



Australian
International
School

30+
YEARS
IN SINGAPORE

Admissions Booklet



Welcome

We welcome you to the Australian International School (AIS). Our Admissions process reflects our values of Respect, Opportunity, and Achievement to ensure a smooth transition for your family from inquiry to enrollment. We offer enrolments, subject to availability, throughout the year.

Our Vision

AIS strives to be a globally recognised centre of educational excellence whose students consistently exceed expectations and are committed to addressing the needs of our world.

Our Mission

Our goal is to enable our students to realise their potential through exceptional opportunities within a nurturing community that equips them to flourish in life and to make a difference for good.

Our Values

Respect, Opportunity, Achievement.

Our Programs

The Australian International School offers a uniquely International School Calendar, and International Curriculum embedded with our values of Achievement, Opportunity, and Respect and caters to students from 2 months to 18 years old.

A truly international education at AIS begins with the International Baccalaureate Primary Years Program (IB PYP) from Preschool to Year 5, Australian Curriculum for Years 6 to 8, Cambridge IGCSE and the Australian Curriculum in Years 9 and 10, and the Higher School Certificate (HSC) or International Baccalaureate Diploma Program (IBDP) for Years 11 and 12.

The Australian International School's vision is to be known internationally as an institution representing educational excellence in all aspects of its operation. Our school philosophy fully commits us to a holistic, rounded education that cherishes the arts, sports, and academics as essential dimensions of each student's education. We are equally committed to teaching our students a moral commitment to making our world a better place as reflective, caring, knowledgeable, and principled people. At AIS, each child is special; each is important.

Age Guidelines

At AIS, grade placement typically follows a 30th April date of birth cut-off. However, final grade placement will be determined holistically by previous grade completed, social-emotional development and other factors reviewed during the admissions process.

Class	Age	2024 Entry	2025 Entry	Student: Teacher Ratio
Nursery	Age 18 months - 36 months	1 May 2021 - 30 April 2022	1 May 2022 - 30 April 2023	5 : 1
Preschool	Age 3	1 May 2020 - 30 April 2021	1 May 2021 - 30 April 2022	7 : 1
Preschool	Age 4 - 5	1 May 2019 - 30 April 2020	1 May 2020 - 30 April 2021	7 : 1
Prep	Age 5 - 6	1 May 2018 - 30 April 2019	1 May 2019 - 30 April 2020	12 : 1
Year 1	Age 6 - 7	1 May 2017 - 30 April 2018	1 May 2018 - 30 April 2019	12 : 1
Year 2	Age 7 - 8	1 May 2016 - 30 April 2017	1 May 2017 - 30 April 2018	12 : 1
Year 3	Age 8 - 9	1 May 2015 - 30 April 2016	1 May 2016 - 30 April 2017	25 : 1
Year 4	Age 9 - 10	1 May 2014 - 30 April 2015	1 May 2015 - 30 April 2016	25 : 1
Year 5	Age 10 - 11	1 May 2013 - 30 April 2014	1 May 2014 - 30 April 2015	25 : 1
Year 6	Age 11 - 12	1 May 2012 - 30 April 2013	1 May 2013 - 30 April 2014	25 : 1
Year 7	Age 12 - 13	1 May 2011 - 30 April 2012	1 May 2012 - 30 April 2013	25 : 1
Year 8	Age 13 - 14	1 May 2010 - 30 April 2011	1 May 2011 - 30 April 2012	25 : 1
Year 9	Age 14 - 15	1 May 2009 - 30 April 2010	1 May 2010 - 30 April 2011	25 : 1
Year 10	Age 15 - 16	1 May 2008 - 30 April 2009	1 May 2009 - 30 April 2010	25 : 1
Year 11	Age 16 - 17	1 May 2007 - 30 April 2008	1 May 2008 - 30 April 2009	25 : 1
Year 12	Age 17 - 18	1 May 2006 - 30 April 2007	1 May 2007 - 30 April 2008	25 : 1

Please note that the maximum class size may be exceeded on occasion due to extenuating circumstances at the discretion of the Head of School.

Application Procedures

STEP
1

Online Application

Register for an account and apply online at www.ais.com.sg. Applications are considered in chronological order of receipt. Each applicant is reviewed individually and independently.

STEP
2

Submit Documents & Pay Application Fee

Submit all required forms and documents online and pay a non-refundable Application Fee to be considered for admission. No application is considered until the Application Fee is paid. Further details are outlined on our website www.ais.com.sg/admissions/fee-structure. Full list of required documents (page 7).

STEP
3

Assessment and/or Interview

Some applicants will be invited to English language testing and/or an admissions meeting during the review process. The admissions team will advise you of next steps after the application is received.

