies to those who do not receive any financial support from their employer and who pay the full tuition fee.

FAMILY RATE (PER STUDENT)	(SGD)	Payment due
Initial enrolment fee	1,750	-50% before 15 March 2023
	2,450	-30% before 15 April 2023
	3,500	Full rate
Re-enrolment fee	325	-50% before 15 March 2023
	455	-30% before 15 April 2023
	650	Full rate

Annual tuition fees (general section)	21,950	Billing Schedule
September-December 2023	8,730	Before 31 August 2023
January-March 2024	6,610	Before 15 December 2023
April-June 2024	6,610	Before 15 March 2024
Annual tuition fees (trilingual section)	24,530	Billing Schedule
September-December 2023	9,810	Before 31 August 2023
January-March 2024	7,360	Before 15 December 2023
April-June 2024	7,360	Before 15 March 2024

If at least part of the tuition fees are paid or reimbursed by a parent's employer or company, the **Employer rate** applies and full contact details of an employer's human resources officer must be provided. Parents of students remain responsible for the actual payment of tuition fees.

EMPLOYER RATE (PER STUDENT)	(SGD)	Payment Owed
Initial enrolment fee	1,750	-50% before 15 March 2023
	2,450	-30% before 15 April 2023
	3,500	Full rate
Re-enrolment fee	325	-50% before 15 March 2023
	455	-30% before 15 April 2023
	650	Full rate
Annual tuition fees (general section)	25 670	Billing Schedule
September-December 2023	10 210	Before 31 August 2023
January-March 2024	7 730	Before 15 December 2023
April-June 2024	7 730	Before 15 March 2024
Annual tuition fees (trilingual section)	28 250	Billing Schedule
September-December 2023	11 300	Before 31 August 2023
January-March 2024	8 475	Before 15 December 2023
April-June 2024	8 475	Before 15 March 2024

General Conditions

All fees are charged per term.

Any term started is due in full.

A special rate is available for siblings:

- For the 2nd child: 5% discount on the school fees
- For the 3rd child: 10% discount on the school fees

Payments

Payments to *La Petite Ecole* Singapore can be made in two ways:

- Via PayNow with UEN **201211760D**,
- By bank transfer to the following bank account

Recipient name : LA PETITE ECOLE PTE LTD
Bank name : DBS Bank Ltd
Account number : 0619001535 (SGD)
Bank code: 7171
Branch code: 061
Swift code: DBSSSGSG
Adresse de la banque: 12 Marina Boulevard, Level 3 Marina Bay, Financial Centre Tower 3, Singapore 018982

IMPORTANT: it is imperative to mention the invoice number and the family name in the bank transfer reference.

I. REGISTRATION

a. Procedure

The registration of a student on the school's roll is subject to:

- The creation of an EDUKA account, the completion of the necessary sections and the submission of the required documents
- The signature of the enrolment contract
- Payment of the initial enrolment fee

Confirmation of registration is then sent by the administration.

b. Initial enrolment fee

This fee is due in full at the time of registration, even in the case of an arrival during the school year. They are also not transferable. After the withdrawal period defined in the enrolment contract, these fees are not refundable. No pro rata will be refunded in case of departure during the school year.

A 50% reduction on the initial enrolment fee is granted for any enrolment before 15 March 2023. A 30% reduction on the initial enrolment fee is granted for enrolments between 16 March 2023 and 15 April 2023.

Payment of the initial enrolment fee, whether by the child's family or by a third-party employer, constitutes acceptance of these Financial Regulations.

c. Waiting list

La Petite Ecole Singapore reserves the right to open a waiting list when there are too many registrations for the number of places available.

To reserve a place on the waiting list, the school asks families to pay the initial enrolment fee. An invoice is issued after receipt of the registration form. Cases are listed in order of payment of the initial enrolment fee.

If the school is unable to offer a place to a child on the waiting list, it will offer the family a refund of the full amount paid. The family may refuse in order to keep their place on the waiting list for the current year and/or the following year.

At any time when a child is on the waiting list, the family can withdraw their file and be reimbursed for the full amount paid.

