

STUDENT FEES:

Application Fee - New Students (inclusive of GST) **S\$ 2,000**

An application fee of S\$2,000 shall be paid to International Community School (Singapore) (“ICS”) at the time that the application is submitted for consideration of enrollment by the admissions department.

Re-Enrollment Fee – Returning Students (inclusive of GST) **S\$ 1,250**

The re-enrollment fee is paid annually by all students as a means of securing their place in class for the following year. Current students are offered an opportunity to re-enroll & reserve their space in class by payment of the re-enrollment fee each year between February 1st and March 15th. Re-enrollment closes on March 15th. After that date, students must reapply (and pay the application fee) to secure a space for the following year.

ANNUAL TUITION FEES: (inclusive of GST) **Annual**

Elementary Kindergarten (K4) **S\$23,155**

Elementary Kindergarten (K5) and Elementary (Grade 1 to Grade 5) **S\$26,370**

Middle School (Grade 6 – Grade 8) **S\$30,040**

High School Diploma (Grade 9 – Grade 12) **S\$33,635**

Special Services (ESL Instruction and Learning Support) **S\$ 2,576**

PRORATING OF FEES

The application fee and the re-enrollment fee are not prorated regardless of the enrollment or withdrawal date.

The annual tuition fee for late enrollment are payable according to the following schedule

Enrollment Within School Year	From 1 st Day of 1 st Semester through 15 th October	From 16 th October through the end of 1 st Semester	From 1 st Day of 2 nd Semester through 30 th March	From 31 st March through the end of 2 nd Semester
Annual Tuition Fees	100%	75%	50%	25%

PAYMENT INFORMATION

Tuition fees are invoiced on 1st July, or the date of acceptance for students starting after the first day of classes. Invoices are due for payment within 30 days from the date of invoice or the 1st day of attendance whichever occurs first. Past due accounts are subject to a 10% late charge on the remaining balance.

All ICS tuition & fees are stated in Singapore Dollars. ICS accepts payment for school fees in the form of local checks, cash, bank-to-bank, and wire transfers. Checks should be crossed and made payable to “**International Community School (S) Ltd.**” ICS does not accept post-dated checks. For bank-to-bank or wire transfers please ensure the student’s name & ID number are referenced to enable us to credit the account correctly. Please email a bank confirmation advice to finance@ics.edu.sg. All bank charges are to be borne by the remitter.

Students with outstanding payments may have their school attendance privileges revoked by the school until such time as their accounts are current. If any payment remains upon withdrawal or dismissal from school, no transcripts, transfer letters, or other records for the current or any previous semesters will be released until full payment is received. Seniors who have not paid all tuition and fees in full by May 1st will not be allowed to graduate with their class.

ICS offers a GIRO deduction installment plan for families (not applicable to corporate payers) who desire an alternative to paying the tuition in full. The last installment is payable in March. Contact the business office, finance@ics.edu.sg, for the GIRO application forms.

INSTALLMENT SCHEDULE

Tuition payments may be made in two installments

- 50% due within 30 days of receipt of the invoice or the date of acceptance for students starting after the first day of classes.
- 50% on 1 December (Note: if the 2nd semester payment is not received by 1 December, ICS will not guarantee placement for the 2nd semester, and will assess a 10% late payment penalty)

WITHDRAWAL POLICY

Written notice is required by letter or email. Processing time for withdrawal/transfer requests is seven (7) days.

REFUND OF FEES

The re-enrollment fee is non-refundable. The application fee is only valid for the school year of application; it cannot be transferred to a subsequent school year. Re-enrollment Fees or Application Fees paid for a student cannot under any circumstance be transferred or applied to another student's account.

Students who are not accepted for reasons not related to waitlists will receive a S\$1,500 refund of the application fee. Students who withdraw before being accepted to the waitlist will receive a \$1,500 refund. Students who withdraw from the waitlist will not receive a refund. Students on the waitlist who are not offered a place within 1 semester will receive a refund of S\$1,500.

Refunds of fees are made according to the schedule below. Processing time for refund requests is 7 days.

Currently Attending and Withdrawing for Second Semester

Fee Type	Before Dec 1	After Dec 1
Application Fee (New Students Only)	No Refund	No Refund
Annual Tuition Fees	50% Refund	No Refund

New enrollment for current year

Fee Type	Withdrawal Notice before Acceptance Letter Received	Withdrawal Notice after Acceptance Letter
Application Fee (New Students Only)	S\$1500	No Refund

New enrollment for current year

Annual Tuition Fees	Withdrawal Notice before Acceptance Letter Received	Withdrawal Notice after Acceptance Letter
Enrolling from 1 st day of 1 st semester through 15 th October, Withdrawing during 1 st Semester	100% Refund	50% Refund
Enrolling from 16 th October through end of 1 st semester, Withdrawing during 1 st Semester	75% Refund	50% Refund
Enrolling from 1 st day of 2 nd Semester through 30 th March, Withdrawing during 2 nd Semester	50% Refund	No Refund
Enrolling from 31 st March, Withdrawing during 2 nd Semester	25% Refund	No Refund

Miscellaneous Fees*

*These figures are estimates only and students will be advised of actual amount prior to payment. All fees are quoted in Singapore Dollars(S\$) and are inclusive of GST.

Fee	Amount (S\$) and When Due
ESL (English as a Second Language) Assessment An English language assessment shall be required for those students who are not native English speakers or have not completed a significant part of their educational learning in an English language setting. The S\$250 language assessment fee is not refundable under any circumstance	\$250.00
Online Course	\$0-\$1500 Payable to Course Provider
Online Course Materials	\$0-\$1000 Payable to Course Provider
Admission Fees to School Events	\$5-\$25
Library Fees & Fines	\$1-\$5 When Notified & Billed
Lost or Damaged Book	\$15-\$400 When Notified & Billed by School
Property Damage Fees	Actual Cost of Damage
Transcripts or Student Records	\$30 per copy plus shipping cost Prior to Issuance of Report
Extra-Curricular or After-School Activities	\$0.00-\$500 Prior to Commencement of Activity
Examinations (AP, PSAT, Other) per test	\$0-\$500 Upon Registration for Exam
Laptop & Chromebook Fees: Loss/Damage/Replacement	\$150-\$2000 When Notified & Billed by School
Class Field Trips	\$10-\$1000 Prior to Commencement of Activity
Detention Fee	\$25-\$50 Day of Detention
Lost Padlock Fee	\$20
Lost/Damaged ID Card Fee	\$20
Yearbook	\$35-\$75
Photocopies/Printing/Faxing	\$0.10-\$1 per page
Lost & Found Fees	\$1-\$5
Uniforms	\$1-\$300 Upon Purchase of Uniform
Bank Fees or Charges	\$20-\$300 Varies by Bank
Late Payment Fees	10% of Outstanding Balance
Charges incurred for use of Credit Card, PayPal, or online charges	3%-5% of fee amount payable
Bank Charges where payment of fees is made via bank transfer or wire transfer	\$20-\$500 Dependent upon Bank Charges