



**Australian  
International  
School**

Globally focused,  
distinctly Australian

ADMISSIONS



# Admissions

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We look forward to welcoming you to the Australian International School (AIS). Our Admissions process reflects our values of respect, opportunity and achievement and is designed to ensure the smoothest possible transition for your family. We offer enrolments subject to availability, throughout the year. Our aim is to make the admissions process a seamless, straightforward experience. We are here to help, so if you have any questions please contact the Admissions Department on +65 6517 0247, via email [admissions@ais.com.sg](mailto:admissions@ais.com.sg) or visit us at [www.ais.com.sg](http://www.ais.com.sg)

## Application Process

### Step 1:

Please go to the school website at [www.ais.com.sg](http://www.ais.com.sg) to submit an application. Applications are considered in chronological order of receipt. Each applicant is reviewed individually and independently.

### Step 2:

Prospective students need to submit all required forms and documents online and pay a non-refundable Application Fee in order to be considered for admission.

### Step 3:

Once the required forms and documents have been submitted and the Application Fee has been received, the application will be reviewed.

### Step 4:

Once a place is offered, you will be asked to confirm your acceptance of the place by submitting the online student contract. You will then receive an invoice for the payment of Enrolment, Facility and Tuition fees.

Prior to your child starting they may be invited to attend an Orientation Day, if they are due to start at the beginning of a term, or an enrolment meeting, should they start school mid-term.

## Wait List

If a place is not available at the time you wish to join, your child's name will be added on the waitlist and you will be notified as soon as a place is anticipated. Please notify the Admissions Department of any changes of address or other contact details or if your circumstances change.

## Sibling Priority

AIS aims to welcome all family members into our community. As such, our first admissions priority is given to families with children currently attending AIS. Acceptance into year levels with very limited places will be reserved for children with a sibling or multiple siblings already enrolled at AIS or with applications submitted. Siblings will also be given first priority should there be a wait list in their year level.

## Singapore Citizens/Singapore Passport Holders

Approval is required from the Ministry of Education (MOE) before a Singaporean applicant (6 years old and above) is allowed to attend classes at AIS. The application for approval from the MOE will be sent

once a place has been offered. Please note that Singaporean applicants to AIS who are 6 years old and above will be offered a place subject to MOE approval and no place will be reserved for the student until the approval has been granted by the MOE.

## Student Pass

The following students will require a Student Pass:

- Students whose parents are Permanent Residents of Singapore, but the student is not
- Students who are not eligible for a Dependant's Pass (for example step children)
- Where neither parent has an Employment Pass

AIS will register a child requiring a Student Pass with the Immigration and Checkpoints Authority (ICA) when a place is offered and parents will process the application from there. Please note that applicants to AIS requiring a Student Pass will be offered a place subject to Student Pass approval and no place will be reserved for the student until the pass has been issued by the ICA.

Student Pass holders can commence classes after the student ID has been issued. Student Pass holders must meet the minimum 90% monthly attendance requirements stipulated by the ICA.

## Age Guidelines

Section	Program	Age
Early Years	18 - 24 months 2, 3 and 4 year olds	Children can commence anytime after they turn 18 months of age  Children can commence if they turn 2/3/4 years of age by 30 April
Elementary	Prep to Year 5	5 - 11 year olds. Children commence Prep if they turn 5 by 30 April
Secondary	Years 6 to 12	12-18 year olds. Students usually complete Secondary School at age 18

## Learning Enrichment Program

AIS offers a Learning Enrichment Program for students who require support. The needs of eligible students will be assessed on an individual basis and parents should inform the Admissions Department prior to making an application for enrolment.

## English as an Additional Language / Intensive Language Course

The school offers additional educational support in English for eligible students for whom English is not their primary language. The school will determine on a case- by-case basis if English as an Additional Language (EAL) or Intensive Language Course (ILC) support is required as a condition of continued enrolment.

## International Students

International Students are important members of the school community.

International Secondary School students (Year 6 - Year 12) are eligible for enrolment as Homestay students. Homestay students are required to reside at the School's appointed boarding house, Oldham Hall or with an appointed adult guardian who is responsible for their supervision and care at all times.

