

FINANCIAL REGULATIONS

Registration at La Petite Ecole

Once the registration form has been filled, in order to complete the registration, the following items need to be paid:

- A deposit of SGD 2,000
- Registration fees of SGD 1,926

Payment can be made:

a) By GIRO payment to our bank account (please mention the invoice number or the family name in the GIRO reference):

Beneficiary name: LA PETITE ECOLE PTE LTD

Beneficiary Bank: DBS BANK - A/C No: 0619001535 (SGD) Bank Code: 7171 - Branch code: 061

Swift code: DBSSSGSG - Bank Address: 12 Marina Boulevard, Level 3 Marina Bay Financial Centre Tower 3, Singapore 018982

b) Via PayNow. Please send to UEN 201211760D and indicate the student name or the student number indicated on the invoice.

Please note that we no longer accept cheques.

Deposit (SGD 2,000)

It is entirely reimbursed once the child leaves La Petite Ecole, or if the registration is cancelled. By default, the deposit is deducted from the third term invoice if the family has not re-enrolled their child for the next academic year. If the child has been re-enrolled, the school shall keep the deposit.

In case of re-enrolment (registration form submitted via Eduka before March 31st, 2020 for the school year 2020-2021), if the family subsequently decides to cancel their re-enrolment, the school will only reimburse the deposit for a valid reason (relocation to another country, serious personal or family problems).

The school can only ask for one deposit per family, regardless of the number of siblings registered at La Petite Ecole.

Registration fees (SGD 1,926)

Registration fees (SGD 1,926) are due in full at registration or re-enrolment (before June 30th, 2020 for the school year 2020-2021), even when registration occurs during the school year.

Registration fees shall not be reimbursed in case of cancellation once registration has been confirmed by the school. No partial reimbursement will be given if the child leaves the school before the end of the school year.

Re-enrolment fees (SGD 321)

Re-enrolment fees of SGD 321 (for the subsequent year) have to be paid before June 30th, 2020 after confirmation by the parents that the child is re-enrolling.

If parents cancel after confirming re-enrolment, the re-enrolment fees shall not be reimbursed. No partial reimbursement will be given if the child leaves the school before the end of the school year.

School fees

School fees include all activities such as swimming, visits to a museum, etc. organized within normal school hours.

The school fees for the academic year 2020-2021 are due in full:

- Before August 31st, 2020 for the first term;
- Before December 31st, 2020 for the second term;
- Before March 31st, 2021 for the third term.

Late charges of 2% may apply for any delay shorter than one month, followed by late charges of 1% for every subsequent month of delayed payment. Families who find themselves facing late payment are requested to contact the school as soon as possible.

In case of departure of the child during the term, the school will reimburse school fees based on the non-incurred weeks. Examples: if a child's exit day (see below) is on Wednesday, February 11th, we will reimburse the school fees from Monday, February 16th until April 3rd. If a child's exit day is on Wednesday, January 21st, school fees from January 1st until Friday, January 23rd will be deducted from the deposit.

In case a child's first day at school falls in the middle of the term, past weeks shall not be billed (i.e. in case of arrival on Tuesday, November 18th, only the weeks starting Monday, November 17th to December 31st shall be invoiced).

Exit day

A one-month notice period must be given to La Petite Ecole (i.e. in case notice is given on February 10th for a departure on February 20th, exit day will be considered to be March 10th).

Early bird rate

We have implemented an Early Bird rate for parents or companies settling the annual school fees in full before 30th June 2020 for the school year 2020-2021. However, in case the child leaves during the school year, the normal rate will be used to calculate the refund.

Canteen fees

Canteen fees are invoiced every term. They are due in full at the beginning of the term and cannot be prorated in case of cancellation. However, if parents inform the school at least one month before the start of the term that they will leave during the first half of the term, then half of the canteen fees shall be invoiced to the parents.

Before the end of each term, the school will ask families if they wish to deregister from the canteen service. Canteen fees for the following term will not be invoiced whenever families inform the school on time before the de-registration deadline.

Waiting list

The school may open a waiting list should the number of applications exceed the classes' capacity for a given age group. In order to be added to the waiting list, the school will require the payment of registration fees only (SGD 1,926). An invoice will be sent to the family once the school receives the completed registration form. Applications are classified by date of payment of the registration fees.

If the school is unable to place a child on waiting list, the school shall refund the total amount paid by the family. The family may also refuse this refund and choose to keep the child on waiting list for the current year, or for the following year.

The family whose child is on a waiting list can withdraw their application at any time and ask for the full deposit to be refunded.

When a slot is confirmed for a child on waiting list, should the family refuse to place the child, the school reserves the right to retain the administrative fees of SGD 535 (therefore the family will be refunded SGD 1,391), unless the refusal occurs more than three months before the intended first day of the child at school. In the latter case, the school shall refund the deposit paid by the family in full.

Special case: when a child on waiting list at La Petite Ecole is accepted at the International French School (IFS), La Petite Ecole shall refund all amounts paid by the family in full, regardless of the date of cancellation, by virtue of the Agreement signed between La Petite Ecole and the Lycée Français de Singapour (on February 6th, 2014).

Family rate / Business rate

The school offers two rates: a Family rate that applies when the employer does not pay for school fees, and a Business rate that applies when one of the family's employers refunds the school fees. In case of a partial refund by an employer, a weighted average shall be applied to calculate the applicable school fees.

The Family rate only applies once the school has received a declaration of honour. It is compulsory to give the contact (email, phone) of a HR representative from the parent's employer(s). The school may perform background checks with employers and ask for supporting documents. The school may reinstate the Business rate if the supporting documents are not provided.