

# FINANCIAL REGULATIONS

## 2026-2027

### Preamble

Enrollment, re-enrollment, and continued attendance of a child at **La Petite Ecole in Singapore (LPE in Singapore)** imply unconditional acceptance of the School's Internal Regulations as well as these Financial Regulations (hereinafter referred to as the "Financial Regulations").

These Financial Regulations come into effect for the 2026–2027 academic year and supersede any previous documents.

Tuition at LPE in Singapore is payable. Admission of a child is contingent upon payment of tuition fees. The Financial Regulations apply to any new enrollment or re-enrollment of a student on the school's roster.

Prior to each school year, LPE in Singapore organizes a pedagogical structure tailored to the number of students to be accommodated, in terms of both human and material resources. The commitment of each family is therefore as important as the school's commitment to the families.

### Fees

Tuition fees are quoted in **Singapore Dollars (SGD)**, including GST. GST has been set at 9% since 1 January 2024. Fees are reviewed annually and may increase, notably in line with inflation and the Consumer Price Index (CPI).

Fees	Amount	Registration & payment deadline
<b>Initial Enrollment Fees</b>		
Reduced rate	2 887	Before 30 April 2026
Full rate	3 850	
<b>Re-enrollment Fees</b>		
Reduced rate	532	Before 31 January 2026
Full rate	709	

<b>Tuitions Fees</b>		
Tuitions Fees	25 599	Termly

### General conditions

#### Sibling discounts:

- 2nd child: 10% discount on tuition fees
- 3rd child and subsequent children: 20% discount on tuition fees

Companies with a partnership agreement may combine these discounts with those offered under the agreement.

As part of the exceptional partnership between AEFÉ-affiliated schools in Singapore, LPE in Singapore grants a 10% tuition discount to siblings of a student who has completed their entire schooling at LPE in Singapore and continues in Year 7 at the International French School (IFS).

### Early Payment Discount:

- If the first term invoice is paid within one week of issuance, a 3% discount applies to the second term invoice.
- If the second term invoice is paid within one week of issuance, a 3% discount applies to the third term invoice.
- If the third term invoice is paid within one week of issuance, a 3% discount applies to the first term invoice of the following academic year.

### Scholarships:

- Families registered with the French Embassy in Singapore, whose child holds French nationality, may apply for a school scholarship. All relevant information is available on the Embassy's website.
- Families experiencing financial difficulties for the 2026–2027 academic year may request assistance through the Odyssey Avenir Solidarity Fund (up to €2,000 per year). Applications must be submitted and justified to the school, which forwards them to Odyssey Education. Two award committees will take place during the year, in March 2026 and June 2026.

All amounts not covered by scholarships remain the full responsibility of the family.

## Payments

All payments to La Petite Ecole in Singapore can be made using one of the following methods:

- **Via PayNow** using UEN 201211760D
- **Par bank transfer** to the following account:

<b>Beneficiary name: LA PETITE ECOLE PTE LTD</b> <b>Bank name : DBS Bank Ltd</b> <b>Account number : 0619001535 (SGD)</b> <b>Bank code: 7171</b> <b>Branch code: 061</b> <b>Swift code: DBSSSGSG</b> <b>Bank address: 12 Marina Boulevard, Level 3 Marina Bay, Financial Centre Tower 3, Singapore 018982</b>
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All bank transfers must include the invoice reference being paid as well as the family's surname in the payment details.

## I. ENROLLMENT

### a. Procedure

Enrollment of a student on the school's roster is subject to:

- The creation of an account on the EDUKA platform, completion of all required fields, and submission of the necessary documents,
- The signing of the Schooling Agreement,
- The payment of the initial enrollment fee

Confirmation of enrollment is then issued by the school administration.

### b. Initial enrollment fee

The initial enrollment fee is **SGD 3,850**. It is payable in full at the time of enrollment, even in the case of mid-year entry. This fee is non-transferable and non-refundable. No pro-rata refunds will be issued in the event of withdrawal during the academic year.

For any enrollment completed before **30 April 2026**, the initial enrollment fee is set at **SGD 2,887**.

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

### **c. Waiting list**

LPE in Singapore reserves the right to open waiting lists when the number of applicants exceeds available places.