International Elementary School students (Prep - Year 5) are not eligible for enrolment as Homestay students and may only be enrolled if they are residing in Singapore with their parents or with an appointed member of their direct family.

# Application Check List

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**The following items are required at the time of application and are all needed before an application can be reviewed:**

- Completed and signed online Application Form
- Application Fee per child (\$500 non-refundable)
- Letter of Guarantee (if applicable)
- Photocopy of applicant's passport
- Photocopy of applicant's birth certificate
- Official transcripts or report cards for the current year and two years prior to current year level (if needed translated into English and certified), including any NAPLAN or standardized test results (if applicable)

**The following items are mandatory once a place has been offered and before your child starts school:**

- Copy (front and back) of Singapore pass/visa
- Copy of immunisation record
- AIS Health Declaration Form, submitted online
- Contact details in Singapore
- Student contract, submitted online



# 2019 School Fees Schedule Pre-Nursery to Year 12

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All charges are expressed in Singapore Dollars (SGD) and are inclusive of GST. These fees are payable per student and are adjusted annually. School fees include all textbooks, workbooks and yearbook. The proration of fees is applicable if the student commences during a semester. For new families only, course fees are charged on a per month pro-rata basis (irrespective of start date within the month) if the student begins their course after the academic semester has commenced.

Fees are non-transferable. Tuition refunds are available in accordance with the withdrawal notification dates contained in the student contract and terms and conditions.

## Payable upon application

Non-Refundable one-time Application Fee:	\$500 including GST
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## Payable upon place offered

Enrolment Fee (Pre-Nursery to Year 12):	\$2,860 including GST
Non-refundable one-time Facility Fee (Pre-Nursery/Nursery and Preschool):	\$2,675 including GST
Non-refundable one-time Facility Fee (Prep to Year 12):	\$6,420 including GST



## Tuition Fees

Class	Annual Technology Fee	Semester 1 (Terms 1 & 2) Tuition Instalment	Semester 2 (Terms 3 & 4) Tuition Instalment	Total Annual Fee
Pre-Nursery/Nursery (3 day program)	Nil	\$7,416	\$7,416	\$14,832
Pre-Nursery/Nursery (4 day program)	Nil	\$10,866	\$10,866	\$21,732
Pre-Nursery/Nursery (5 half day program)	Nil	\$7,872	\$7,872	\$15,744
Pre-Nursery/Nursery (5 full day program)	Nil	\$11,244	\$11,244	\$22,488
Preschool (3 day program)	Nil	\$10,260	\$10,260	\$20,520
Preschool (4 day program)	Nil	\$12,996	\$12,996	\$25,992
Preschool (5 half day program)	Nil	\$10,878	\$10,878	\$21,756
Preschool (5 full day program)	Nil	\$15,740	\$15,740	\$31,480
Elementary School (Prep - Year 5)	\$535	\$17,412	\$17,412	\$34,824
Secondary School (Year 6 - 9)	School laptop \$963/Bring your own device \$300	\$20,412	\$20,412	\$40,824
Secondary School (Year 10 - 12)	School laptop \$963/Bring your own device \$300	\$21,216	\$21,216	\$42,432
English as an Additional Language		\$3,210	\$3,210	\$6,420
Intensive Language Course		\$4,280	\$4,280	\$8,560

## Discounts

- Enrolment Fee: 50% discount on the Enrolment Fee for the application of a third child and a full waiver of the Enrolment Fee for a fourth child and beyond.
- Facility Fee: 50% discount for enrolment of a third child at AIS and a full waiver of the Facility Fee for a fourth child and beyond.
- Tuition Fee: 5% discount for the third child in a family and 10% for the fourth child and beyond. (Discounts are applied from the oldest to the youngest. For example, if there are three children in the family, the youngest child will receive the discount.)

## School Fees Payments

School tuition fees are payable direct to the School either annually or in two equal instalments.

Semester	Billing month	Payment Required
Semester 1 (January - June, 2019)	September 2018	10 October 2018
Semester 2 (July - December, 2019)	March 2019	10 April 2019

## Payment by Instalments

For parents who wish to pay the Tuition Fee in Instalments over a set period of time, rather than in one lump sum, the school is pleased to recommend an interest-free Tuition Fee Instalment Plan for Citibank Credit Card customers.

