

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (S\$) and When Payable
1. Guardian Arrangement Admin Fee	S\$100.00 - Upon Request of Service (Non-Refundable)
2. Admission Test Fee (if required) (a) - Onsite (At School) (b) - Offsite (Overseas)	Payable before sitting for Admission Test S\$300.00 (GST applies) – Non-Refundable S\$400.00 (GST does not apply) - Non-Refundable
3. Course Application Fee	S\$800.00 – Payable upon Acceptance of Letter of Offer (Non-Refundable)
4. Re-enrolment Fee	S\$300.00 – Payable upon Confirmation of Enrolment of Existing (banded programme) or New Course (Non-Refundable)
5. Airport Pick Up Charge	S\$150.00 – Upon Request of Service (Non-Refundable)
6. Interest Groups Subscription Fee	Up to S\$50.00 per term depending on type of Interest Group. Payable upon joining (Refundable only on a pro-rated basis if service is cancelled, otherwise non-refundable)
7. Loss of Library Books	Original cost – Payment upon Report of Loss (Non-Refundable)
8. Locker's Padlock Replacement Fee	S\$20.00 per padlock - Upon Request of Service (Non-Refundable)
9. Fee for Replacement or Reprint of Progress Report, Exam Transcripts, and Leaving Certificates	S\$5.00 per page - Upon Request of Service (Non-Refundable)
10. School ID Card Replacement Fee	S\$20.00 – Payable on Replacement (Non-Refundable)
11. Transportation Recovery Fee for Interest Groups/School Activities	Minimum S\$1.00 per trip – Payable before Trip (Non-Refundable)
12. School Carnival Sun Visor, T-Shirts, Food and Game Coupons	From S\$5.00 to S\$25.00 - Payable on Purchase (Non-Refundable)
13. Purchase and Sale of Text books (including bound photocopied examination questions, notes and calculators)	From S\$5.00 to S\$350.00 per item – Payable upon Order or Receipt of book (Partial Refund only on cancellation of order less cancellation charges)
14. School organized Overseas Trip for Students	From S\$300 to S\$3000 per person per trip depending on duration and country – Payable on confirmation of trip. Refundable only if trip is cancelled or withdrawn before travelling subject to cancellation and other charges levied by airline or travel agency etc.

³ Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (S\$) and When Payable
15. Photocopy Charges	(a) Sale of S\$2.00 or S\$5.00 prepaid photocopying card - only to be used at Learning Centre (Level 6) (b) (i) S\$0.20 per A4 page (black & white); (ii) S\$0.30 per A4 page (colour); (iii) S\$0.40 per A3 page (black & white) (iv) S\$0.50 per A3 page (colour) – Upon Request of Service (Non-Refundable)
16. Download of Document plus Printing Cost	S\$1.00 a page – Upon Request of Service (Non-Refundable)
17. Cost of Local / International Fax	From S\$0.50 / S\$1.00 per page – Upon Request of Service (Non-Refundable)
18. Administrative fee for Credit Card Payment	From 1.85% of Payment Amount (S\$) - Upon Request of Service (Non-Refundable)
19. Administrative fee for OCBC Credit Card Instalment Payment Scheme	From 3.0% of Payment Amount (S\$) – Upon Request of Service (Non-Refundable).
20. Penalty interest due to late payment of fees	1.0% per month on outstanding balance of fee (Non-Refundable) *
21. Change of Course Admin Fee	S\$300.00 per Change (Non-Refundable)
22. 4-Passport size photos	S\$5.00 – Upon Request of Service (Non-Refundable)
23. Accommodation Service Fee	S\$200.00 – Upon Request of Service (Non-refundable)
24. Courier Services for Mailing of Documents or Result Slips etc.	From S\$50.00 – Upon Request of Service (Non-Refundable)
25. Additional Uniform Fee per Piece	S\$ 50.00 – Upon Request of Service (Non-Refundable)

Please note: All Fees and Charges are subject to Annual Review and 7% GST except fines & penalty interest*.

Effective: 01 March 2019

³ Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.