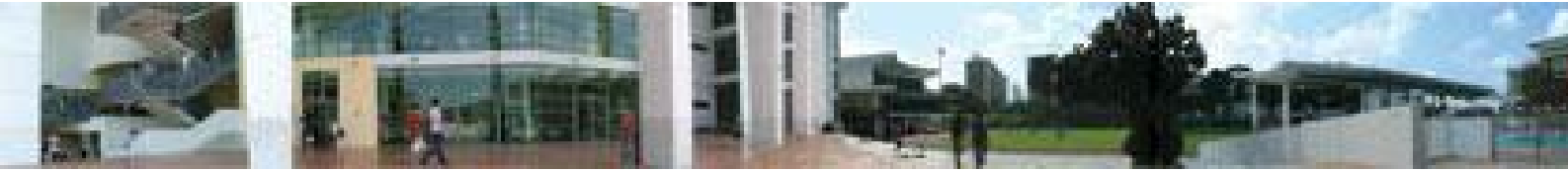


# FINANCIAL REGULATIONS



Academic year: 2024-2025  
Updated 31 12 2023

International French School (Singapore) Ltd  
3000 Ang Mo Kio Avenue 3 Singapore 569928 | T: +65 6805 0000 | [administration@ifs.edu.sg](mailto:administration@ifs.edu.sg)

Company Reg. No.: 198004581H | Registration validity period: 06-07-2023 to 05-07-2029

## FINANCIAL REGULATIONS

### DOCUMENT TO BE READ CAREFULLY

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

*(French version available on IFS website)*

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

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

- 1- ANNUAL REGISTRATION FEES (FIRST TIME AND RE-ENROLMENT)**
- 2- SCHOOL FEES ADVANCE (SFA)**
- 3- QUARTERLY SCHOOL FEES**
- 4- QUARTERLY CANTEEN FEES**
- 5- FEES FOR BILINGUAL CLASSES (ENGLISH +) / INTERNATIONAL SECTION**
- 6- FEES FOR FRENCH PASSERELLE**
- 7- LARGE FAMILY DISCOUNT**
- 8- MISCELLANEOUS FEES**
- 9- TERMS OF PAYMENT**
- 10- SCHOLARSHIP GRANTED BY THE FRENCH GOVERNMENT**
- 11- PROCEDURE TO FOLLOW WHEN LEAVING IFS**
- 12- FINANCIAL SUPPORT OF COMPANIES AND INDIVIDUALS TO THE FINANCING OF IFS**
- 13- CORPORATE MEMBERS / ODF (OPTION DE FONDATEUR)**
- 14- DONATIONS TO IFS**
- 15- NOTE ON TRANSPORT FOR STUDENTS**
- 16- CONTACTS**

The Financial Regulations detail all the fees to settle when registering and then during the scholarship of each student, according to the following timeline.

Registration		During Scholarship					
Application Fees	SFA	T1 School Fees	ECA 1st semester	T2 School Fees	ECA 2nd semester	T3 School Fees	ReEnrolment N+1
	First Registration Fees	T1 Canteen		T2 Canteen		T3 Canteen	

Other fees also apply, you will find all the details in the corresponding sections

## 1 – ANNUAL REGISTRATION FEES (ONE-TIME FIRST REGISTRATION FEE AND RE-ENROLMENT)

### ↪ **Application fee**

All enrolments are processed through Eduka portal by parents (one file for each child).

In order to submit their enrolment files, a non-refundable prior payment of SGD 1,090 (incl GST) for the application fee is required per child.

### ↪ **One-time first registration fee (yearly)**

When the enrolment file is valid, a confirmation email will be sent to families to confirm the eligibility of the application.

In order to confirm the enrolment and to have the seat allocated, a non-refundable one-time first registration fee is required for SGD 4,360 (incl GST).

No new student will be accepted in the school without prior payment of the one-time first registration fee.

There will be no partial payment allowed for arrival during the academic year.

### ↪ **Subsequent re-enrolment fee (yearly)**

A yearly re-enrolment fee of SGD 1,635 (incl GST) is charged starting from the second year of presence at school.

The Re-enrolment campaign generally occurs in March-April where parents are required to confirm their re-enrolment file through Eduka for the following year.

Once done, the payment will be required prior to the final re-enrolment confirmation.

