

# SCHEDULE OF FEES AND PAYMENTS 2025-2026

## APPLICATION FEE

The application process includes a one-time only, non-refundable **Application Fee** of **S\$850** (including GST).

## REGISTRATION FEE

When a Letter of Acceptance is issued to a student confirming admission to DCIS, a one-time only, non-refundable **Registration Fee** of **S\$3,230** (including GST) is payable. This fee is not deductible against tuition fees.

## BUILDING FUND FEE

A **Building Fund Fee** of **S\$1,045** (including GST) is charged to all students as a contribution towards DCIS's annual building and maintenance costs. The Building Fund Fee is invoiced termly. This equates to an annual amount of **S\$3,135**.

## TUITION FEES

### Pathway 1

Please note that there are three terms in each academic year.

The fees listed below include GST but exclude the building fund fee which is charged termly.

Year Level	Annual Fee	Termly Fee
Nursery	<b>S\$29,178</b>	\$9,726
Lower Primary (Reception to Year 2)	<b>S\$35,097</b>	\$11,699
Upper Primary (Year 3 to Year 6)	<b>S\$36,816</b>	\$12,272
Secondary (Year 7 to Year 8)	<b>S\$41,106</b>	\$13,702
Secondary (Year 9 to Year 11)	<b>S\$43,761</b>	\$14,587
Year 12	<b>S\$45,609</b>	\$15,203
Year 13 – annual fee charged in first 2 terms	<b>S\$45,609</b>	\$22,804.50

## Refundable Admissions Placement Fee

As a non-selective and inclusive school, DCIS is committed to supporting the diverse learning profiles of all students. If, based on the application, a child is invited to a Multidisciplinary Team (MDT) assessment, a refundable Admissions Placement fee of **\$1,308** (including GST) will be payable prior to the assessment.

This fee will be refunded or credited under the following circumstances:

- If a place is offered by the school and accepted by the family, the Admissions Placement Fee will be credited towards the one-time Registration Fee.
- If the school is unable to offer a place, the fee will be fully refunded.

The only circumstance where this fee is not refundable is if the school offers a placement and the family declines.

Placement decisions are made through the collective professional judgment of our multidisciplinary team, with the goal of identifying the programme that best meets each child's learning profile and needs. These decisions are final at the time of offer.

### English as an Additional Language (EAL) Fee Supplement

EAL enrolment is assessed and invoiced each term. Fees listed below include GST.

	Annual Fee	Termly Fee
Full EAL support	<b>S\$3,921</b>	\$1,307
Partial EAL support	<b>S\$1,323</b>	\$441
Secondary EAL support	<b>S\$2,622</b>	\$874

### TUITION FEES

#### Pathway 2 and Pathway 3

The fees listed below include GST but exclude the Building Fund fee, which is charged termly.

#### Pathway 2

	Annual Fee	Termly Fee
Lower Primary (Year 1 to Year 2)	<b>S\$50,817</b>	\$16,939
Upper Primary (Year 3 to Year 6)	<b>S\$54,345</b>	\$18,115
Secondary (Year 7 to Year 8)	<b>S\$55,635</b>	\$18,545
Secondary (Year 9 to Year 11)	<b>S\$56,064</b>	\$18,688

#### Pathway 3

	Annual Fee	Termly Fee
Lower Primary (Year 1 to Year 2)	<b>S\$52,746</b>	\$17,582
Upper Primary (Year 3 to Year 6)	<b>S\$55,848</b>	\$18,616
Secondary (Year 7 to Year 8)	<b>S\$57,120</b>	\$19,040
Secondary (Year 9 to Year 11)	<b>S\$57,564</b>	\$19,188
Secondary (Year 12 to Year 13)	<b>S\$58,248</b>	\$19,416

## MISCELLANEOUS CHARGES

School uniforms, examination fees, and compulsory school camps and trips are charged separately, and are not included in the Tuition Fees. Charges are also levied for optional services such as bus transport, school lunches, individual instrument lessons, some co-curricular activities and additional therapy services (outlined below).

## THERAPY FEES

Therapy fees will be billed, unless a cancellation request has been received at least one week in advance.

Please note that formal reports detailing therapy assessment outcomes and recommendations are available upon request and are charged at the hourly therapy rate to produce.

<b>Assessments</b>	<b>Fees (including 9% GST)</b>
Formal Assessment from Therapy Team	S\$215 per hour

<b>Therapy (individual)</b>	
Speech Therapy Hourly Rate	\$215
Physiotherapy Hourly Rate	\$215
Occupational Therapy Hourly Rate	\$215

<b>Therapy (pairs)</b>	
Speech Therapy Hourly Rate	S\$144 per student
Physiotherapy Hourly Rate	S\$144 per student
Occupational Therapy Hourly Rate	S\$144 per student

<b>Therapy (group of 3 or more children)</b>	
Speech Therapy Hourly Rate	S\$98 per student
Physiotherapy Hourly Rate	S\$98 per student
Occupational Therapy Hourly Rate	S\$98 per student

## PAYMENT SCHEDULE

Fees and charges must be paid according to the DCIS Terms and Conditions and the Student Contract. All fees and charges must be paid in advance of starting the term, and DCIS reserves the right to exclude a student from classes, and to refuse to release transcripts, transfers or other records, if fees or charges are overdue. If fees or charges remain overdue and there are no reasonable prospects of payment by the parent, DCIS also reserves the right to remove the student from school.

