

# FINANCIAL REGULATIONS



Academic year: 2021-2022

International French School (Singapore) Ltd  
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Company Reg. No.: 198004581H | Registration validity period: 06-07-2017 to 05-07-2023

## FINANCIAL REGULATIONS

### DOCUMENT TO BE READ CAREFULLY

**FAMILIES REGISTERING STUDENTS AT THE INTERNATIONAL FRENCH SCHOOL (SINGAPORE) LTD (“IFS”) ARE KINDLY REQUESTED TO RESPECT AND COMPLY WITH THE PRESENT FINANCIAL REGULATIONS**

*(French version available on IFS website)*

**Registration and re-enrolment at the IFS implies agreement to the present Financial Regulations.**

### **School fees structure, terms of payment and existing scholarship**

- 1- SCHOOL FEES ADVANCE
- 2- ANNUAL REGISTRATION FEES (FIRST TIME AND RE-ENROLMENT)
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- 4- QUARTERLY CANTEEN FEES
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## **SCHOOL FEES STRUCTURE, TERMS OF PAYMENT AND EXISTING SCHOLARSHIP**

### **1 – SCHOOL FEES ADVANCE**

A school fees advance must be settled upon receipt of the invoice of the SFA after first registration to IFS is completed and every year when re-enrolling the student. The amount of the school fees advance is SGD 5,075 (including GST) per student and is capped at 3 students in a family.

The school fees advance is deducted from the last invoiced term of the current academic year. A new school fees advance is charged in the 3<sup>rd</sup> term as part of the re-enrolment for the next academic year. The school fees advance is refunded, if it has not yet been deducted from the last invoiced school fees, upon departure of the student when IFS has received the completed departure form.

*Example for a family with 2 students registered for the academic year 2019-2020*

This family will pay a school fees advance of SGD 10,150 at the time of first registration, or as part of the 3<sup>rd</sup> term invoice for the Academic year 2020-2021 if it is a re-enrolment.

This advance is deducted from the 3<sup>rd</sup> term invoice of the Academic year 2019-2020, and a new advance of SGD 10,150 is charged at the same time for the Academic year 2020-2021, except in the case of departure (refer to section 9 for more details). The financial impact of the school fees advances for the family is therefore nil for the 3<sup>rd</sup> term in case of a re-enrolment to the next Academic year.

**Students will not be accepted in the School if the school fees advance has not been paid prior to the start of the Academic year.**

*Exemption from school fees advance is granted:*

1. to founding shareholders (O.D.F.), one school fees advance for each share that the company subscribes to and allocate to the student (*refer to page 8*), and
2. for students for whom a deposit has been settled at the time of registration (students registered before the academic year 2010/2011).

## 2 – ANNUAL REGISTRATION FEES (FIRST TIME AND RE-ENROLMENT)

Annual registration fees must be paid for each student registering at IFS upon receipt of the invoice. The amount is reduced for re-enrolment. The fees schedule is included in the Student Contract and available on IFS website. Annual registration fees are not refundable, except for cancellation of applications and after deducting cancellation fees as indicated in the table below.

Refund policy for First time registration fees	Cancellation fees (GST included)
Cancellation of registration (Before confirmation of a seat by the Registrations Department)	SGD 1,070
Withdrawal from waiting list	No cancellation fees
Desistance (After confirmation of a seat and : - No later than June 30th for a starting date in September - more than 30 days before the expected starting date for a starting date later in the Academic year)	SGD 1,070
Desistance (After confirmation of a seat and : - Since July 1 <sup>st</sup> for a starting date in September - less than 30 days before the expected starting date for a starting date later in the Academic year)	100% of First time registration fees

First registration fees have to be settled at the time of registration for the application of new students to be considered. No new student will be accepted in the school without prior payment of the first time registration fees.

Subsequent annual registration fees are paid together with the first instalment of school fees for the forthcoming year.

Exemption of annual registration fees for founding shareholders (ODF)

Annual registration fees are waived for founding shareholders on the basis of one waiver per each share that the company subscribes to and allocate to a student (refer to page 8).

However, first time registration fees have to be paid at the time of registration of new students under ODF in order to consider the application. The amount paid is then deducted from the first term invoice.

There will be no partial payment or refund should the student arrive/leave during the year.

**If the arrival date is postponed to next academic year, there would be an adjustment of the invoice for the first registration fees and School fee advance (SFA) to take into account any change in the fees.**

### 3 – QUARTERLY SCHOOL FEES

The fees schedule is included in the Student Contract and available on IFS website.

School fees are billed on a quarterly basis and are paid at the beginning of each term.

