



TES FEES POLICY

Date: 6 May 2019

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Approved by:	CEO	Effective Across:	All Sections
Date Produced:	6 May 2019	Review Period:	As Required

Policy Statement:

To ensure consistent policies and procedures for the charging of school fees, reservation of places in school, late payment, and early withdrawal from TES / fee refunds.

● **GENERAL OUTLINES**

Compulsory school fees include all payments made to TES with respect to the Registration Fee, School Fees, English as an Additional Language (EAL), French as an Additional Language (FAL), French Language and Culture (FLC), and Learning Support.

School fees are determined jointly by the Chief Administrative/Operating Officer and the CEO with consultation from section heads. School fees are subject to change in response to a variety of factors, such as: the cost of living index in Taiwan, phases of development of TES, and comparative staff salaries, etc. It is the practice of TES to give appropriate advance notice of changes, and to publish the current schedule of school fees for information purposes on the TES website.

Returning students will receive an invoice for all compulsory school fees prior to the commencement of each semester of any school year. Students may not attend classes unless all compulsory school fees have been paid, and continued enrolment is not guaranteed unless the fees have been paid in full by the due date on the invoice.

New applicants will receive an invoice for all compulsory school fees upon offer and acceptance of a place in school. There is no guarantee or reservation of a school place without full payment of all compulsory school fees by the due date on the invoice. New students may not attend classes unless all compulsory school fees have been paid.

Fees are established in New Taiwan dollars (NT\$) and are payable to “Taipei European School Foundation”.

All parents are responsible for prompt payment of all compulsory school fees as



prescribed by the Board of Directors in order to meet the regular financial obligations of TES.

Invoices for Semester One are issued at the end of April each year with the due date for payment being **May 27**.

Invoices for Semester Two are issued in mid-November each year with the due date for payment being **December 12**.

In case of individual hardship, a late payment application needs to be submitted in writing and received by the Finance office **before the due date** for payment of the pertaining fees. This application must be supported with financial documents, e.g. the most recent tax return, the bank statement, the cash flow of the household, etc. and a deposit of NT\$30,000 (or NT\$50,000 if the application is received after the due date). The place may be cancelled if the fee is not fully paid as agreed.

If compulsory school fees are not paid when due, TES shall take any appropriate action to recover the outstanding debt, which may include suspending the student's right to attend classes and other school activities, and to withhold report cards or transcripts of records. TES reserves the right to levy penalties or interest in cases of late payment or underpayment of any liability. The penalty or rate of interest will be stated on the corresponding semester invoice(s).

Families in the French Section that are eligible for scholarships should also refer to the French Government Scholarship Policy with the following key points in terms of payments:

- The procedure for requesting AEFÉ scholarship is totally independent from the process of admitting a student to TES and is to be done with the French Office in Taipei.
- AEFÉ scholarships are paid directly to TES as subsidies and are not allocated to the families.
- The potential beneficiaries of scholarships shall make the school fee payment until the decision of the AEFÉ is confirmed.
- If the scholarship amount does not cover 100% of the expenses, the billed amounts remaining at the family's expenses will have to be paid accordingly to TES payment calendar.
- In case of individual hardship, families can refer to the related paragraph above.

• SCHOOL FEES STRUCTURE

1) Registration Fee (All Sections):

Definition: A once-only payment upon application for all new students to cover registration and administrative costs.



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Outlines: The one-time Registration Fee is applicable to continuous enrolment at TES. A returning student will need to repay the Registration Fee, unless the departure and return of the student to TES occurs within the same school year. In case of change of Section within TES, the Registration Fee will *not* be due again.

The registration fee will be charged when a school place has been cancelled due to unpaid of school fee and a vacancy is available to offer to the family again after all the payment is made.

The Registration Fee is non-refundable.

2) School Fees (All Sections):

Definition: School Fees are charged on a semester basis to cover operating costs of a particular School Section in terms of salaries, curriculum, teaching and learning, etc., as well as facilities, operation and development expenses (FOD) of TES.

Outlines: School Fees will appear on a semester invoice generated by the Finance Department and are due and payable in full by the due date prior to the commencement of each semester of any school year. A student may not attend classes unless all School Fees have been paid.

Sibling discounts

A discount on School Fees is applied for each full semester according to the current schedule of fees for the second, third and subsequent child in the same family and is granted across all of the School Sections. The discount does not apply to students whose enrolment commenced after the first day of school in the corresponding semester.

These discounts will be modified accordingly if there is a change in the number of children a family has enrolled in TES.

Late entry

Monthly prorated School Fees will be applicable for the corresponding semester to late entries after the official start of any school year or Semester 2 of any school year as defined in the following chart:

For students starting any date in:



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August/September or February	-	full amount
October or March	-	80% of semester fee
November or April	-	60% of semester fee
December or May	-	40% of semester fee
January or June	-	20% of semester fee

Early withdrawal for Semester 1

There will be a refund of 75% of all paid Semester 1 School Fees for withdrawal from TES between June 26 and July 31 (inclusive) of the preceding semester.

