

SCHEDULE B - SCHOOL FEES STRUCTURE

The published school fees structure is applicable to all students for academic year 2018/2019. Fees are reviewed annually and are confirmed by the 30th of April each year for the next school year. All published fees are inclusive of prevailing GST (Goods and Services Tax), where applicable.

Pre-School Section				
	Toddler Group	Pre-Kindergarten	Kindergarten	Pre-Primary
Entrance fees ¹	n/a	2,945	2,945	2,945
Tuition fees per year	5,300 (2 half days per week) 7,500 (3 half days per week) 12,000 (5 half-days per week)	22,100 (3 half-days + 2 full-days) 25,730 (5 full-days)	22,100 (3 half-days + 2 full-days) 25,730 (5 full-days)	25,730 (5 full-days)
Development Levy ² per year	n/a	n/a	4,890	4,890
Learning materials & excursion fees per year	40	40	170	170

German Section			
	Primary School (Grade EST - 4)	Secondary School I (Grade 5 - 9)	Secondary School II (Grade 10 - 12)
Entrance fees ¹	2,945	2,945	2,945
Tuition fees per year	18,880	21,770	23,870
Development Levy ² per year	4,890	4,890	4,890

European Section				
	Primary School (Grade 1 - 5)	Middle School (Grade 6 - 10)	Diploma Programme (Grade 11 - 12)	Diploma Programme (Grade 11 - 12) (Pamoja)
Entrance fees ¹	2,945	2,945	2,945	2,945
Tuition fees per year	26,950	30,730	33,510	35,310
Development Levy ² per year	4,890	4,890	4,890	4,890
Learning materials & excursion fees ³ per year	250.00	n/a	n/a	n/a

¹ Entrance fees consist of an enrolment fee of S\$2,000.00 and non-refundable registration fee of S\$945.00

² First year only, from second year onwards and for the third child onwards, it's reduced to S\$2,445.00

³ Learning materials & excursion fees are chargeable at the beginning of the academic year



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German Section		
Learning Support	695	Per semester for two weekly lessons
Erweitertes Nachmittagsprogramm		
Grade EST - 1	780	Mon, Thurs, Fri
Grade 2	520	Mon, Fri
Grade 3	260	Tues
Grade EST - 5	260	Wed (Additional day)
Grade 5 - Wind Programme	1,827 per year	Subscription
Grade 6A & 7A- Wind Programme	1,307 per year	Subscription
European Section		
Nederlands Moedertaal for PYP	2,140	Per Year
Learning Support	1,390	Per semester
EAL for PYP	1,390	Per semester
Examination fees IB	Est 1,500	Grade 12
Miscellaneous Charges (if applicable)		
CCA/LEP subscriptions Subscription fee for each CCA/LEP	S\$260.00 per semester	
Extended Afternoon Programme For Ages 3 - 6 (Monday - Friday)	S\$5,250.00 per year* <i>*Requires commitment to the programme for the whole school year.</i>	
Report card re-print fee Additional copy of the school report Certified true copy of the school report	S\$50.00 per report S\$5.00 per page	
Re-print of Student ID For re-print of Student ID due to loss of card or wear and tear (after one year of issue)	S\$15.00	
Class trips, Enrichment Week and overnight excursion fees* (compulsory)		
Grade	European Section	German Section
3	200	
4	300	
5	650	
6	650	
7	750	
8	800	
9	300	
10	1,600	
11	750	350
12	900	1,600

* Fees are approximate, based on 2017/2018 academic year costs

Short-term school fees

In certain situations, it may be necessary for a student to be enrolled in GESS for a short period of time. A student can be enrolled on a short-term basis for a maximum of six months only. After the six months, the student must register as a regular student or withdraw from the school. The school fees for short-term enrolment are listed below. The applicable fees are listed for each calendar month and cannot be pro-rated.

Monthly short-term school fees (up to six months max.)		
Preschool Section	S\$	Remarks
Toddler (2 half days)	740	Per calendar month
(3 half days)	1,050	
(5 half days)	1,680	
Pre-Kindergarten / Kindergarten (3 half-days + 2 full-days)	3,200	Per calendar month
Pre-Kindergarten / Kindergarten / Pre-Primary (5 full-days)	3,630	Per calendar month
German Section	S\$	Remarks
Primary School (EST - 4)	2,830	Per calendar month
Secondary School I (Grade 5 - 9)	3,160	Per calendar month
Secondary School II (Grade 10 - 12)	3,410	Per calendar month
European Section	S\$	Remarks
Primary School (1 - 5)	3,770	Per calendar month
Middle School (Grade 6 - 10)	4,220	Per calendar month
IB Diploma Programme (Grade 11 - 12)	4,540	Per calendar month

Short term students joining Semester 1 need to pay in advance for the school trip. We do not accept short-term enrolments for Grade 12.

Payment Details

- **By Cheque**

Cheques should be made payable to 'GESS' or 'German European School Singapore'. Please indicate full name of parent and student on the back of the cheque.