School fees comprise :

- Kindergarten : Schooling, school stationery, various insurance costs.
- Elementary School : Schooling, school books, exercise books, mandatory language certifications and school trips and various insurance costs.
- Secondary School (“6ème” to “Terminale”) : Schooling, school books, French curriculum exams registration fees, mandatory language certifications and school trips and various insurance costs.

School fees do not include:

- Meals at the school canteen which are compulsory for all grades except High School, and unless the student is required to follow a specific diet as confirmed with the School’s nurses and after signing a “PAI” (*Projet d’Accueil Individualisé*) with the IFS.
- Bus transportation services.
- Uniforms (compulsory for Kindergarten and Elementary school)
- Optional Extra-curricular activities.
- Various school stationery: pens, compasses, rulers, etc..., except for Kindergarten.
- Optional school educational trips

Note: The family or the Company paying the school fees cannot claim for any partial refund of school fees in the following situations:

- Modification of the Academic calendar or cancellation of classes, provided that the curriculum has been covered by the end of the Academic year;
- Non participation in or cancellation of a mandatory school trip, whether it is the family’s or IFS’ decision.

**Fees for any term started have to be paid in full. No partial payment or refunds will be made for students arriving or leaving during a school term, or for partial absence during the term.**

#### 4 – QUARTERLY CANTEEN FEES

The fees schedule is included in the Student Contract and available on IFS website.

Canteen fees are billed on a quarterly basis and are paid at the beginning of each term for students having registered in Kindergarten, Elementary School or Middle School (“6ème” to “3ème” levels).

Students registered at the High School (“2nde” to “Terminale” levels) pay directly for their meals every day.

**For students arriving after the beginning of a term or leaving definitely the IFS before the end of a term, a partial payment or refund will be made for each entire month during which the student was not present. Fees for any month started have to be paid in full.**

There will be no refund of canteen fees for students taking part in educational trips organised by the IFS.

Starting from September 1<sup>st</sup> 2021, students from Kindergarten to Middle School (PS-3e) are authorized to bring their own lunchbox: subscription for at least one term and for every day of the week (including Friday if there is an AES in early afternoon). In this case, canteen fees will be waived for students under the lunchbox.

When the lunchbox is forgotten at home, a meal at the canteen will be organized and will be charged to the parents (10SGD).

#### 5 – FEES FOR BILINGUAL CLASSES / INTERNATIONAL SECTIONS

The annual contribution for Primary bilingual classes / Middle School international sections is paid together with the first instalment of school fees for the forthcoming year for each student registered in Primary bilingual classes / Middle School international sections.

The amount is indicated on the fee schedule included in the Student Contract and available on IFS website.

**There will be no partial payment or refund should the student join these classes or leave during the academic year.**

#### 6 – FEES FOR FRENCH PASSERELLE

The annual contribution for French Passerelle in Middle School is paid together with the first instalment of school fees for the forthcoming year for each student registered in French Passerelle

The amount is indicated on the fee schedule included in the Student Contract and available on IFS website.

There will be no partial payment or refund should the student join these classes or leave during the academic year.

## 7 – LARGE FAMILY DISCOUNT

A large family discount on school fees can be given and shall be applied at the level of the finance manager:

In Eduka, the finance manager is named "payer".

When the payer is a parent, the large family discount is applied by the "payer". The "payer" who is in charge of at least 3 children enrolled in the French School can benefit from a discount (starting from the third child):

- 5% for the 3rd child
- 10% for the 4th child
- 15% for the 5th child and subsequent children.

This discount can only be applied on school fees. There is no other discount on registrations and any other fees (trips, ECAs etc.).

When the payer is a company, the large family discount is applied by the employee. The employee of the company who has at least 3 children enrolled in the French School can have his/her company to benefit from a discount (starting from the third child supported by the company):

- 5% for the 3rd child
- 10% for the 4th child
- 15% for the 5th child and subsequent children.

This discount can only be applied on school fees. There is no other discount on registrations and any other fees (bilingual fees, canteen fees, trips, ECAs etc.).

## 8 – MISCELLANEOUS FEES

Miscellaneous fees may be billed upon registration to certain activities or when the need arise and are settled upon registration or when the event occurs. Such fees include, but are not limited to:

- Optional Language certifications and exams (Secondary School)
- Extra courses (Secondary School)
- Optional Schools educational trips within and outside of Singapore with overnight stay (Elementary and Secondary School)
- Extracurricular activities (all levels)
- Loss or damage of books borrowed from IFS (SGD 40, inclusive GST) per damaged or lost book
- Loss of Handbook “carnet de liaison” (40 SGD inclusive GST)
- Loss or damage of laptops distributed by IFS to **5e** and **2nde** students
  - Chromebooks : 1,000SGD inclusive GST
  - Power cable : 100 SGD inclusive GST
  - Stylus pen : 40 SGD inclusive GST
- Bounced cheques or unsuccessful GIRO deduction (SGD 25 inclusive GST)
- English level assessment for Non AEFÉ affiliated schools (SGD 100 inclusive GST)

Refund terms in case of partial or no participation in an activity are stated in the relevant registration forms.