To reserve a place on the waiting list, families are required to pay the initial enrollment fee. An invoice is issued upon receipt of the enrollment form. Applications are processed in the order of payment of the initial enrollment fee.

If the school is unable to offer a place to a child on the waiting list, the family will be offered a full refund of all amounts paid. The family may decline the refund in order to retain their place on the waiting list for the current and/or following year.

At any time, while a child is on the waiting list, the family may withdraw their application and receive a full refund of all amounts paid.

When a place is confirmed for a child previously on the waiting list, if the family declines the place, the school will retain the initial enrollment fee unless the refusal occurs at least three months before the child's scheduled start date. In that case, all fees paid will be refunded.

## **II. RE-ENROLLMENT**

For students already enrolled at La Petite Ecole in Singapore whose parents wish to re-enroll them for the 2026–2027 academic year, the school will require families to pay a re-enrollment fee of **SGD 709**.

This fee must be paid within 7 business days following receipt of the invoice.

Re-enrollment will only be confirmed once the re-enrollment fee has been paid in full. In the event of a subsequent cancellation or withdrawal during the school year, these fees are non-refundable.

**For any re-enrollment completed before 31 January 2026, the re-enrollment fee is set at SGD 532.**

Please note that any student already enrolled in an Odyssey Education group school at the time of enrollment in another group school will benefit from the re-enrollment conditions of the new school, rather than those applicable to a first enrollment.

## **III. TUITION FEES**

Admission of a child to the school is contingent upon the payment of tuition fees.

Tuition fees cover the materials and school supplies used in class. They do not include the cost of school canteen, school transportation, extracurricular activities and school uniforms.

### **a. Installment payments**

Tuition fees are invoiced termly.

- **Termly Tuition Payment Schedule**

Tuition fees paid by term are divided into three installments, according to the schedule below.

Period	Invoice date	Payment deadline	Percentage
Term 1	Before 31/07/26	15/08/26	40%
Term 2	Before 15/11/26	15/12/26	30%
Term 3	Before 15/02/27	15/03/27	30%

**Any payment made after these deadlines will incur penalties.**

### **b. Handling of unpaid fees**

Families are invited to inform the School Management as early as possible of any expected delay in payment. Exceptional arrangements may be considered if necessary.

All late payments will automatically incur an administrative fee of SGD 100.

**Day 8 after the due date :** A first reminder is sent by email to the concerned families.

**Day 15 after the due date :** A formal notice is sent to the concerned families, followed by a meeting with the School Management to discuss and agree on terms for regularization.

From the Monday following this notice, the student will no longer be permitted to attend classes until the situation is resolved.

### **c. Mid-year enrollment**

For students arriving during the academic year, any month started is payable in full. Tuition fees are billed on a pro-rata basis. Enrollment fees are due in full.

## **IV. DEPARTURES AND ABSENCES**

### **a. Departure during the school year**

To be eligible for a refund, any departure must be justified, for example: relocation, serious financial or family issues, etc.

Families must provide at least 30 days' notice prior to the start of the term during which the child will be absent. If notice is received less than 30 days before the start of the term, the full term will be charged.

Any term that has started is payable in full.

Early departures for personal convenience during the 3rd term are not eligible for a refund.

In the case of relocation, La Petite École in Singapore reserves the right to request employer documentation confirming that the family is indeed relocating before the end of the school year and that the child will be enrolled in another school until the end of the school year.

### **b. Absence during the school year**

Temporary or prolonged absences of an enrolled child, regardless of duration or reason, do not entitle the family to a reduction in tuition fees. No pro-rata refund will be applied. An administrative committee may convene to review exceptional cases.

### **c. Mandatory closure**

In the event of a mandatory closure, whether imposed by the government or due to force majeure, every effort will be made to implement a Distance Learning (DL) program as quickly as possible. DL days are considered official school days and are not subject to any total or partial refund.

In the case of a late closure announcement preventing immediate implementation of DL, the time spent by staff to organize DL will still be considered official school days and cannot be refunded.

#### **d. School attendance certificate**

A school attendance certificate will be issued upon request by families. This requires that the child attends the school or participates regularly in Distance Learning (DL) and that the family is up to date with payments.

