



Terms & Conditions

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New Registration

Registration Fee & Deposit

- If your child is a new registrant, you will be required to make payment of the registration fee and deposit of \$350 to confirm acceptance of his/her place at the kindergarten.
- The amount is payable by cheque/bank transfer. The registration fee and deposit shall be forfeited should you decide to withdraw your child from the school before the agreed admission date.
- The deposit will be used to partially offset your child's final term fees when your child graduates from FEK. The deposit may be used to reimburse FEK for any damages to and/or loss of any school property and/or any unpaid fines.

Starting Term's Fees

- In addition, if your child is a new registrant, advance payment of your child's first term fees (including all other applicable charges*) is payable 6 months via cheque/bank transfer before the term which your child starts kindergarten ("Starting Term") or, if such acceptance is less than 6 months before the Starting Term, immediately payable via cheque/bank transfer upon acceptance of a place at the kindergarten.
- The total amount paid, including insurance, book fees, uniform fees and miscellaneous fees, is not refundable nor transferable in the event of withdrawal, regardless of time and/or circumstance.

Term Fees (For Existing Students)

Term 1	Payable 3 months in advance for new academic year via GIRO/CDA (including all other applicable charges*)
Term 2-4	Payable on the 1st Thursday of each new term and will be deducted via GIRO/CDA

**We regret that we are not able to accept cash/cheque payment.*



Term Fees

- There will only be one GIRO/CDA deduction per term. Please ensure that there are sufficient funds in your GIRO/CDA Accounts.
- For unsuccessful GIRO/CDA deductions, parents will have to make the payment including a levy of \$20 via cheque/bank transfer within 3 working days upon notification, otherwise an additional late payment fee of \$5 will be imposed for each calendar day.
- If you decide to pay by cheque/bank transfer due to termination of account or insufficient funds, the cheque/bank transfer must be presented 1 week before the start of the term. Otherwise, a levy of \$20 applies.
- If full payment of term fees is not received by us within 30 calendar days upon notification, we have the right to deem this as a withdrawal of your child from the school without further notice to you.
- The total amount paid, including insurance, book fees, uniform fees and miscellaneous fees, is not refundable nor transferable in the event of withdrawal, regardless of time and/or circumstance.
- Please note that even if your child is only attending part of the term, full term fees must be paid.
- Full term fees are payable on any holidays taken by you during the school term.

Withdrawal of Existing Students

Refund of deposit

- **One full term's advance notice** is required in writing should you decide to withdraw your child from the school. Such notice is to be given **before** the term prior to withdrawal commences. The deposit is refunded only if the above condition is fulfilled.

For example, if you are withdrawing your child in Term 3, written notice of withdrawal should be served before Term 2 commences. If your child is not continuing in the next academic year, written notice of withdrawal should be served before Term 4 of the current academic year commences.



Refund of deposit (Cont.)

- All Term Fees (including all other applicable charges) paid are NOT refundable nor transferable.

** Applicable charges include but are not limited to insurance, book fees, uniform fees and miscellaneous fee*

GIRO/CDA Application

- GIRO/CDA can only be used for payment of Term Fees and other applicable charges. Application forms are available on our website and student portal. Application forms must be submitted to FEK at least 6 weeks prior to the next fee deduction for processing, failing which fee payment has to be made via cheque/ bank transfer.
- Any new application after the first account is approved is charged an administrative fee of \$50.

Transfer/Wait List

- A child enrolled for a particular session shall remain in the same session throughout his/her stay in FEK. Request for transfer to another session shall be submitted via the Wait List form on the student portal.
- It shall be dependent on the availability of vacancies on a first-come-first-served basis. FEK makes no guarantees for any transfer/wait list application.

Christian Curriculum

- FEK is a Church-Based Christian Kindergarten and the Gospel of Christ will be shared. By enrolling your child in this kindergarten, you are agreeable to let your child participate in the kindergarten's Christian programme.



Photographs and/or Video Clips of Children

- FEK reserves the right to use photographs and/or video clips of children enrolled in the Kindergarten for publicity and/or promotional purposes, which would include the school website, Facebook and other media.

**Please note that FEK reserves the right to revise or amend any terms and conditions stated above as and when it deems fit.*