**No partial payment or refund will be made for partial absence or for students arriving/leaving during a school year.**

Annual registration fees (One-time registration fee or re-enrolment fee) are non-refundable, except for cancellation of applications and after deducting cancellation fees as indicated in the table below.

### Cancellation fees 2024

New registration		Cancellation fees
Application Fees ( 1090) + First Time Registration Fees (4360) = 5450 SGD (incl GST 9%)		
Withdrawal from the waiting list		<b>1090</b>
Postponement of registration		<b>1090</b>
<b>Cancellation of registration</b> Before confirmation of a seat at IFS by the Registrations Department		<b>1090</b>
<b>Desistance</b> After confirmation of a seat at IFS by the Registrations Department		
– More than a month before the scheduled start date		<b>1090</b>
– Less than a month before the scheduled start date		<b>5450</b>
Re-Enrolment		Cancellation fees
Annual Re-Enrolment Fees : 1635 SGD (incl GST 9%)		
Desistance before 03/07/2024 included		<b>0</b>
Desistance after 03/07/2024		<b>1635</b>

If the arrival date is postponed, and in case of change in the fees from one school year to another school year, adjustments might be required on both registration fees and School Fees Advance

#### ↪ Special note for founding shareholders (ODF owners)

The one-time first registration fee and the subsequent re-enrolment fee are waived for founding shareholders on the basis of one waiver per each share that the company subscribes to and allocate to a student (please refer to topic#13).

## 2 – SCHOOL FEES ADVANCE (SFA)

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 5,170 (incl GST) per student and is capped at 3 students in a family.

The School Fees Advance is monitored by academic year.

It is automatically rolled over to the following academic year if the student is re-enrolled, until he/she withdraws.

The SFA is then offset on the last invoice if not paid yet, or refunded upon departure

*Example for a family with 1 student registered for the academic year 2023-2024*

This family will pay a School Fees Advance at the time of First Registration for 2023-2024

The family will see in Eduka in April 2024 :

- A credit note for the SFA 2023-2024
- A new invoice for the SFA 2024-2025

The SFA is then rolled over to the next Academic year 2024-2025 without any action from the family

If the student is re-enrolled for 2024-2025 : no other change

If the student is leaving in June 2024 :

- The SFA can be offset on the Term 3 invoice if it has not been paid yet
- The SFA can be refunded upon departure if the Term 3 invoice has already been paid

**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 section 13*), and
2. for students for whom a deposit has been settled at the time of registration (students registered before the academic year 2010/2011).

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

School fees do not include:

- Meals at the school canteen
- Bus transportation services
- Uniforms (compulsory for Kindergarten and Elementary school)
- Sports attire
- Optional Extra-curricular activities (ECA, Camps, ...)
- Various school stationery: pens, compasses, rulers, etc..., except for Kindergarten
- Optional educational school trips
- Personal insurance
- AESH (Support workers for pupils with disabilities)

**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, whatever the duration.**

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 or going on home based learning, 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 or due to force majeure reason

These restrictions apply regardless of the results reported in the audited financial statements.

## 4 – QUARTERLY CANTEEN FEES

The fees schedule is 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 at school during the month, full month canteen fees will be billed regardless of the date of arrival/departure.**

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

- For non-consumption of meals (unless it is due to reasons deemed valid by the school)
- During Home Base Learning, either for testing purposes or per government advisory
- For isolated cases, Stay-At-Home Notice, Leave of Absence or any other absence, the school does not refund more than the normal rules for the canteen (any started month is due)

IFS reserves its rights to exercise full discretion to compute any refund due. IFS will not respond to alternative computation methodology raised or devised by parents.

Since September 1<sup>st</sup> 2021, students from Kindergarten to Middle School (PS-3e) are authorized to bring their own lunchbox. In this case, canteen fees will be waived for students under the lunchbox and a GIRO is compulsory.

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

The choice applies for a minimum of one term, and should be done in Eduka.

**Any change during the term will take effect in the following term.**

- Change before August 31<sup>st</sup> for Term 1 starting in September
- Change before December 31<sup>st</sup> for Term 2 starting in January
- Change before March 31<sup>st</sup> for Term 3 starting in April

**Note concerning Fridays in case of ECA early afternoon:** the choice made at the start of the ECA will be maintained during the full length of the activities, the semester. Then, if there is change of choice for the regular canteen, this will not be applied to the meals on Fridays in case of ECA early afternoon.