There will be a 50% refund of School Fees for early withdrawal from TES within the first calendar month (August) from the start (August 1) of any school fiscal year.

Early withdrawal for Semester 2

There will be a refund of 75% of all paid Semester 2 School Fees for withdrawal from TES between December 18 and January 31 (inclusive) of the preceding semester.

There will be a 50% refund of School Fees for early withdrawal from TES within the first calendar month (February) from the start (February 1) of the 2nd Semester of any school year.

No refund of School Fees will be made beyond these two specified periods for Semesters 1 and 2.

All refund requests must be made in writing and received by the Admission Department before the above deadlines.

2a) English as Additional Language (EAL), French as an Additional Language (FAL), and French Language and Culture (FLC)

Definition: Compulsory fees are levied for students who require appropriate language support in order to successfully access the curriculum. **These fees will continue to be charged as long as a student continues to receive EAL or FAL or FLC support.**



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EAL / FAL / FLC support is provided by qualified, dedicated specialist teachers.

Outlines:

EAL / FAL / FLC fees will appear on a semester invoice generated by the Finance Department and are due and payable in full prior to the commencement of each semester of any school year. A student may not attend classes unless all EAL / FAL / FLC Fees have been paid.

Late entry

Monthly prorated EAL / FAL / FLC charges will be applicable for the corresponding semester to late entries after the official start of any school year or Semester 2 of any school year as defined in the following chart:

For students starting any date in:

August/September or February	-	full amount
October or March	-	80% of semester fee
November or April	-	60% of semester fee
December or May	-	40% of semester fee
January or June	-	20% of semester fee

Early withdrawal for Semester 1

There will be a refund of 75% of all paid Semester 1 EAL / FAL / FLC Fees for withdrawal from TES between June 26 and July 31 July 31 (inclusive) of the preceding semester.

There will be a 50% refund of EAL / FAL / FLC Fees for early withdrawal from TES within the first calendar month (August) from the start (August 1) of any school fiscal year.

Early withdrawal for Semester 2

There will be a refund of 75% of all paid Semester 2 EAL / FAL / FLC Fees for withdrawal from TES between December 18 and January 31 (inclusive) of the preceding semester.

There will be a 50% refund of EAL / FAL / FLC Fees for early withdrawal from TES within the first calendar month



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(February) from the start (February 1) of the second semester of any school year.

No refund of EAL / FAL / FLC Fees will be made beyond these two specified periods for Semesters 1 and 2.

Pathway change

If a change in Pathway occurs after the invoice was generated, the additional fees will be charged if this results in a higher fee level. No refund for a Pathway change will be given at any time after the semester has begun.

All refund requests must be made in writing and received by the Registrar before the above deadlines.

2b) Learning Support Fees (British Primary, British Secondary and High School, and French Sections):

Definition:

TES provides a range of Learning Support using its own specialised teaching staff. However, in exceptional circumstances the school may facilitate the hiring of an external teacher or assistant to provide the required level of support and attention for certain individuals. In such cases an agreement will be drawn up between the parents, teacher/assistant and the school whereby the parents pay all related costs, separate to the usual school fees. Learning support staff will only recommend this arrangement when it judges it to be in the best interests of the student.

TES reserves the right to refuse entry or continued enrolment of any student whose learning (or other) difficulties are beyond the level that the school can cope with. This may involve:

- Parental rejection of the 1:1 or in-class support programme drawn up by the Learning Support Department
- Refusal to obtain and submit to the school a recent comprehensive report from an identified professional or professionals that may include an educational psychologist / language therapist / occupational therapist, or similar. (This may require travel to another country at the parents' expense if no such professional is available in Taiwan.)
- Non-compliance with any recommendations from such professionals, for example, regular therapy, or discussion of



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medication with a medical practitioner. Parents refuse to follow or participate in diagnosis, placement, replacement, counseling and other instructions under the ROC's Special Education Act."

Outlines:

Learning Support fees will appear on a semester invoice generated by the Finance Department and are due and payable in full prior to the commencement of each semester of any school year. A student will not receive Learning Support unless all Learning Support fees have been paid.

Learning Support fees are charged based upon TES' current published schedule of fees and / or the agreement with the external teacher or assistant. All costs are to be borne by the parents.

Learning Support Fees are non-refundable.

3) Fee for Assessments / Tryout / Nursery Interview):

Definition:

Applicants to TES are generally required to take assessments or have a classroom tryout lesson to help determine whether a place can be offered, with or without language support (see **2a** above). Students and / or parents may be required to attend an interview as part of the application process prior to or following a tryout or successful assessment(s).