#### **e. Transfer certificate**

A transfer certificate will be issued upon request by families when leaving the school. This certificate will only be provided if the family or employer is up to date with all payments.

## **V. OTHER FEES**

The fees for the supplementary services listed below (non-exhaustive) will be communicated at a later date. Some services (such as extracurricular activities) will only be offered if a sufficient number of students enroll.

#### **a. School uniform**

All students enrolled at La Petite École in Singapore are required to wear the school uniform. Wearing the uniform is mandatory for all classes starting from kindergarten and must be worn in its entirety. Students arriving at school without the uniform will not be permitted to attend class.

The cost of the school uniform, which must be purchased in sufficient quantity to be worn every day, is the responsibility of the families.

#### **b. Extracurricular Activities**

Extracurricular activities are optional and offered by La Petite École in Singapore from Monday to Friday, 3:30 PM to 4:30 PM, led by school staff or external instructors. Students are supervised by the school team before the start of the activity. Enrollment is by term, according to the fees communicated in advance by the school.

Enrollment is processed on a "first come, first served" basis, and confirmation depends on meeting the minimum and maximum number of children required.

Once enrollment is confirmed, activity changes are only possible after the first session, in case of dissatisfaction. No refund is provided for absence from an activity. However, a pro-rata may be granted in advance in the case of early withdrawal from the school, provided this is communicated prior to enrollment in the activities.

#### **c. Holiday camps**

Several optional holiday camps are offered by La Petite École in Singapore. Enrollment is subject to the fees and schedules communicated in advance by the school. Registration is processed on a "first come, first served" basis, and confirmation depends on meeting the minimum and maximum number of participants required. No refund is provided for absence or early withdrawal from the camps.

#### **d. School transportation**

An optional school transportation service is offered by La Petite École in Singapore through an external provider chosen by the school. The service includes:

- Round-trip school-to-home service, with pick-up at the designated home address;
- Or one-way service to school or to home, with pick-up at the designated home address.

Enrollment in the school transportation service requires prior approval of the route from the provider. Only the bus company is responsible for accepting or declining new requests, based on the established transportation service. If the registration is accepted by the provider and the fees and schedule are accepted by the parents, the provider's internal regulations will apply

### **e. Canteen fees**

Canteen fees are invoiced by term and are payable in full at the start of each term. Early termination before the end of the term will not entitle families to a refund.

For scheduled mid-term departures (withdrawal), provided the school is informed at least one month in advance, only the meals actually consumed will be charged.

For mid-term arrivals, only the meals consumed during the current term will be billed.

One month before the end of each term, families must indicate whether they wish to modify their enrollment in the cafeteria service.

## **VI. CONTRIBUTION TO THE ODYSSEY AVENIR ENDOWMENT FUND**

Families are invited to contribute to the Odyssey Avenir Endowment Fund, which aims to finance solidarity initiatives (merit-based scholarships on social criteria, occasional support for life events, etc.) and innovative projects related to social and environmental responsibility.

## **VII. PERSONAL DATA PROTECTION AND IMAGE USE AUTHORIZATION (GDPR)**

### **a. General Data Protection Regulation**

In accordance with the General Data Protection Regulation (EU 2016/679), the school collects and processes families' personal data solely for the administrative and financial management of schooling (invoicing, payment tracking, scholarships, and possible financial aid). These data are strictly necessary for processing applications and are retained for the legally required duration for management and archiving purposes.

Access to this data is restricted to authorized personnel of the school and the Odyssey Education group and is not shared with any third party, except where legally required or with the explicit consent of the families. Parents have the right to access, correct, object to, or request deletion of their data, which may be exercised in writing by contacting the school office.

### **b. Image rights and parental authorization**

As part of its internal and external communication activities (website, social media, brochures, posters, newsletters, events), the school may use photographs or videos featuring students. Such use requires the explicit consent of the parents or legal guardian. Images will be used solely for strictly educational, informational, or promotional purposes for the school and the Odyssey Education group and will never be shared with third parties without prior consent. Parents may withdraw their consent at any time directly in Eduka or by submitting a written request to the school office.

## VIII. FINANCIAL COMMITMENT

By validating the online registration on Eduka and submitting the admission request, the legal guardian of the student acknowledges that they have read these Financial Regulations and unconditionally accept all the terms set forth herein.