

SCHOOL FINANCIAL REGULATIONS (2025-2026)

Updated on 05/02/2025

General information

Enrolment, re-enrolment and continuance of a child at La Petite Ecole in Singapore implies full acceptance of the school rules and of these Financial Regulations (hereinafter referred to as "Financial Regulations").

These Financial Regulations are effective for the school year 2025-2026. They supersede all previous documents.

Tuition at La Petite Ecole in Singapore is fee-based. Payment of school fees is a condition of enrolment. The Financial Regulations apply to all new enrolments or re-enrolments of a student on the school's roll.

Before the start of each school year, La Petite Ecole in Singapore prepares an educational organisation adapted to the number of students to be accommodated, in terms of human resources and equipment. The commitment of each family is therefore just as important to respect, as the commitment of the school to the families.

School fees

Prices are quoted in Singapore dollars (SGD), including GST. GST is 9% from 1 January 2024. The fees are reviewed annually and are subject to increase in line with the inflation rate and the Consumer Price Index (CPI).

	Fees (SGD)	Payment due
Initial enrolment fees	2,625	-30% before 30 Avril 2025
	3,750	Full rate
Re-enrolment fees	525	-25% before 15 March 2025
	700	Full rate
Annual school fees	25,270	In 3 settlements :
September-December 2025	10,100	Before 31 August 2025
January-March 2026	7,585	Before 15 December 2025
April-June 2026	7,585	Before 15 March 2026

General Conditions

All fees are charged per term.

Any term started is due in full.

Payment within 7 days discount:

- If the first term invoice is paid within one week after issuance, a 3% reduction is granted on the second term invoice,
- If the second term invoice is paid within one week after issuance, a 3% reduction is granted on the third term invoice,
- If the third term invoice is paid within one week after issuance, a 3% reduction is granted on the first term invoice of the following year.

Siblings discount:

- For the 2nd child: 10% discount on the school fees,
- For the 3rd child, and over: 20% discount on the school fees.

The companies who have signed the Partnership Agreement can combine these discounts with those offered in the agreement.

Scholarship:

For families in financial difficulty for the 2025-2026 school year, scholarships may be requested from the Odyssey Solidarity Fund (up to 2,000 euros per year). Scholarship requests must be motivated.

Payments

Payments to LPE can be made in two ways:

- Via PayNow with UEN 201211760D,
- By bank transfer to the following bank account

Recipient name : LA PETITE ECOLE PTE LTD
Bank name : DBS Bank Ltd
Account number : 0619001535 (SGD)
Bank code: 7171
Branch code: 061
Swift code: DBSSSGSG
Bank address: 12 Marina Boulevard, Level 3 Marina Bay, Financial Centre Tower 3,
Singapore 018982

IMPORTANT: it is imperative to mention the invoice number and the family name in the bank transfer reference.

I. REGISTRATION

a. Procedure

The registration of a student on the school's roll is subject to:

- The creation of an EDUKA account, the completion of the necessary sections and the submission of the required documents
- The signature of the enrolment contract
- Payment of the initial enrolment fee

Confirmation of registration is then sent by the administration.

b. Initial enrolment fee

This fee is due in full at the time of registration, even in the case of an arrival during the school year. They are also not transferable. After the withdrawal period defined in the enrolment contract, these fees are not refundable. No pro rata will be refunded in case of departure during the school year.

A 30% reduction on the initial enrolment fee is granted for enrolments before the 30th of April 2025.

Payment of the initial enrolment fee, whether by the child's family or by a third-party employer, constitutes acceptance of these Financial Regulations.

c. Waiting list

La Petite Ecole in Singapore reserves the right to open waiting lists when there are more applicants than available places.

To reserve a spot on the waiting list, the school requires families to pay the initial registration fee. An invoice is issued upon receipt of the registration form. Applications are ranked in order of payment of the initial registration fee.

If the school is unable to offer a place to a child on the waiting list, it will offer the family a full refund of all amounts paid. The family may decline the refund to retain their place on the waiting list for the current and/or following school year.

At any time while the child is on the waiting list, the family may withdraw their application and receive a full refund of all amounts paid.

When a place is confirmed for a child previously on the waiting list, if the family declines the offer, the school will retain the initial registration fee unless the refusal is made at least three months before the child's intended start date. In the latter case, all fees paid will be refunded.

II. RE-ENROLMENT

For students already enrolled whose parents wish to re-enroll them for the following school year,

the school will require families to pay the re-enrollment fees.

Re-enrolment will only be confirmed after payment of the full enrolment fee. In the event of subsequent cancellation or departure during the school year, these fees will not be refunded.

A 25% discount on re-enrollment fees is granted for any re-enrollment completed before 15th March, 2025.

III. SCHOOL FEES

The child's admission to the school is subject to the payment of school fees.

School fees include the cost of school equipment and supplies used in class. They exclude the cost of the canteen service, the school transport service, school excursions organised during school time, activities outside of school time and school uniforms.

a. Payment by instalments

Tuition fees paid in instalments are due in full:

- Before 31 August 2025 for the period of September-December 2025
- Before 15 December 2025 for the period of January-March 2026
- Before 15 March 2026 for the period of April-June 2026

Please note that any payment made after these dates will incur a late payment fee.

b. Late payments or failure to pay

A first reminder email will be sent 15 working days after the payment deadline.

A second reminder email will be sent 30 working days after the payment deadline. An invitation will be sent to the parents for a meeting to discuss the situation.

A third reminder will be sent 45 days after the payment deadline by registered mail. In this case, an administrative fee of \$100 SGD will be charged. The student will not be allowed to return to class at the start of the term following the third reminder.

c. Arrivals during the school year

Any month started is due in full. For example, if the child arrives on 13 November, the period from 1 November to 31 December will be charged.

