

FINANCIAL REGULATIONS (2022-2023)

These financial regulations take effect from the date of their publication.

They apply to any new enrolment or re-enrolment of a child on the enrolment list of La Petite Ecole.

Prices are in Singapore Dollars SGD, GST included. The rates are reviewed annually and may increase depending on the rate of inflation and the Consumer Price Index (CPI).

Last update : 1 March 2022

1. PREAMBLE:

Any enrolment or re-enrolment of a child at La Petite Singapore implies acceptance of and compliance with these Financial Regulations.

2. SCHOOL FEES 2022-2023 PER CHILD:

FAMILY RATE

	Preschool	Elementary
Fees	SGD	SGD
Booking fee	3,500	3,500
Enrolment Fees	2,500	2,500
Re-enrolment Fees	600	600
Early Bird rate for annual school fees	19,163	19,549
Annual School Fees	19,961	20,363
- First term (September - December 2022)	7,993	8,147
- Second term (January - March 2023)	5,984	6,108
- Third term (April - June 2023)	5,984	6,108

BUSINESS RATE

	Preschool	Elementary
Fees	SGD	SGD
Booking fee	3,500	3,500
Enrolment fees	2,500	2,500
Re-enrolment fees	600	600
Early bird rate for annual school fees	22,228	22,663
Annual School Fees	23,154	23,608
- First term (September - December 2022)	9,270	9,455
- Second trimestre (January - March 2023)	6,942	7,076
- Third term (April - Jun 2023)	6,942	7,076

2.1. Family rate/Business rate:

The school offers two different rates: a “Family” rate and a “Company” rate.

The "Family" rate applies to families who pay all school fees and receive no financial assistance from their employer.

If the latter are covered or reimbursed, even partially, the amount of this participation must be known to La Petite Ecole and the “Company” rate applies. Without this declaration, the rate applied is the "Business" rate.

Each parent must also provide full contact details for a Human Resources manager from their employer.

The school reserves the right to carry out checks and request supporting documents from employers, and to adjust part or all of the “Company” rate if the requested supporting documents are not provided.

Even if school fees, and other costs are borne by the employer, families must ensure that the invoices are actually paid.

2.2. Early bird rate:

An early bird rate is in place for parents or companies wishing to settle the annual fees in full prior to the start of the upcoming school year. Payment must be made in full before June 30th, 2022. However, in the event of departure during the year, reimbursement will be made on the basis of the normal rate.

2.3. SIBLINGS DISCOUNT:

An 8% siblings discount on school fees for family rate only will be applied from the 2nd child, even if the 1st child is no longer enrolled at La Petite Ecole.

3. Enrolment

3.1. How to register your child at La Petite Ecole?

The enrolment of a child on the school enrolment list is subject to:

- Creating an account on our EDUKA management software, filling in the required sections and providing the required documents;
- Settling the payment of the enrolment fees.

When the above enrolment process has been completed by the family, La Petite Ecole sends out the final confirmation of the child's enrolment.

3.2. Enrolment fee:

The amount of the enrolment fee is SGD 2,500 per child. It is due in full at the time of enrolment, even if it occurs during the school year, and it is not transferable.

Once the child's place has been confirmed by the school, the enrolment fee is not refunded in the event of cancellation. No prorata will be granted in the event of departure during the school year.

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

3.3. Booking fee:

The amount of the booking fee is SGD 3,500. The school only requests one booking fee per family, regardless of the number of siblings registered at La Petite Ecole.

Booking fee Reimbursement:

The booking fee is reimbursed once the child leaves La Petite Ecole.

By default, the booking fee is deducted from the third term invoice if the family has not re-enrolled their child for the next school year. It is kept by the school if a child in the family is enrolled/re-enrolled for the following school year.

The booking fee is reimbursed under certain conditions if the cancellation of enrolment or re-enrolment occurs:

- **Before July 1:** the booking fee will be reimbursed in full;
- **Between July 1 and July 15 included:**
 - Due to moving to another country or serious family or financial problems: the school will refund 30% of the booking fee. It is up to the family to justify the reason invoked;
 - For any other reason: the booking fee will not be returned;
- **Between July 16 and the day before the start of the school year:** the booking fee will not be refunded, whatever the reason for departure.

3.4. Re-enrolment fee:

Children already enrolled at La Petite Ecole who wish to re-enrol for the following school year will have to pay the re-enrolment fee (600 SGD). The seat at La Petite Ecole will only be confirmed once the re-enrolment fee has been paid in full. In the event of subsequent cancellation or departure during the school year, the re-enrolment fee will not be refunded.

A discount of SGD 250 will apply if the re-enrolment file is submitted and re-enrolment fee paid before 31 March 2022 for preschool / before 15 April 2022 for elementary school.

4. 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 the enrolment fee only (SGD 2,500). An invoice will be sent to the family once the school receives the completed enrolment form. Applications are classified by date of payment of the enrolment fee.

If the school is unable to place a child on the 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 the 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 booking fee 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, 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 booking fee 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.

5. SCHOOL FEES:

La Petite Ecole organises before each new school year the educational framework adapted to the number of children 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.