When a place is confirmed for a child who was previously on the waiting list and if the family refuses the place, the school will retain the initial enrolment fee unless the refusal is made at least three months before the child's expected date of entry. In the latter case, all fees paid in advance will be refunded.

When a child on *La Petite Ecole* Singapore's waiting list is admitted to the International French School Singapore (IFS), *La Petite Ecole* Singapore will refund the full amount paid, regardless of the delay, in accordance with the Charter signed with IFS.

II. RE-ENROLMENT

For students already enrolled and whose parents wish to re-enrol them for the following school year, the school will ask the families to pay the re-enrolment fee.

Re-enrolment will only be confirmed after payment of the full enrolment fee. In the event of subsequent cancellation or departure during the school year, these fees will not be refunded.

A 50% reduction on the re-enrolment fee is granted for re-enrolment before 15 March 2023. A 30% reduction on the re-enrolment fee is granted for re-enrolment between 16 March 2023 and 15 April 2023.

III. SCHOOL FEES

The child's admission to the school is subject to the payment of school fees.

School fees include the cost of school equipment and supplies used in class. They exclude the cost of the canteen service, the school transport service, school excursions organised during school time, activities outside of school time and school uniforms.

a. Payment by instalments

Tuition fees paid in instalments are due in full:

- Before 31 August 2023 for the period of September-December 2023
- Before 15 December 2023 for the period of January-March 2024
- Before 15 March 2024 for the period of April-June 2024

Please note that any payment made after these dates will incur a late payment fee.

b. Late payments or failure to pay

A first reminder email will be sent 15 working days after the payment deadline.

A second reminder email will be sent 30 working days after the payment deadline. An invitation will be sent to the parents for a meeting to discuss the situation.

A third reminder will be sent 45 days after the payment deadline by registered mail. In this case, an administrative fee of \$100 SGD will be charged. The student will not be allowed to return to class at the start of the term following the third reminder.

c. Arrivals during the school year

For arrivals during the term, they will not be charged for the weeks that have already passed. For example, if they arrive on Wednesday, 16 November, only the period from Monday, 14 November to 31 December will be charged.

IV. WITHDRAWAL & ABSENCES

a. Student withdrawal during the school year

In order to obtain a refund, any departure must be justified - such as relocation, serious financial or family difficulties, etc.

Families must submit a notice of withdrawal at least 30 days before the beginning of the term from which the child will be withdrawn. If the notice is received less than 30 days before the start of the term, the term will be charged in full.

Where any term is started, payment is due.

Early departure for personal reasons during the third term is not eligible for a refund.

In the event of relocation, *La Petite Ecole* Singapore reserves the right to request proof from the employer that the family has relocated before the end of the school year and that the child will be attending another school.

b. Absences during the school year

The temporary or prolonged absence of a student, irrespective of its duration or reasons, is not grounds for a reduction in school fees and no pro rata or refund will be applied. A committee may meet to decide on exceptional cases.

c. Enforced closure

In the event of an imposed closure, either by the government or in cases of force majeure, every effort will be made to set up a Distance Learning (DL) system. Days following distance learning are considered as regular teaching days and they are not subject to any reimbursement.

d. School enrolment certificate

A certificate of enrolment will be issued at the request of the family. This implies that the child is attending school or participating in Distance Learning (DL) on a regular basis and that the family is up to date with its payments.

e. School withdrawal certificate

A school withdrawal certificate will be issued at the request of the family if they leave *La Petite Ecole* Singapore. This certificate will only be sent if the family or employer is up to date with its payments.

V. Other fees

The price of the additional services below (non-exhaustive list) will be communicated at a later date. Some of the services will be offered on condition that a sufficient number of students are registered.

a. School Uniforms

All students enrolled at *La Petite Ecole* Singapore are required to wear the school uniform. The uniform must be worn during all classes and in its entirety. Students who come to school without a uniform will not be accepted in class.