Outlines:

An Assessment / Interview Fee is payable in cash in advance of the assessment / interview / tryout according to TES' current published schedule of fees. This fee is payable in cash or by cheque and is non-refundable.

4) Outsourced Services / Summer School activities (All Sections):

Definition:

The following services are optional for most students and are charged extra for: Cafeteria, Transport, Extra Curricular Activities, Summer School Activities, and External School Examination Fees.

Outlines:

a) Cafeteria Services:

All lunch orders and payments are processed online through TES' e-services website TESmile at <http://taipeieuropeanschool.com>

Cafeteria lunches are compulsory for students in the French infant year groups (PS / MS / GS). The Head of the French



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Section may allow a student to bring his / her own lunch to school under specific circumstances such as for medical or religious reasons.

Meals may be cancelled 7 days in advance. Cancellation requests must be in writing and received by the Cafeteria Supervisor before the above deadline. Meals cancelled will be credited to the students online account accordingly.

No cash refund from AOS/COS is possible until all the children of a family are withdrawn from school.

b) Transportation Services:

Transport Fees will be put directly onto the student's online account - Activity Ordering System (AOS) - by the Transportation Department. Parents need to put the monies into their child's account and press "Join" to confirm registration. Payment of the Transportation Fees is due and payable in full prior to using the service. Formal invoices are available upon request.

A place on a school bus is not guaranteed unless the requested pick up and drop off points are on a serviced route, a seat is available, and the Transportation Fee is paid by the due date.

Transport Fees are non-refundable after June 30 for the following Semester 1, or after December 31 for the following Semester 2.

No cash refund from AOS/COS is possible until a child is withdrawn from school.

c) Extra Curricular Activities (ECAs):

Fees relating to the EPC or ESC ECA programmes are put directly onto the student's online Account - Activity Ordering System (AOS).

For the EPC the process is managed at the ECA registration stage via the TESmile enrolment online process. For full details see the ECA Charter (EPC).

https://taipeieuropeanschool.com/fileadmin/user_upload/tes/student_services/eca/ECA_Charter_2016-17.pdf

There is a no refund policy on ECAs following enrolment. Please refer to p.6 of the ECA Charter for full details.



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For the ESC the process is set up manually by the ESC administrator and parents need to put the monies into their child's account and press "Join" to confirm registration.

A place on an ECA is not guaranteed unless the ECA Fee is paid by the due date.

No cash refund from AOS/COS is possible until all the children of a family are withdrawn from school.

d) Summer School / Summer Activities:

The Summer School programme and Summer Activities programmes fees will be put directly onto the student's online account - Activity Ordering System (AOS) - by the Students Services Department. Parents need to put the monies into their child's account and press "Join" to confirm registration.

A place in the Summer School programme or Summer Activities programme is not guaranteed unless the Summer School / Summer Activities fee is paid by the due date.

Summer School and Summer Activity fees are non-refundable after June 30th.

Days lost to typhoon school closure are not refundable.

e) External Examination Fees (British Secondary and High School Section and French Section Secondary):

Students sitting external examinations in H2 (IGCSE), H4 (IB), 3EME (DNB), 1ERE (EAB), and TLE (BAC) will be invoiced for the specific applicable Examination Board administration and certification charges. The total charges will vary for each student depending on the number and level of examination papers taken or category of examination (DNB, IB, etc), and include an administration charge raised by TES. Whenever possible, examination fees will be included in the semester invoice.

External Examination Fees are non-refundable.

The above services have their own corresponding policies and procedures or are specified on the TES Sections website.



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SUMMARY OF CONDITIONS WHERE REFUNDS ARE APPLICABLE:

1. *Withdrawal from TES before 26th June for Semester 1 or 18th December for Semester 2 by written confirmation:*
 - **No refund of the Registration Fee**
 - **School Fees (and EAL / FAL / FLC Fees, if applicable) refunded in full**
 - **No refund of Learning Support Fees (if applicable)**

2. *Withdrawal from TES between 26th June and July 31st (inclusive) for Semester 1 or between 18th December and 31st January (inclusive) for Semester 2 by written confirmation:*
 - **No refund of the Registration Fee**
 - **75% refund of School Fees (and EAL / FAL / FLC Fees, if applicable)**
 - **No refund of Learning Support Fees (if applicable)**

3. *Withdrawal after 31st July but before 1st September for Semester 1 or after 31st January but before 1st March for Semester 2 by written confirmation:*
 - **No refund of the Registration Fee**
 - **50% refund of School Fees (and EAL / FAL / FLC Fees, if applicable)**
 - **No refund of Learning Support Fees (if applicable)**

4. *Withdrawal after 31st August for Semester 1 or 28th/29th February for Semester 2:*
 - **No refunds at all**

Important reminder:

There is no guarantee or reservation of school places without full payment of all school fees by the due date on the corresponding invoice.