

FEE POLICY

- 1) A child is charged based on how old he/she is on the first of the month.
- 2) Please refer to the calendar below to count how many weeks a child joins.
1st week Feb 1st to 4th
2nd week Feb 2nd to 11th
3rd week Feb 14th to 18th
4th week Feb 21st to 25th
5th week Feb 28th
- 3) A child is charged the whole school monthly fee whether the month is 4 weeks or 5 weeks.
- 4) If registered less than 3 weeks, the calculation is "school fee divided by 4 (always by 4) x how many weeks a child joins.
- 5) If you join Feb 28th, although you join only one day, it still counts as a week and will be charged for the whole week.
- 6) Feb 28th and Mar 1-4 are not considered a week (Feb and Mar are separate).
- 7) Even if you join less than 3 weeks, you will be charged the whole maintenance fees (no proration on maintenance fees), if you join even for just one day, the maintenance fee (whole price) will be charged.
- 8) In order to have the school fees prorated, parents must submit the enrollment change form (Google form) by the specified deadline.
- 9) The enrollment change request form (Google form) and deadline information is sent every month via Email.
- 10) We do not accept any enrolment change request after the deadline for "any reasons".

February

S	M	T	W	T	F	S
(1st week) 30	31	1	2	3	4	5
(2nd) 6	7	8	9	10	11	12
(3rd) 13	14	15	16	17	18	19
(4th) 20	21	22	23	24	25	26
(5th) 27	28	1	2	3	4	5