The school uniform, which must be purchased in sufficient numbers to be worn every day, is the responsibility of the families. It can be obtained from the school administration. Prices will be communicated before 1 May 2023 and uniforms will be invoiced by 15 June 2023.

b. Canteen

Canteen fees are invoiced per term. They are due in full at the beginning of the term and cannot be refunded on a pro rata basis in the event of absence or departure during the year. However, if the school is informed in advance (1 month before the beginning of the term) of a departure before half of the term has elapsed, the school will only charge half the canteen fees.

Before the end of each term, families can indicate whether they wish to withdraw from the canteen. If the withdrawal date is respected, the canteen fees will not be charged for the following term.

c. Extracurricular activities

Extracurricular activities are optional activities offered by *La Petite Ecole* Singapore, Monday to Thursday from 3:30 pm to 4:30 pm, led by school staff or outside contributors. Students are collected before the start

of the activity, from 3:15pm, by the school staff. Enrolment is by term and follows the rates communicated by the school.

Registrations are taken into account on a "first come, first enrolled" basis and confirmation of registration is subject to maximum and minimum enrolment numbers. Once the registration has been confirmed, it is not possible to cancel or change the activity. No refunds are provided in the event of absence from the activity. However, a pro rata amount can be agreed in advance in case of early departure from the school, which must be communicated before the registration of the activities.

d. Holiday camps

Several optional holiday camps are offered by *La Petite Ecole* Singapore. Registration is for a one-week period, according to the rates and timetable communicated by the school. Registrations are taken on a "first come, first enrolled" basis and confirmation of registration is subject to maximum and minimum enrolment numbers. The full amount will be due and no pro rata payments can be made. Once the registration has been confirmed, it is not possible to cancel the summer camp, except for medical reasons with a certificate for a period of at least three days.

e. School transport

An optional school transport service is offered by *La Petite Ecole* Singapore, via its chosen external provider. The service includes a pick-up from home and drop-off at the school in the morning and a pick-up from the school and a drop-off at home in the afternoon. To register for school transport, parents are required to send a request for a quote with the route needed to *La Petite Ecole* Singapore who will transfer it to the service provider. The bus company is solely responsible for accepting or rejecting new applications, in relation to the implementation of the school transport service already established. If the enrolment is accepted by the provider and the fares and timetable accepted by the parents, then the provider's rules and regulations apply.

VI. CONTRIBUTIONS TO THE ODYSSEY DONATION FUND

There is also an option to contribute to the Odyssey donation fund, which aims to finance community-focused initiatives (merit-based scholarships, one-off assistance for life incidents, etc.) and innovative projects linked to social and environmental responsibility.

● Yes, I wish to participate in the Odyssey Fund:

- \$50 SGD ☐
- \$100 SGD ☐
- Other amount _____SGD ☐

● No, I do not wish to participate. ☐

ANNEX: ACTIONS REQUIRED IN CASE OF WITHDRAWAL DURING THE YEAR

	REQUIRED ACTIONS (PARENTS)	IMPORTANT INFORMATION AND CONTACTS
AT LEAST 1 MONTH PRIOR TO DEPARTURE	Complete and submit the online withdrawal file on Eduka and send an email to the school administration.	https://lpe.eduka.school/login contact.singapore@lpesingapore.com
	Check with the school administration to ensure that all outstanding amounts have been paid (school fees, canteen, etc.).	contact.singapore@lpesingapore.com School fees: <ul style="list-style-type: none"> ● Families must submit a notice of withdrawal at least 30 days before the start of the term from which the child will be absent. If notice is received less than 30 days before the start of that term, the term will be charged in full. ● Any term that has already started is due. ● Early departures for personal reasons from 1 June onwards are not eligible for reimbursement. Canteen fees: In the event of early departure, any term started will be invoiced. Extracurricular activities: There is no refund in case of departure during the current year.
AT LEAST 2 WEEKS PRIOR TO DEPARTURE	Inform the school transport service of the child's departure.	dbest_bts@yahoo.com.sg Email to be sent at least 2 weeks before the departure date
1 WEEK PRIOR TO DEPARTURE	Ensure that all books have been returned to the library.	marie-pierre.bouyer@lpesingapore.com Important: An unreturned book will be charged \$40 SGD.