Should you have any questions regarding the AIS Tuition Fee Instalment Plan option, please feel free to contact the AIS Finance department via [accounts\\_rec@ais.com.sg](mailto:accounts_rec@ais.com.sg) or call +65 6319 3764 for assistance.

## Non-Refundable Enrolment and Facility Fees

The Enrolment and one time Facility Fee are payable in full at the time of acceptance in order to secure a place. If payment is not received within 7 calendar days of receipt of the school's invoice, priority will be given to other applicants. Both the Enrolment and Facility Fees are one-time administrative fees that may only be refunded in certain circumstances, prior to commencement of enrolment. Further details are outlined on our website [www.ais.com.sg/admissions/fee-structure](http://www.ais.com.sg/admissions/fee-structure). The Enrolment and Facility Fees are non-transferable.

## Returning Students

A top up of the Application Fee would be required if there is a change in fees.

## Tuition Fee

The Tuition Fee includes all textbooks and workbooks. For students commencing after the start of the academic year, the Tuition Fee is payable immediately. Students will not be able to attend classes unless all fees have been paid.

## Technology Fee

The Technology Fee provides access to all of AIS's technology resources and includes service provision for maintenance of required hardware, software, security systems and infrastructure. AIS's education technology reflects the school's commitment to providing the best resources for our students and includes iPads in Preschool and Elementary, MacBooks for Secondary, promethean boards, video-conferencing facilities and more. The Technology Fee is not included in the tuition instalments and must be paid annually prior to the student's start date.

## English as an Additional Language (EAL) / Intensive Language Course (ILC) Program Fees

The EAL/ILC Program Fee is payable by term in addition to the Tuition Fee. Specialist teachers are arranged to provide this service and as such, the EAL/ILC Program Fee is non-refundable should the student subsequently withdraw from the program.

# Infant Care

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Infant Care is a stand-alone program that is housed at the Early Learning Village. Fees and terms will differ from that of the main school.

## Infant Care Fees

Non-Refundable one-time Application Fee:	\$500 including GST
2 day session	\$1,200 pcm including GST
3 day session	\$1,630 pcm including GST
5 day session	\$2,500 pcm including GST

Fees are payable from the 1st of the calendar month and are not prorated should an infant join the program on any other day throughout the month.

## Payment Terms

Monthly Infant Care Fees are payable before enrolment to the program and are payable 2 months in advance. Infant Care fees are non-refundable.

## Withdrawal Terms

A formal notification of withdrawal from the AIS Infant Care Program is required at least two (2) calendar months in advance of the intended withdrawal date. Withdrawal dates are only permitted to be on the last day of a month, and full payment for the month will be payable irrespective of the student's actual last day.

## Application and Enrolment Fee waiver to AIS Pre-Nursery program

The \$500 Application Fee and \$2,860 Enrolment Fee for the Pre-Nursery program at AIS will be waived for any infant who has been enrolled at Infant Care program for at least 6 continuous months prior to graduating.

## Other Terms

Other terms and conditions pertaining to Infant Care can be found in the Infant Care Contract. Please speak to your Admissions Manager for additional support.

## Infant Care School Hours

The Infant Care Program runs 5 days per week, 47 weeks of the year.

The Centre is open from 8.00am – 6.00pm. If care is needed after 6.00pm (due to parent / guardian running late for evening collection) a charge of \$10 per 10 minutes will be applied.

## December 2018 - January 2020 Infant Care Holiday

Friday, 21 December 2018 – Friday, 14 January 2019	Infant Care end-year holiday
Friday, 28 June 2019 – Monday, 15 July 2019	Infant Care mid-year holiday
Wednesday, 18 December 2019 – Tuesday, 14 January 2020	Infant Care end-year holiday

## Payment

All charges are expressed in Singapore dollars.

Payment may be made by local cheques, credit cards and bank-to-bank or telegraphic transfer. Payments made in other currencies will not be accepted. Once payment has been arranged, please email the payment advice to [accounts\\_rec@ais.com.sg](mailto:accounts_rec@ais.com.sg) to assist in tracking the funds and correct identification upon receipt.