## 5 – FEES FOR BILINGUAL CLASSES / INTERNATIONAL SECTION

The annual fees for Primary bilingual classes / Middle School international section are paid together with the first instalment of school fees for the forthcoming year for each student registered in Primary bilingual classes / Middle School international section or when the student joins IFS if during the school year, subject to the pedagogical team's approval.

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 fees for French Passerelle in Middle School are paid together with the first instalment of school fees for the forthcoming year for each student registered in French Passerelle or when the student joins IFS if during the school year.

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

In Eduka, the financier 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 IFS 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 (Bilingual, Canteen, 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 IFS 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 arises 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), as well as all expenses linked to these activities such as sportswear, competitions, ...
- Loss or damage of books borrowed from IFS (SGD 40, incl GST) per damaged or lost book
- Loss of Handbook "carnet de liaison" (40 SGD incl GST)
- Loss or damage of "IFS identity card" for student, parents or authorised persons (20 SGD incl GST)
- Loss or damage of laptops distributed to students by IFS:
  - Chromebooks: 1,000 SGD incl GST
  - Power cable: as charged
  - Stylus pen: as charged
  - Major repair contribution\*: 160 SGD incl GST
  - Minor repair contribution: 80\*\* SGD inclusive GST or as charged\*\*\*, inclusive of GST
- Bounced cheques or unsuccessful GIRO deduction (SGD 25 incl GST)
- Level test for schools outside AEFÉ network for students leaving IFS (100 SGD incl GST)

\* Repair quotes > 300 SGD, \*\* between 80-300 SGD, \*\*\* < 80 SGD

The refund policies in case of partial or none attendance to any activity are mentioned in the terms and conditions on the enrolment form of the mentioned activity.

Parents are not eligible to any refund during Home Base Learning periods, for testing purposes or per government advisory.

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 intentional, 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 payers
- **by GIRO** (one GIRO application per family)

**IFS does not accept payment by cash nor credit cards.**

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 (AESH), 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 warning families first.  
An email is systematically sent at least 3 days before deduction.

IFS highly encourages **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>End of September</b>
<b>Term 2</b> (January – March):	<b>End of January</b>
<b>Term 3</b> (April – June):	<b>End of April</b>

IFS reserves the right to amend the payment due dates.  
The up-to-date calendar is available on IFS website

**If there is any outstanding debt prior to the start of a new term**, the child will not be allowed to attend class, nor to participate in the ECA\*, nor to embark on a school trip\* **until the situation is settled**.

This applies to within the school year, between school years, and for the re-enrolment for the next school year.

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

*\* even if the relevant ECA or School Trip invoice has been paid for.*

*Note: there will be no refund of ECA fees or trip fees as the school will have already incurred the costs.*

If the ECA invoice is still not paid after the due date, the student will not be allowed to attend the activity until the situation is settled.

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.

IFS also reserves 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.

Invoices are issued on the payer's name indicated on the Invoicing Information Form for companies or through Eduka for parents.

- Payments must be made by the identified payer.
- The payer is also liable for debts.
- The payer shall pay the School Fees 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:**

- School Fees Advance (SFA)
- Enrolment fees or re-enrolment fees
- Term tuition fees
- Fees for Bilingual option or for the International Section or French Passerelle

The other schooling-related costs which are invoiced by IFS are:

- Canteen fees
- Extra-Curricular Activities fees and related (ECA)
- School trips and other educational activities (Prepa Sup, MUN, ...)
- Fees for special needs teaching assistants (Student assistant "AESH")

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

- School uniforms
- Sport attire
- 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>.

Since September 2021, AEFÉ has decided to open up the possibility for a French student with a disability enrolled in an approved establishment in the network to benefit from an AESH (Support workers for pupils with disabilities). The application files have to be submitted to the French Embassy (Chancellerie consulaire).

For any questions, please email [michel.le-bras@diplomatie.gouv.fr](mailto:michel.le-bras@diplomatie.gouv.fr).