IV. WITHDRAWAL & ABSENCES

a. Student withdrawal during the school year

In order to obtain a refund, any departure must be justified - such as relocation, serious financial or family difficulties, etc.

Families must submit a notice of withdrawal at least 30 days before the beginning of the term from which the child will be withdrawn. If the notice is received less than 30 days before the start of the term, the term will be charged in full.

Where any term is started, payment is due.

Early departure for personal reasons during the third term is not eligible for a refund.

In the event of relocation, La Petite Ecole in Singapore reserves the right to request proof from the employer that the family has relocated before the end of the school year and that the child will be attending another school.

b. Absences during the school year

The temporary or prolonged absence of a student, irrespective of its duration or reasons, is not grounds for a reduction in school fees and no pro rata or refund will be applied. A committee may meet to decide on exceptional cases.

c. Enforced closure

In the event of an imposed closure, either by the government or in cases of force majeure, every effort will be made to set up a Distance Learning (DL) system. Days following distance learning are considered as regular teaching days and they are not subject to any reimbursement.

d. School enrolment certificate

A certificate of enrolment will be issued at the request of the family. This implies that the child is attending school or participating in Distance Learning (DL) on a regular basis and that the family is up to date with its payments.

e. School withdrawal certificate

A school withdrawal certificate will be issued at the request of the family if they leave La Petite Ecole in Singapore. This certificate will only be sent if the family or employer is up to date with its payments.

V. OTHER FEES

The price of the additional services below (non-exhaustive list) will be communicated at a later date. Some of the services will be offered on condition that a sufficient number of students are registered.

a. School Uniforms

All students enrolled at La Petite Ecole in Singapore are required to wear the school uniform. The

uniform must be worn during all classes and in its entirety. Students who come to school without a uniform will not be accepted in class.

The school uniform, which must be purchased in sufficient numbers to be worn every day, is the responsibility of the families. It can be obtained from the school administration.

b. Canteen

Canteen fees are invoiced per term and must be paid in full at the beginning of each term. Termination before the end of the term will not result in a refund.

In the case of a planned departure during the term (withdrawal from school), provided that the school is informed at least one month in advance, only the meals consumed will be charged.

For students enrolling during the term, only the meals consumed during that period will be billed.

One month before the end of each term, families will be asked to confirm whether they wish to modify their canteen service enrollment.

c. Extracurricular activities

Extracurricular activities are optional activities offered by La Petite Ecole in Singapore from Monday to Friday. They are led by either school staff or external instructors. Registration is done on a per-term basis, according to the rates communicated in advance by the school.

Registrations are processed on a first-come, first-served basis, and confirmation depends on reaching the required minimum and maximum number of participants. Once registration is confirmed, it is no longer possible to cancel or switch activities.

No refunds are provided for missed sessions. However, a prorated refund may be granted in advance in the event of early withdrawal from the school, provided this is communicated before registering for activities (withdrawal from school).

d. Holiday camps

Several optional holiday camps are offered by La Petite Ecole in Singapore. Registration is for a one-week period, according to the rates and timetable communicated by the school. Registrations are taken on a "first come, first enrolled" basis and confirmation of registration is subject to maximum and minimum enrolment numbers. The full amount will be due and no pro rata payments can be made. Once the registration has been confirmed, it is not possible to cancel the summer camp, except for medical reasons with a certificate for a period of at least three days.

e. School transport

An optional school transport service is offered by La Petite Ecole in Singapore through its selected external provider. The service includes:

- A round-trip service between home and school, with pick-up directly in front of the home;
- A one-way service, either to school in the morning or back home in the afternoon, with pick-up in front of the home.

Enrollment in the school transport service requires a prior request for route validation from the provider. Only the bus company is responsible for accepting or declining new requests based on the existing transport service setup. If the provider accepts the enrollment and the parents agree to the fares and schedules, then the provider's internal regulations will apply.

VI. CONTRIBUTIONS TO THE ODYSSEY DONATION FUND

There is also an option to contribute to the Odyssey donation fund, which aims to finance community-focused initiatives (merit-based scholarships, one-off assistance for life incidents, etc.) and innovative projects linked to social and environmental responsibility.

- Yes, I wish to participate in the Odyssey Fund:
 - o \$50 SGD
 - o \$100 SGD
 - o Other amount _____ SGD
- No, I do not wish to participate.

ANNEX: ACTIONS REQUIRED IN CASE OF WITHDRAWAL DURING THE YEAR

	REQUIRED ACTIONS (PARENTS)	IMPORTANT INFORMATION AND CONTACTS
AT LEAST 1 MONTH PRIOR TO DEPARTURE	Complete and submit the online withdrawal file on Eduka and send an email to the school administration.	https://lpe.eduka.school/login contact@lpesingapore.com
	Check with the school administration to ensure that all outstanding amounts have been paid (school fees, canteen, etc.).	contact@lpesingapore.com School fees: <ul style="list-style-type: none"> Families must submit a notice of withdrawal at least 30 days before the start of the term from which the child will be absent. If notice is received less than 30 days before the start of that term, the term will be charged in full. Any term that has already started is due. Early departures for personal reasons from 1 June onwards are not eligible for reimbursement. Canteen fees: In the event of early departure, any term started will be invoiced. Extracurricular activities: There is no refund in case of departure during the current year.
AT LEAST 2 WEEKS PRIOR TO DEPARTURE	Inform the school transport service of the child's departure.	dbest_bts@yahoo.com.sg Email to be sent at least 2 weeks before the departure date
1 WEEK PRIOR TO DEPARTURE	Ensure that all books have been returned to the library.	An unreturned book will be charged \$40 SGD.