STEP
4

Application Review

The application is reviewed by the AIS Academic Review Team to ensure that students are able to access and thrive in our programs fully. Applications are reviewed after all documentation required is received. Any delay in document submission will result in a delay in review.

STEP
5

Admissions Review Complete

An admissions outcome will be sent within 7 days of a completed application review. If an offer is made, you will be asked to confirm your acceptance of the place by signing and submitting the online student contract within 7 days and enrolment fee payment. If any questions or concerns please contact your admissions manager.

Wait List

If a place is unavailable when you wish to join, your child may receive a waitlist offer. If you wish to be placed on the waiting list, you will be contacted by the Admissions Team should a space become available.

Get Ready for Day 1

To ensure a smooth transition to school life at AIS, please review the Welcome Pack received at the time of offer containing important school-life details. Before the first day of school you and your child will attend an Orientation Day in a group or 1:1 meeting starting during the term. Please note that all students must hold a valid visa before attending school. See visa requirements and enrollment document (page 6).

School Terms Date and School Hours 2024

Term 1	22 January - 28 March
2 Week Holiday	1 April - 12 April
Term 2	15 April - 21 June
4 Week Holiday	24 June - 19 July
Term 3	22 July - 20 September
2 Week Holiday	23 September - 4 October
Term 4	7 October - 12 December
3 Week Holiday	13 December - 20 January 2025

School Hours

Pre-Nursery / Nursery

8:30 am - 3:00 pm

Preschool

8:30 am - 3:00 pm

Elementary

8:30 am - 3:20 pm

Secondary

8:20 am - 3:35 pm

AIS offers rolling admissions, however, Term 1 is the start of our academic year.



Enrollment Requirements

Vaccination Requirements (For Age 12 Years And Below)

Health Promotion Board Immunisation Registration (all applicants 12 years and under, all visa types) To ensure no delay to the school start date, please submit this as soon as an offer is made.

Dependent Visa

If a student is enrolling as a dependent pass holder the dependent pass must be approved before the student is able to attend classes.

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 an offer of admission is extended.

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 Dependent's Pass (for example, stepchildren)
- 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 finalised 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.

Priority

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 priority should there be a waitlist at their year level.

Passport Priority

Holders of Australian and New Zealand passports receive priority over other applicants for limited spaces.

Application Checklist

The following items are required at the time of application and are all needed before an application can be reviewed. This is to ensure students are able to access our curriculum and any required support is available.

- Completed and signed the online Application Form
- Application Fee per child
- Soft copy of the applicant's passport
- Soft copy of the applicant's birth certificate
- Official transcripts or report cards for the current year and two years before the current year level (if needed to be translated into English and certified), including any NAPLAN or standardised test results (if applicable)
- Teacher Reference form (Pre School 4 and above)

If a teacher reference is unavailable at the time of application, a conditional offer may be extended. Teacher reference or approval must be granted before commencing the first day of school.

Enrollment Checklist

Required Before Day 1 of School

Health Promotion Board Immunisation Registration (all applicants 12 years and under, all visa types)

To ensure no delay to the school start date, please submit this as soon as an offer is made.

Details can be found here:

- Signed Student Contract and enrollment fee payment
- AIS Health Declaration Form, submitted online
- Copy (front and back) of National Registration Identity Card (NRIC), Dependant Pass (DP), Student Pass (STP), Long Term Visit Pass (LTVP) or Immigration Exemption Order (IEO)
- Re-Entry Permit (applicable to Singapore Permanent Residents)
- Copy of immunisation records
- Approved homestay/guardianship documents (if applicable)
- Tuition fee payment
- Contact details in Singapore

Additional Support

Learning Enrichment Program

AIS offers a Learning Enrichment Program for students who require support. The needs of eligible students will be assessed individually, and parents should inform the Admissions Department of any learning needs before making an application for enrolment due to limited availability.



English as an Additional Language

The school offers additional educational support in English for eligible students for whom English is not their primary language. The school will determine case-by-case if English as an Additional Language (EAL) support is required for continued enrolment. Students remain enrolled in EAL support until they are proficient and no longer need support. English language support needs will be determined after application and English language testing.

International School Students: Homestay and Boarding

Student safety and well-being are top priorities at AIS. The following policies are in place to ensure international students living abroad receive proper guidance and care:

Year 7 to Year 12 students are eligible for enrolment as Homestay students. Homestay students must reside at the school's approved boarding house, Oldham Hall, and have an approved adult guardian. No other boarding facilities currently meet the guidelines at AIS for student well-being. Alternative homestay arrangements must be approved, and children must reside with an adult guardian responsible for their supervision and care at all times in a dwelling with four or fewer children (from any school).

Preparatory to Year 6 students **are not** eligible for enrolment as Homestay students. They may only reside in Singapore with their parents or an approved member of their direct family, typically Grandparents.

