



Welcome to Academic Year 2023

Salam Parents/Guardians,

Welcome to Academic Year 2023. This circular is to inform parents on Aspire Institute's policies. Please take some time to read through the entire circular.

A: Electronic Fee Invoice

A fee invoice will be given to you via email on the 1st week of each month. This is to help remind you of the upcoming fee payment.

Kindly inform our Accounts Department at **9477 9230** of any changes in your email address. For GIRO payments, please ensure there is sufficient funds in your bank accounts to ensure a successful deduction. If you are paying the fees by bank transfer, please observe the following for ease of recording and retrieving at our end.

- i) **Indicate on the receipt of payment**
 - **Invoice number**
E.g. INV-2341

- ii) **Forward a picture of the proof of payment to our Accounts Department via Whatsapp text at 9477 9230**

B: Fee Payment Date

Fee is due on the **21st of each month**, prior to the start of the month. For example, April fee is due on 21st of March, May fee is due on 21st of April and so forth. If you have opted for GIRO payment, please ensure that there are sufficient funds to be deducted on 21st of each month.

C: Bank Details

Please note our bank details when making payment:

Bank: **DBS**

Account Type: **CURRENT**

Name: **ASPIREINSTITUTE.COM PTE LTD**

Account Number: **0720307771**

PayNow UEN: **202021254WDBS**

D: Fee Increment

There will be an increase in our monthly fee due to the rising cost of expenses with effect from **March 2023**. Below are the revised fees that will be applicable from **March 2023**.

Description	Amount
Daily Program	\$385.00 (GST Included)
Bi-Weekly Program	\$285.00 (GST Included)

We have revised the sibling discount rate to **\$30 Off** for the second child onwards. This is only applicable to those who are enrolled in our **Daily** program.

In the event where your child is unable to attend the program due to any reason during the school holidays, you are still required to pay the full month fee for that period. No prorating of fees will be allowed.

E: Additional Administrative Fee for Late Payment

An additional administrative fee for late payment will be levied at **\$10/weekly**. We seek your kind understanding and cooperation in ensuring that all fees are paid promptly for smooth operation.

F: GST-Registered Company

With effect from **2nd December 2022**, ASPIREINSTITUTE.COM PTE LTD is required by law to be GST-registered. Henceforth, all fees will be subjected to the prevailing GST rate.

For January 2023 Fee (No action is needed as fee has been paid during registration)

For February 2023 Fee (To be paid on 21st January 2023)

Parents will have to pay an additional 8% GST on top of the monthly fee.

Description	Amount
Daily Program	\$300.00 + 8% GST = \$324.00
Bi-Weekly Program	\$200.00 + 8% GST = \$216.00

For March 2023 Fee (To be paid on 21st February 2023)

Parents will have to pay an additional 8% GST on top of the monthly fee.

Description	Amount
Daily Program	\$300.00 + 8% GST = \$324.00
Bi-Weekly Program	\$200.00 + 8% GST = \$216.00

For April 2023 Fee (To be paid on 21st March 2023) & Subsequent Months

8% GST has been included in the fee increment.

Description	Amount
Daily Program	\$385.00 (GST Included)
Bi-Weekly Program	\$285.00 (GST Included)

G: Suspension

Your child will not be allowed to attend Aspire Institute if there are outstanding fees of **2 months**. Suspension will be lifted only after the outstanding fees are cleared by the given date.

H: Withdrawal Policy

Parents are to serve **2 months** withdrawal notice. The deposit (December Fee) will be used to offset the last month's fee. Deposit **will** be forfeited for immediate withdrawals. For any withdrawal notice, parents are to serve the withdrawal notice by

- i) **submitting a written notice to the child's Head of Campus (HOC)**
- AND**
- ii) **emailing a written notice to registrations@aspireinstitute.com**

I: Damage to Property

Students will be held responsible for their actions if they damage the school's property. Parents are to bear the cost of repair/replace of the damaged property.

J: Transportation

We have an external transport vendor who can cater to parents who are in need of this service. Parents are to liaise directly with the vendor. Aspire Institute does **not** handle any transportation matters and will **not** be held liable for any issues arising from transportation with the vendor. We seek your understanding in this matter.

Parents are to contact the vendor (Ms. Sakinah) at **9720 3053**.

K: Holiday Morning Operation

Our usual operating time is from 1pm to 6.30pm. However, to cater to working parents, Aspire Institute will run an additional service (Holiday Morning Operation) from 8am to 1pm at an additional charge of **\$6/Hr.**

Nearer to the school holiday, teachers will collate the number of students needing this additional service. We will then work on the necessary logistical arrangements. Please be informed that the students may need to be put together with other students in other nearby campuses to fully utilize the manpower.

Aspire Institute would like to take this opportunity to thank you for enrolling your child with us. May Allah bless us at Aspire the ability to carry out our duties responsibly and professionally.