All fees and charges are subject to annual review. Tuition fees, Building Fund, EAL and in-class therapy charges will be invoiced each term. Individual therapy, music and other miscellaneous fees are invoiced monthly.

Payment due dates for the 2025-2026 academic year are as follows:

<b>DCIS Term Dates</b>	<b>Payment Due Date</b>
First Instalment (For Term 1: 11 <sup>th</sup> August to 12 <sup>th</sup> December 2025)	<b>13<sup>th</sup> June 2025</b>
Second Instalment (For Term 2: 6 <sup>th</sup> January to 2 <sup>nd</sup> April 2026)	<b>14<sup>th</sup> November 2025</b>
Third Instalment (For Term 3: 21 <sup>st</sup> April to 25 <sup>th</sup> June 2026)	<b>27<sup>th</sup> February 2026</b>

## PAYMENT METHODS

Once the Application Fee has been received, a receipt will be issued. Once an offer has been made and the payment for the Registration Fee has been received, a receipt will be issued.

Payments can be made by:

**1) Electronic bank transfer** in Singapore Dollars (SGD) to the DCIS bank account:

Account Name: Dover Court International School (Pte) Ltd  
Bank Name: HSBC (Corporate)  
Account Number (SGD): 052188893001  
Swift Code: HSBCSGSGXXXX

The remitter is responsible for all bank and foreign exchange charges. Any transfer fees or charges that are eventually deducted from the amount received by the school will remain on your account for collection.

To help us identify your payment, please list the invoice number and/or your child's name (stated on your invoice) in the reference box.

When fee payment is undertaken by a company on behalf of a student's parents/guardians, a company representative will be asked to provide a [DCIS Letter of Guarantee](#) when the student is enrolled at DCIS.

## 2) Monthly GIRO Payment

Monthly GIRO payment is offered at no extra charge to all parents who pay fees privately. A [Frequently Asked Questions](#) document giving full details of the arrangement is also available on the Parent Portal.

The following points are important to note:

- Existing GIRO arrangements will continue and no new form needs to be submitted
- Completed original [GIRO forms](#) must be submitted to the Finance Department, electronic copies/signatures will not be accepted
- A separate GIRO form must be completed for each student at Dover Court
- As the GIRO takes several weeks to process, GIRO forms must be returned as soon as possible to allow sufficient processing time
- There are nine payment deductions annually (three per term), with the first payment on 1<sup>st</sup> July and the final payment of the academic year on 1<sup>st</sup> April.
- Requests for GIRO payments should be sent by email to: [finance@dovercourt.edu.sg](mailto:finance@dovercourt.edu.sg).

## 3) Paynow: UEN No 197100313E

**4) Credit card:** payment can be made to Dover Court using CardUp. Please note that CardUp charges for this service. <https://www.cardup.co/personal/discover/make/dovercourt>

## LATE PAYMENT CHARGES

If fees or charges are not paid in full by the due date, a charge of **S\$200** will be imposed for each late payment notice issued by the DCIS Finance Office until the account is settled. The following interest charges will also be levied:

If full payment is made 15- 30 days after due date	<b>2% on total outstanding amount</b>
If full payment is made more than 30 days after due date	<b>5% on total outstanding amount</b>

## WITHDRAWAL

Should you wish to withdraw your child from DCIS, written notice must be given by completing the [DCIS Notification of Withdrawal Form](#) and submitting it to the Student Services office. This notice must be received by the relevant withdrawal deadline. The withdrawal deadlines are as follows:

- For students not returning for Term 2 (6<sup>th</sup> January to 2<sup>nd</sup> April 2026), the deadline for withdrawal is **Friday, 12<sup>th</sup> September 2025**.
- For students not returning for Term 3 (21<sup>st</sup> April to 25<sup>th</sup> June 2026), the deadline for withdrawal is **Friday, 16<sup>th</sup> January 2026**.
- For students not returning for Term 1 2026-2027, the deadline for withdrawal is **Thursday, 19<sup>th</sup> March 2026**.

**Please note that verbal, e-mail and provisional withdrawals will not be accepted. The DCIS Notification of Withdrawal Form must be completed and returned to the Student Services Office by the withdrawal deadlines in order to avoid incurring a further term's fees.**

Updated 17<sup>th</sup> November 2025