### Telegraphic Transfer:

Please include SGD\$30.00 for Bank charges for Telegraphic Transfer (TT) payments and state the account code or student name as a reference to allow correct identification of each remittance.

### Beneficiary Name:

Australian International School Pte Ltd

### Address:

1 Lorong Chuan, Singapore 556818

### Bank & Branch Code:

7171 / 003

### Account Number:

003-913400-2

(SGD \$ Current Account)

### Bank address:

DBS Bank Ltd

12 Marina Boulevard Level 45

Marina Bay Financial Centre Tower 3

Singapore 018982

### Swift Code (for TT):

DBSSSGSG

### Cheques:

All cheques should be “crossed” and made payable to ‘Australian International School Pte. Ltd.’ Post-dated cheques are not accepted. Please state the Account Code or student name as reference at the back of the cheque to allow correct identification of each remittance.

### Payee Name:

AIS Pte Ltd or Australian International School Pte Ltd  
(either one)

### Address:

1 Lorong Chuan, Singapore 556818.

### Attn:

Accounts Department

### Credit cards:

Payment by credit card must be completed at the Gate 3 admissions office. AIS accepts credit card payments with a 2.5% administrative fee.

## Payment by Employers or Third Parties

If school fees are to be paid by a company/employer please complete the Letter of Guarantee and submit it to the Admissions Office. An authorised representative from the company/employer will need to sign and stamp this form. Parents are responsible for keeping their employer/company informed of all information regarding Tuition Fee, payment terms and all other fees. Financial responsibility for all school fees remains with the parents irrespective of payments made by third parties.

## Goods and Services Tax (GST)

GST at the prevailing rate will be applied to all school fees and will be reflected on your invoice where it applies. Australian International School Pte. Ltd. is registered with the Comptroller of Goods and Services Tax. Our Company Reg. No. is 199204405H and GST Reg. No. M2-0108834-8. The GST rate established as of July 1, 2007 is 7%.

## Non-Refundable Application Fee

No application is considered until the Application Fee is paid. Further details are outlined on our website [www.ais.com.sg/admissions/fee-structure](http://www.ais.com.sg/admissions/fee-structure). The Application Fee is non-transferable.

# Additional Information

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## Agreement

Parents are advised to read the School's Terms and Conditions thoroughly before submitting a formal application for enrolment. Your signature on the application form implies an acceptance of the Terms and Conditions. Detailed Terms and Conditions are available on the school website.

## Cancellation of Acceptance

If, for any reason, parents cancel their acceptance of a place before the student starts at the school, the Application, Enrolment and Facilities Fees will not be refunded. Tuition Fees paid in advance will be refunded provided sufficient notice has been given. For cancellation after the student's commencement, please refer to "Withdrawals".

## Canteen

The AIS canteen offers hot meals, snacks and drinks for students before, during and after school. Main meals and snack items can be pre-purchased via our parent portal, Connect AIS and collected by students. Alternatively, students from Year 3 - Year 12 can purchase items themselves using cash or using the student smart-card, which can be topped up online or at top-up stations on campus.

## Compulsory Trips and Activities

The Tuition Fee does not include compulsory school activities and field trips within and outside of Singapore that form part of the AIS Outdoor Education Program. Extra curricular school trips and sports trips are also not included in the Tuition Fee. All students in Prep - Year 10 take part in the AIS Outdoor Education Program. Costs associated with these excursions and trips vary.

The Admissions Department can provide you with further details of recent camps and activities and their associated costs.

## Deferment of Acceptance

Once a student is accepted and the Enrolment and Facility Fees have been paid, a place is secured. Should it be necessary, a student may defer their school start date for up to one year from the initial start date indicated in the acceptance letter. After a one year deferment, the acceptance will no longer be valid and the student will need to re-apply.

If for any reason, acceptance is cancelled by the family before starting school, the Application, Enrolment and Facility Fees will not be refunded. For additional information see "Cancellation of Acceptance."



## School Changes

This school, like any other, is likely to undergo a number of changes during the time your child is enrolled. For example, there may be changes in the staff, in the premises, facilities and their use, in the curriculum, the size and composition of classes, the Handbook, the Terms and Conditions, the disciplinary framework and the length of the school year. Tuition fees will be regularly reviewed and adjusted annually.