**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 9.**

The « Commission Parents » will provide, within its budget constraints, a financial support for all students under bursaries equal to their bursary percentage on the below fees:

- Extra Curricular Activities: 1 Full Year or 2 Half Year
- Trip: 1 trip linked to an ECA (sport, ..) or to a pedagogical activity (Choral, MUN, ..)
- Prépa Sup: 100% covered for students under bursaries

The other types of trips and the MUN conferences might be partially covered, upon request to the « Commission Parents » and within its budget constraints

## 11 – PROCEDURE WHEN LEAVING IFS

	TASKS FOR PARENTS	CONTACT & IMPORTANT INFORMATION
AT LEAST 1 MONTH BEFORE DEPARTURE	Complete and submit the online departure form on <b>EDUKA</b>	<a href="mailto:depart@ifs.edu.sg">depart@ifs.edu.sg</a> / +65 6805 0014  <b>Please note:</b> Once you have filled in the information regarding your child's departure, click on « Save » at the bottom of the page and then on « Submit form » at the top of the page.
	Ensure with the Finance Department that all due amounts have been paid (school fees, canteen, etc.)	<a href="mailto:invoicing@ifs.edu.sg">invoicing@ifs.edu.sg</a> / +65 6805 0130  <b>Refund of the School Fees' Advance (SFA):</b> The notification of departure on EDUKA will launch the SFA refund process. Depending on your account status, the advance will either be deducted from your last invoice or refunded.  <b>School fees:</b> if your child leaves in the course of the school year, we remind you that any trimester started is due in full (there is no pro rata). T1 - September to December / T2 - January to March / T3 - April to July  <b>Canteen fees:</b> they are pro-rated on a per-month basis (any month started is due in full).  <b>AES/AS fees:</b> Only yearly basis activities are refundable at 50% if the departure date is before <b>09/02/2025</b> for AS or before the beginning of the 2nd Semester for AES (same date).
AT LEAST 2 WEEKS BEFORE DEPARTURE	Inform the School Transportation Service	<a href="mailto:ifs@woodlandstransport.com.sg">ifs@woodlandstransport.com.sg</a>  Send an email to <b>Woodlands</b> at least 2 weeks before the departure date.
1 WEEK BEFORE DEPARTURE	Books to return	Ensure all <b>books and textbooks</b> have been returned to the relevant library/3C. <b>Please note:</b> Books/Textbooks not returned or returned in a damaged condition will be billed 40 SGD each.
	Chromebook	For the concerned students: make an appointment with the IT department to bring back their Chromebook. <b>Please note:</b> Chromebook not returned or damaged will be charged 1000 SGD
DEPARTURE DATE = LAST DAY OF SCHOOL	IFS Email closure	Your child's <b>Email account/Google drive</b> will be closed <b>1 month</b> after the departure. Please save any important document he/she would like to keep. Useful links: <a href="https://takeout.google.com/">https://takeout.google.com/</a> <a href="https://support.google.com/accounts/answer/3024190?hl=en">https://support.google.com/accounts/answer/3024190?hl=en</a> Your child's <b>PIX account</b> will not be accessible with his/her IFS email address. For more information: <a href="#">please click here</a> (document in French).
	School file and Withdrawal Certificate	<b>The Withdrawal Certificate (Exeat)</b> can only be issued if the family/company has paid all due amounts and all books/textbooks/Chromebook have been returned.   <b>The Withdrawal Certificate will be uploaded on Eduka on the last day of school. If we have any other documents to return to you as part of the school file, we will contact you.</b>
	Pronote school reports to save	<b>The current school year's term reports</b> will be available on Pronote until your child's last day of school (Pronote database is reset at the beginning of each school year). From the 2021-2022 school year, reports are available on Eduka. For previous years, we will be able to provide a copy of the reports if necessary.

## 12 – FINANCIAL SUPPORT OF COMPANIES & 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 in 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 – CORPORATE MEMBERS / 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 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 (SFA)
3. Exemption of registration fees for 1st time registration and 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 “Admissions and Corporate relationship” 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 the Parent Support Team:

- E-mail : [parentsupport@ifs.edu.sg](mailto:parentsupport@ifs.edu.sg)
- Phone: (65) 6805 0022

## 15 – NOTE ON THE TRANSPORT FOR STUDENTS

Transport for its students is provided entirely by an outsourced company, Woodlands Transport Solutions Pte Ltd (WTS)

Transport fee is invoiced by this provider.

IFS will not interfere in any service or invoicing disputes and resulting requests for refunds from this provider.

## 16 – CONTACTS

For any questions concerning IFS, please contact the Parent Support Team:

- E-mail : [parentsupport@ifs.edu.sg](mailto:parentsupport@ifs.edu.sg)
- Phone: (65) 6805 0022