La Petite Ecole charges fees for schooling. Welcoming the child at school is subject to the payment of school fees.

School fees include activities, school equipment and supplies used in the classroom, as well as field trips organised by the school during school time.

School fees exclude the cost of half-board (canteen service), activities outside of school time and uniforms for elementary classes.

The school fees for the academic year 2022-2023 are due in full:

- Before August 31st, 2022 for the first term;
- Before December 31st, 2022 for the second term;
- Before March 31st, 2023 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.

Payments due to the school can be settled in two ways:

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: DBSSGSG - 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.

6. ARRIVAL DURING THE SCHOOL YEAR:

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 Wednesday, November 16th, only the weeks starting Monday, November 14th to December 31st shall be invoiced).

7. DEPARTURE FROM LA PETITE ECOLE:

7.1. Departure during the school year:

Each term is made up of 2 periods, separated by school holidays.

1. In case of departure, families must submit a notice of a minimum of 30 days prior to the start of the period during which the child will be absent. If the notice is received less than 30 days before the start of the period, such period will be billed.
2. Any period started is due in full.

Early departures for personal convenience from June 1st are not eligible for reimbursement.

In case of relocation, La Petite Ecole reserves the right to request supporting documents from the employer stating clearly that the family must relocate before the end of the school year and that the child will be attending another school until the end of the school year.

7.2. Absence during the year:

The temporary absence of a duly enrolled child, whatever the duration or the reasons, cannot give right to any discount in the school fees and no pro rata will be applied. A commission may meet to rule on exceptional cases.

7.3. School certificate:

A school certificate will be issued by La Petite Ecole at the request of the family. This process is subject to the child attending school regularly and to the family being up to date with their payments.

7.4. Withdrawal certificate:

A withdrawal certificate will be issued by La Petite Ecole at the request of the family in the case of departure from La Petite Ecole.

This certificate will only be sent if the family or company is up to date with their payments.

8. 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 or absence. However, if parents inform the school at least one month before the start of the term that they will be leaving 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 unsubscribe from the canteen service. Canteen fees for the following term will not be invoiced whenever families inform the school on time before the withdrawal deadline.

9. EXTRA-CURRICULAR ACTIVITIES:

Extra-curricular activities are optional activities offered by La Petite Ecole, Monday to Thursday from 3:30PM to 4:30PM. These sports or cultural activities are supported by the school staff or by external coaches. Children are taken care of before the start of the activity (between 3:15PM and 3:30PM) by La Petite Ecole's team. Registration is done for each semester, according to the prices communicated by the school.

Registrations are taken into account on a "First come, first served" basis and confirmation of registration is conditioned by a maximum and minimum number of children to be reached. Once registration is confirmed, it is no longer possible to cancel or change activity. No reimbursement is provided in the event of absence from the activity. A prorated fare may however be agreed in advance in the event of early departure from school, communicated before registration for activities.

10. HOLIDAY CAMP SERVICE:

Several optional holiday camps are offered by La Petite Ecole throughout the year. Registration is for a period of one week, according to the fee and timetable communicated in advance by the school. Registrations are taken into account on a "First come, first served" basis and confirmation of registration is conditioned by a maximum and minimum number of children to be reached. The amount is due in full, no pro rata can be applied. Once registration has been confirmed, it is no longer possible to cancel participation in the camp, except for medical reasons with a certificate proving a stopover for a period of at least three days.

11. FORCE MAJEURE:

In the event of a mandatory closure of the school, whether by the government or in the event of force majeure, every effort will be made to set up Home-Based Learning (HBL). Days of Home-Based Learning (HBL) are considered effective schooling days. They cannot be subject to any partial or total refund, with the exception of children attending Toute Petite Section.

ACTIONS REQUIRED IN CASE OF DEPARTURE DURING THE YEAR:

	REQUIRED ACTIONS (PARENTS)	CONTACT & IMPORTANT INFORMATION
AT LEAST ONE MONTH BEFORE DEPARTURE	Complete and submit the withdrawal file on EDUKA and send an email to administration	Eduka Link: https://lpe.eduka.school/login Email: contact.singapore@lapetiteecole.asia
	Contact the Finance department to make sure that all due amounts have been settled (school fees, canteen,...)	contact.singapore@lapetiteecole.asia Booking fee reimbursement: The submission of the withdrawal file from Eduka initiates the procedure for refunding the booking fee. Depending on the situation of your account, this advance can either be deducted from the last invoice or refunded. School fees: Each term is made up of 2 periods, separated by school holidays. 1. In case of departure, families must submit a notice of a minimum of 30 days prior to the start of the period during which the child will be absent. If the notice is received less than 30 days before the start of the period, such period will be billed. 2. Any period started is due in full. Canteen and ECA fees: there is no refund in case of departure during the year.
AT LEAST 2 WEEKS BEFORE DEPARTURE	Inform the school bus company	Email: dbest_bts@yahoo.com.sg Send an email to Samantha at least 2 weeks before the departure date.
1 WEEK BEFORE DEPARTURE	Ensure all books have been returned to the library.	Email: marie-pierre.bouyer@lapetiteecole.asia Important: any book not returned will be charged 40 SGD.