## Student Contract

The Student Contract is an important legal document between the school and each student that details the Course Information and Fees, Refund Policies, Fee Protection Scheme (FPS) by LONPAC Insurance Pte Ltd and Medical Insurance Scheme by Medical Insurance Scheme by AEGIS Insurance Agencies Pte Ltd. Execution of this contract before a student starts school is a legislative requirement of the Committee for Private Education and provides extra protection for AIS students.

## Transportation

AIS offers a point to point bus service for the regular school hours, subject to demand. A third-party transport partner, Johnson Transport, provides this service.

The Transportation Fee is invoiced separately and is in addition to Tuition fees. Should you require further information please contact the Johnson Transportation Office at [aisbus@jtt.com.sg](mailto:aisbus@jtt.com.sg) or +65 6517 0255.

## Uniform

All students are required to purchase the official AIS formal and sports uniform, as applicable. The AIS uniform should be purchased from our official provider, Lim Meng Keng, #02-18 Holland Road Shopping Centre, 211 Holland Avenue, Singapore 278967 +65 6468 3655. Sample sizes can be viewed and fitted, and orders collected from the AIS Uniform Shop.

## Withdrawals

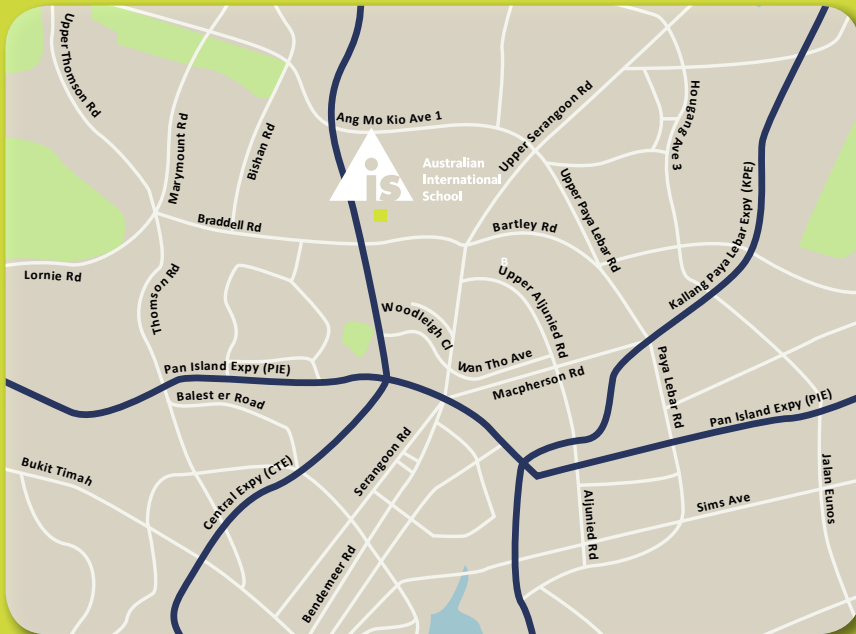
Tuition Fees are non-refundable in whole or in part if withdrawal is after the commencement of a semester. Parents must submit the withdrawal form online via our online parent portal, Connect AIS. Deadline for submitted withdrawal notice, Semester 1, by 19 October, Semester 2, by 13 April. Please note email notification is not accepted as written notice.

## Pre-Nursery - Year 12 School Term Dates and School Hours 2019

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Term 1	21 January - 29 March
2 Week Holiday	30 March - 14 April
Term 2	15 April - 21 June
4 Week Holiday	22 June - 21 July
Term 3	22 July - 27 September
2 Week Holiday	28 September - 13 October
Term 4	14 October - 12 December
5 Week Holiday	13 December - 20 January
School Hours	
Pre-Nursery / Nursery	8:45am – 2:45pm
Preschool	8:45am – 3:00pm
Elementary	8:30am – 3:20pm
Secondary	8:25am – 3:30pm





## Australian International School

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Contact: +65 6653 7906 | [www.ais.com.sg](http://www.ais.com.sg)

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Period of registration 6 July 2011 to 5 July 2019.