Any degradation committed by a student in the school as well as any loss of objects placed at his disposal give rise to reimbursement by the family.

If the deterioration is voluntary, the perpetrator or authors of the harmful act take full responsibility for the damage caused, without prejudice to the disciplinary sanction that is imposed.

When the degradation is unintentional but is the consequence of indiscipline or gross negligence, the Administration demands full or partial compensation for the damage caused. The payment of the fee is accompanied if necessary by a disciplinary sanction.



## 9 – TERMS OF PAYMENT

Fees due to IFS can be paid:

- **by transfer.** Transfer fees are to be borne by the payees, or
- **by GIRO** (one GIRO application per family)
- **by cheque** to be made in favour of "International French School (Singapore) Ltd "

**IFS does not accept payment by cash.**

In order to ease the administrative process and cope with the volume of transactions, **GIRO Payment is compulsory for all the miscellaneous fees** such as Extracurricular Activities (ECA), sport attires, sport camps, school trips, special events, MUN conferences, holidays camps, "Préparation au supérieur", school assistant (AVS), missing books, special meal at the canteen when lunchbox is forgotten and any other fee that is not schooling related.

No amount will be debited without the prior approval of families. An email is systematically sent at least 3 days before deduction. As an optional choice, payers can choose **to extend their GIRO to all their term-bills** (tuition fees and/or canteen fees).

If you have more than one invoice to pay, please make one global payment.

The due dates for payment of Term fees are as follows:

<b>Term 1</b> (September – December):	<b>30<sup>th</sup> September</b>
<b>Term 2</b> (January – March):	<b>20<sup>th</sup> January</b>
<b>Term 3</b> (April – June):	<b>20<sup>th</sup> April</b>

You are kindly requested to meet the deadlines mentioned above in order to allow the school to cover all its expenses on-time and to guarantee fairness towards other families. **If payment of the fees is not made on the due date, students may not be admitted to the School.**

In addition, IFS reserves the right to ask for a late **payment fee of 2% per month** of the outstanding amount if payment is received more than 15 calendar days after the due date, and the right to ask for full payment in advance of the annual fees should regular payment delays occur. The IFS Executive Committee may take legal action against defaulters, should the need arise.

**Re-enrollment to the next Academic year is conditional upon full settlement of the fees.**

Invoices are issued on the payer's name indicated on the invoicing form (companies) or through Eduka (parents).

Payments must be made by the identified payer. The payer is also liable for debts.

The payer shall pay the School Fee Advance (SFA) and is therefore the "owner" of such Advance.

If you wish to change the payer, you must send the Change of Payer Form available on the website, specifying :

- The actual date of change
- Surname and forename of the parent(s)
- Surname and forename of the student(s) involved
- Covered fees

This form must be sent to the finance team by email [invoicing@ifs.edu.sg](mailto:invoicing@ifs.edu.sg).

To be taken under consideration, the change of payer request shall be made **at least 2 weeks before term invoice issuance**. Otherwise, the change of payer will be effective on the following term.

**If borne by the company, the tuition fees will include:**

- Advance on tuition fees
- Enrolment fees or re-enrolment fees
- Quarterly tuition fees
- Fees for Anglais + (English +) option or for the International Stream

**The other schooling-related costs which are invoiced by the International French School (Singapore) Ltd, are:**

- Canteen fees
- Extra-Curricular Activities fees and related (AES / AS)
- School trips and other educational activities
- Fees for special needs teaching assistants (Student assistant "AVS")

**Other costs, invoiced by external service providers, are:**

- School uniforms
- School bus

## 10 –SCHOLARSHIPS GRANTED BY THE FRENCH GOVERNMENT

French students coming from a family with low income and assets, may be entitled to receive a scholarship. Application forms can be obtained at the French Embassy (Chancellerie Consulaire). Further information is available on <http://www.ambafrance-sg.org/Aides-a-la-scolarité-bourses>.

**Families who benefit from a partial bursary have to settle the balance of their payment of school fees by the due dates mentioned in section 7.**

The “Commission parents » will provide a financial support for all students under bursaries equal to their bursary percentage, on the below fees :

- Mandatory school trips
- 1 half-year or full year Extracurricular activity – ECA (Primary or Secondary activities).

