

1. ADMINISTRATIVE PROCEDURES

4.1 Registration

- When registering your child, payment is required for the following components: Non-refundable registration fee, a deposit fee; a one-month fee; uniforms/P.E. T-shirt and yearly insurance.
- Relevant documents of the child and parents are to be submitted to the office together with the registration form and the child's immunization records.
- Payment of registration fee* is necessary when making reservation.

4.2 Withdrawal

A written notice of withdrawal must be given to the office ONE (1) Full Calendar month before the child's last day at the Centre in order to qualify for a refund of the deposit.

The submission date of the withdrawal form should not exceed the first day of the month.

For example:

- a. If parent submits the withdrawal form on 31 October, then the last day for the child is 30 November.
- b. If parent submits the withdrawal form on 1 November, then the last day for the child is 30 November.
- c. If parent submits the withdrawal form after 1 November, eg. 2 November, then the last day of the child is 31 December.

Failure to meet this requirement will result in the forfeiture of the deposit placed with the Centre. A withdrawal form must be given to the Principal or the office.

Upon sufficient notice of withdrawal, full refund of the refundable deposit will be paid to parent without interest and less any amount due.

Verbal notice to withdraw a child from the centre will not be accepted.

4.3 Withdrawal for Kindergarten 2 students

Parents of children in K2, who intend to withdraw their child in the second semester of an academic year, have to give a written notice of withdrawal no later than the month of June. That is, the last day of school for a child in such a case will be the last school day for the month of July. No notice of withdrawal will be accepted by the centre after the month of June.

4.4 Termination

The Kindergarten reserves the right to require any child to be withdrawn from the school upon given One Calendar month's Notice in writing with or without reason whatsoever.

4.5 Modes of payment

Payment for fees should be made by payment due date.

- **By Cash**

- **By Cheque**

All cheque payments are to be crossed and made payable to JHS Montessori Kindergarten.

- **By Internet Banking/ Phone Banking**

Our Account name : JHS Montessori Kindergarten

Our Bank name : OCBC Bank

Bank branch : Centre Branch

Bank account no. : **501 728018 001**

Please forward the remittance advice to jhsmontessori@gmail.com

4.6 Other Financial Policies

- **Baby Bonus**

Children with a Child Development Account (CDA) may wish to have their fees paid via CDA. Please obtain the application form from the office. Please note that each application takes about 2-3 weeks to process. For school fees payment to be deducted successfully, please ensure that there is sufficient funds in the account.