- **By Credit Card/ Nets**

Nets facilities are available at the Reception on both campuses. Mastercard and Visa are accepted for payment at the Main Campus. There is no facility to process charges to Diners Club, JCB or Amex. There is an additional 3% administrative fee for credit card payments.

- **By Telegraphic transfer or GIRO payment**

Please remember to include parent/student's name in the transfer order and email the bank remittance to admissions@gess.sg.

Bank details

Name of Beneficiary: German European School Singapore
 Name of Bank: United Overseas Bank, Thomson Branch
 Address: 251 - 253 Upper Thomson Road, Singapore 574376
 Account No.: 314-305-862-8; Bank Code: 7375; Branch Code: 007
 Swift Code: UOVBSGSGXXX



SCHEDULE C - PAYMENT TERMS AND CONDITIONS

TUITION FEES

1. Tuition fees, Development Levy and material and excursion fees will be invoiced twice yearly. Any other charges (special support program, examinations fees, etc.) will be invoiced as and when they occur.
2. Invoices are due for payment within 30 days from the invoice date. School fees are required to be paid on, or before, the due date or through Singapore Interbank GIRO. Payment details and GIRO forms are available from the school's Finance Department and on GESS' website.
3. GIRO payment option is available over five monthly deductions per semester.

ENTRANCE FEE

1. An entrance fee payment is required upon submission of an application form. The entrance fee consists of an enrolment fee of S\$2,000.00 and non-refundable administrative fee of S\$945.00 (incl. prevailing GST). An invoice for the entrance fee will not be issued in advance however, a receipt can be provided upon request.

The enrolment fee will only be refunded in the following circumstances:

- i) Student is not accepted due to the results of the student evaluation
- ii) Application is withdrawn by written notice because a student is still waitlisted on the intended enrolment date
- iii) Application is withdrawn by written notice before a place has been offered

The enrolment fee will be forfeited where a place is offered to the applicant but not accepted or if the application is withdrawn by written notice after a place has been offered.

DEVELOPMENT LEVY

1. The Development Levy is payable in respect of every student other than those attending the Parent-Child Groups and the Toddler Group. The Development Levy is an annual payment of S\$4,890.00 (incl. prevailing GST) payable in two equal installments and invoiced together with tuition fees. For the third child onwards and from the second year onwards, the Development Levy will be charged at S\$2,445.00.

ENROLMENT DURING A SCHOOL YEAR

1. If and when a student enrolls during the school year, a proportional tuition fee shall be payable, calculated as per the table below:

Enrolment in:	Share of annual tuition fee payable:
August/September	100%
October	85%
November/December	75%
January	60%
February/March	50%
April	35%
May/June	25%

SHORT-TERM ENROLMENT

1. Any student, who is enrolled in the School for not more than six months, shall pay tuition fees according to the short term fee structures (GESS School fee structure).

Tuition fees will be charged as follows for short term enrolments:

Enrolled in:	Tuition fees chargeable
1 st to 20 th day of the month	1 month fee
21 st to end of the month	½ month fee

Terminating in:	
1 st to 10 th day of the month	½ month fee
11 th to end of the month	1 month fee

PAYMENT AND DELAY THEREOF

1. Tuition fees are payable for a whole semester in advance. Fees are not refundable in whole or in part.
2. Payment of invoices for tuition fees and 'extras' (such as learning resources, school excursions/class trips) shall be due within 30 days from the date of invoice.



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3. The Principal reserves the right to refuse access to school facilities and lessons to students, whose invoices have not been fully settled. GESS further reserves the right to withhold any school reports or related documents in such cases.
4. Failure to pay the invoices on the due date may result in termination of the student contract.
5. GESS reserves the right to impose compound interest charge on overdue invoices at the rate of 8% per annum.
6. GIRO payments are deducted by the 15th of each month. If a GIRO payment cannot be processed or is rejected due to insufficient funds, a \$50 admin surcharge will be charged. The failed installment will need to be paid via cash or cheque within seven days from notice. Failure to settle the amount within seven days may be treated as non-payment of fees and the student contract will be terminated.
7. Responsibility for payment of invoices: settlement of fees is the joint and several responsibilities of each signatory of the application form.
8. An agreement with a third party to pay the fees or any other sum due to the school does not release parents from any liability under these terms and conditions.
9. Any costs/expenses/charges incurred with the enforcement of this bye-law, including legal costs, shall be borne by the parents on a full indemnity basis.
10. Written notice of withdrawal from GESS must be submitted to the Admissions Department, not later than 31st October for Semester 1 and 30th April for Semester 2. Failure to give adequate notice may result in the fees for the following semester failing due.
11. Additional rules and regulations regarding terms and conditions are available in the School Bye-Law and School Fee Bye-Law documents from GESS Administration.

REFUND POLICY

1. Termination according to Section 4.2 of the School Bye-Law, shall take effect at the end of the school semester (January, July). All tuition and other fees shall be payable in full until the end of the school semester; there shall not be any proportionate refund.
2. For termination during the cooling off period as per No. 2.3 of the student contract, all fees paid in advance will be refunded in full, excluding the non-refundable registration fees as per the school's Terms and Conditions.