

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 Refundable only if trip is cancelled or withdrawn before travelling subject to cancellation and other charges levied by airline or travel agency etc.

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15. IELTS Examination fee or any other external Examination fees including Administration fee for Prep. Course for Cambridge IGCSE; Prep. Course for Singapore-Cambridge GCE 'O' level) and Prep. Course for Pearson International Advanced Level.	Based on the number of subjects registered, prescribed examination fee rates, applicable administration fees charged and exchange rate conversion at the point of registration (From S\$50.00 to S\$3,000.00) – Upon Registration (Non-Refundable)
16. 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)
17. Download of Document plus Printing Cost	S\$1.00 a page – Upon Request of Service (Non-Refundable)
18. Cost of Local / International Fax	From S\$0.50 / S\$1.00 per page – Upon Request of Service (Non-Refundable)
19. Administrative fee for Credit Card Payment	From 1.85% of Payment Amount (S\$) - Upon Request of Service (Non-Refundable)
20. Administrative fee for OCBC Credit Card Instalment Payment Scheme	From 3.0% of Payment Amount (S\$) – Upon Request of Service (Non-Refundable).
21. Penalty interest due to late payment of fees	1.0% per month on outstanding balance of fee (Non-Refundable) *
22. Change of Course Admin Fee	S\$300.00 per Change (Non-Refundable)
23. 4-Passport size photos	S\$5.00 – Upon Request of Service (Non-Refundable)
24. Accommodation Service Fee	S\$200.00 – Upon Request of Service (Non-refundable)
25. Courier Services for Mailing of Documents or Result Slips etc.	From 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: 2 October 2017 (Updated)

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