



SCHEDULE OF FEES AND PAYMENTS 2023-2024

APPLICATION FEE

As of 1st September 2023, the application process includes a one-time only, non-refundable **Application Fee** of **S\$800** (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\$3,060** (including GST) is payable. This fee is not deductible against tuition fees.

BUILDING FUND FEE

A **Building Fund Fee** of **S\$1,020** (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\$3,060**.

TUITION FEES

Pathway 1 and English as an Additional Language (EAL)

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.

Please note:

Term 1 and Term 2 2023-2024 fees will be charged at 8% GST and Term 3 will be charged at 9% GST. Payments for Term 2 that are received after 1st January 2024 will be subject to the higher rate of GST which will be charged separately.

Year Level	Annual Fee	Termly Fee
Nursery	S\$25,646	\$8,575
Lower Primary (Reception to Year 2)	S\$30,850	\$10,315
Upper Primary (Year 3 to Year 6)	S\$32,361	\$10,820
Secondary (Year 7 to Year 8)	S\$36,130	\$12,080
Secondary (Year 9 to Year 11)	S\$38,465	\$12,861
Year 12	S\$40,089	\$13,404
Year 13 – annual fee charged in first 2 terms	S\$40,027.50	\$20,106

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	S\$3,692	\$1,235
Partial EAL support	S\$1,234	\$415

Tuition Fees – Early Intervention, Pathway 2 and Pathway 3

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

Early Intervention

Year Level	Annual Fee	Termly Fee
Nursery & Reception	S\$45,278	\$15,139

Pathway 2

	Annual Fee	Termly Fee
Lower Primary (Year 1 to Year 2)	S\$44,668	\$14,935
Upper Primary (Year 3 to Year 6)	S\$47,779	\$15,975
Secondary (Year 7 to Year 8)	S\$48,894	\$16,348
Secondary (Year 9 to Year 11)	S\$49,280	\$16,477

Pathway 3

	Annual Fee	Termly Fee
Lower Primary (Year 1 to Year 2)	S\$45,278	\$15,139
Upper Primary (Year 3 to Year 6)	S\$48,012	\$16,053
Secondary (Year 7 to Year 8)	S\$49,125	\$16,425
Secondary (Year 9 to Year 11)	S\$49,516	\$16,556
Secondary (Year 12 to Year 13)	S\$50,114	\$16,756

Pathway 3 In-Class Therapy Fees will be charged at **\$380 per term** and will be shown as a separate line item on the invoice.

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.

Assessments	Fees (including 9% GST)
Formal Assessment from Therapy Team	S\$200 per hour
Cognitive assessment, using psychometric and/or psycho-educational tests. This includes a comprehensive written report and a consultation with parents and teachers.	S\$1,215

Therapy (individual)	
Speech Therapy Hourly Rate	\$200
Physiotherapy Hourly Rate	\$200
Occupational Therapy Hourly Rate	\$200
Psychology Support Programme Hourly Rate	\$200

Therapy (pairs)	
Speech Therapy Hourly Rate	S\$133 per student
Physiotherapy Hourly Rate	S\$133 per student
Occupational Therapy Hourly	S\$133 per student
Psychology Support Programme Hourly Rate	S\$133 per student

Therapy (group of 3 or more children)	
Speech Therapy Hourly Rate	S\$89 per student
Physiotherapy Hourly Rate	S\$89 per student
Occupational Therapy Hourly	S\$89 per student
Psychology Support Programme Hourly Rate	S\$89 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 2023-2024 academic year are as follows:

DCIS Term Dates	Payment Due Date
First Instalment (For Term 1: 14th August to 15th December 2023)	15th June 2023
Second Instalment (For Term 2: 10th January to 28 th March 2024)	15th November 2023
Third Instalment (For Term 3: 16th April to 21st June 2024)	1st March 2024

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 gives 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 1st July and the final payment of the academic year on 1st April.
- Requests for GIRO payments should be sent by email to: 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://discover.cardup.co/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	2% on total outstanding amount
If full payment is made more than 30 days after due date	5% on total outstanding amount

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 (10th January to 28th March 2024), the deadline for withdrawal is **Friday, 15th September 2023**.
- For students not returning for Term 3 (16th April to 21st June 2024), the deadline for withdrawal is **Friday, 19th January 2024**.
- For students not returning for Term 1 2024-2025, the deadline for withdrawal is **Friday, 22nd March 2024**.

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.