## 11 –PROCEDURE WHEN LEAVING OUR SCHOOL

The following procedures are to be followed when a student leaves the school:

- A minimum of 1 month prior notice must be given before departure date to the Registration Department. The **departure process** must be completed by the parents on the parent portal EDUKA. School fees advances will be automatically deducted from the net amount to pay for 3<sup>rd</sup> term for departure forms received before 1<sup>st</sup> April of the Academic year. Otherwise school fees advances and deposits will be refunded upon completion of the departure declaration in Eduka and after the school fees for 3<sup>rd</sup> term and any other outstanding fees have been paid.
- **Books must be returned** at least two days before the student's departure either to teachers (for Primary school students) or to the librarian (for Secondary school students). An official document will be given, to prove that books have been returned. If books have been lost or damaged, a contribution of SGD 40, for each book lost or damaged, will be payable by the parents as stated in the books loan agreement signed between IFS and the Families
- An **appointment** must be made with the Registration department so that the following documents can be given to the family :
  - Student's certificate of attendance at IFS. This is compulsory for those moving to another French School.
  - Eventually the student's school records.

These documents will be given to the parents upon presentation of the official document mentioning that books have been returned (see second bullet point above) and after the confirmation from the Finance Department that school and all other fees have been paid.

## 12- FINANCIAL SUPPORT OF COMPANIES AND INDIVIDUALS TO THE FINANCING OF IFS

International French School (Singapore) Ltd (“IFS”) is facing a regular increase in the number of students and is engaged into an Extension Project divided in 2 phases.

Phase 1 was completed in 2015 with the opening of the new Elementary school on our Serangoon campus between September to November 2015.

Phase 2 is currently expected to be finished by 2025, with the aim to increase the capacity of IFS.

The financing of this Extension project is only possible thanks to the financial aides granted by Companies incorporated in Singapore via

- Acquisition of Option de Fondateur (“ODF”)
- Donation to IFS

Individuals may also give donations to IFS, but are not eligible to the Corporate ODF Program.

## 13- OPTION DE FONDATEUR (« ODF »)

Being an ODF holder via acquisition of ODF, a Company incorporated in Singapore becomes a ‘Corporate Member’ of IFS and thus supports the development of the IFS through its financial aides. Corporate Members have the right to get involved in the management of IFS by providing expertise and through their votes during Annual General Meeting (1 ODF = 1 vote).

Acquiring an ODF also entitles a Corporate Member to the following benefits for each student for whom an ODF has been subscribed / allocated to:

1. Priority for registration. The children of employees from Corporate Members will be given priority for admission to IFS
2. Exemption of initial school fees advance SGD 5,075 (inclusive GST)
3. Exemption of registration fees amounting to SGD 5,000 (inclusive GST) for 1st time registration and SGD 1,605 (inclusive GST) for subsequent annual registration

The above mentioned benefits are valid for a 3/5-year duration depending on the type of ODF acquired. The cost for the purchase of an ODF is as follows:

- SGD 35,000 (excl GST) for a 5-year duration ODF, which includes a SGD 20,000 donation to IFS
- SGD 21,000 (excl GST) for a 3-year duration ODF, which includes a SGD 12,000 donation to IFS

Preferred financial conditions apply beyond 5 ODF purchased. Please contact the “Parent and Corporate Relations department to have more information: [partner@ifs.edu.sg](mailto:partner@ifs.edu.sg).

## 14- DONATION TO IFS

IFS is a charity that has been set up to receive donations towards the financing of different projects: pedagogical projects, improvement of existing infrastructure and extension projects.

Students leaving the IFS, parents and Companies can choose to donate to the IFS part or the entire amount of their deposit / school fees advance.

Should you require more information, please contact:

- Britt Mercier – Relation parents et entreprises – [bmercier@ifs.edu.sg](mailto:bmercier@ifs.edu.sg)
- Mei Kuan HO – IFS Finance Director – [dirfin@ifs.edu.sg](mailto:dirfin@ifs.edu.sg)

## 15- DIVORCED CASES

- 1- Both parents are legally responsible for the account balance and will have access to the child's billing information on Eduka portal.
- 2- The school cannot act as an administrator to resolve financial arrangements in case of divorces.

## 16- CONTACTS

For any questions relating to fees and/or these Financial Regulations, please contact the Finance Department of IFS at :

- E-mail: [invoicing@ifs.edu.sg](mailto:invoicing@ifs.edu.sg)
- Phone: (65) 6805 0130