Please advise your Admissions Manager during the application so they can provide you with the necessary forms. All homestay arrangements must be approved before the student's first day of school to ensure their student's well-being.

Fees

2024 Pre-Nursery to Year 12

All charges are expressed in Singapore Dollars (SGD) and include GST. These fees are payable per student and may be adjusted annually. School fees include all textbooks, workbooks, and yearbooks. Proration of fees is applicable if the student commences during a semester. For new families only, course fees are charged 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: \$860, including GST

One-time fees: Payable upon place offered (including GST)

Enrolment Fee (Pre-Nursery to Year 12)	\$4,150
Non-refundable Facility Fee (Pre-Nursery/Nursery and Preschool)	\$2,554
Non-refundable Facility Fee (Prep to Year 12)	\$5,780

The Enrolment Fee is payable in full at the time of acceptance 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. Enrolment and Facility Fees are one-time administrative fee which are only refundable in certain circumstances prior to enrolment.

Tuition Fees

	Per Semester	Annually
Pre-Nursery / Nursery - 3 day session	\$9,132	\$18,264
Pre-Nursery / Nursery - 4 day session	\$13,374	\$26,748
Pre-Nursery / Nursery - 5 half day session	\$10,164	\$20,328
Pre-Nursery / Nursery - 5 full day session	\$14,220	\$28,440
Preschool 3 P3 - 3 day session	\$12,612	\$25,224
Preschool 3 P3 - 4 day session	\$15,984	\$31,968
Preschool 3 P3 - 5 day, half-day session	\$13,380	\$26,760
Preschool 3 P3 - 5 day, full day session	\$18,990	\$37,980
Preschool 4 P4 - 5 day, full-day session	\$18,990	\$37,980
Elementary School: Prep - Year 5	\$20,688	\$41,376
Secondary School: Year 6 - 9	\$24,150	\$48,300
Secondary School: Year 10 - 12	\$25,092	\$50,184

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 cannot attend classes unless all fees have been paid.

For Year 6-9 PCS fees please visit <https://www.ais.com.sg/english-language/secondary-preparation-course/>

Fee Schedule

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

Semester	Billing Month	Payment Required
Semester 1, January – June	September	10 October
Semester 2, July – December	March	10 April



Additional Fees

English as an Additional Language (EAL) Program Fees

Any requirement for additional fees will be determined during the admissions process and stated in the offer letter.

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

	By Semester (2x Annually)
Intensive English Stream Fee (IES)	\$6,604
EAL Beginning Programme Fee	\$5,418
EAL Transitioning Programme Fee	\$3,926
Year 6 – 8 EAL Co-Teaching Programme Fee	\$5,418
Year 9 – 10 EAL Senior Studies	\$5,418

Technology Fee

The Technology Fee provides access to all 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, including iPads in Elementary School, MacBooks and iPads for Secondary Schools, Promethean boards, video conferencing facilities, and more. The Technology Fee is not included in tuition and must be paid annually before the student starts.

Prep-Year 5	\$576
Year 6-12	\$1086 (school laptop) *until January 2025 \$340 (bring your own device)

Discounts

- Enrolment Fee: 50% discount on the Enrolment Fee for applying for a third child and a complete waiver of the Enrolment Fee for a fourth child and beyond.
- Facility Fee: A 50% discount is offered for enrolment of a third child at AIS, and the Facility Fee is fully waived 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 three children are in the family, the youngest child will receive the discount. **Note:** *Infant care fees are not eligible for sibling discount.*
- Returning Families/Alumni Fee Discount: All returning AIS families receive a 100% discount on both the Enrollment and the Facilities Fees.

Instalments

Credit card instalment plans are available through DBS/POSB credit cards. When processing, the total amount charged (1 semester's school fees per child) is blocked against the cardholder's credit limit but not charged to the card. The block against the credit limit decreases over the payment period as the monthly instalments are charged to the card by the Bank and paid by the cardholder.

Please contact the AIS Finance department via accounts_rec@ais.com.sg or call +65 6319 3755 for assistance.

Infant Care

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

Infant Care Fees

Application Fee: \$538, including GST
Non-refundable one-time

5 Day full-day session \$3,016 per month, including GST

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

Payment Terms

Monthly Infant Care Fees are payable before enrolment in the program and two months in advance. The initial invoice will be for the first three months of fees. At the end of the first month, each invoice will be monthly for the following month. This means that at any time, at least two months of fees will be paid in advance.

Withdrawal Terms

A formal notification of withdrawal from the AIS Infant Care Program is required at least two (2) calendar months before the intended withdrawal date. Withdrawal dates are only permitted 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 Application Fee and Enrolment Fee for the Pre-Nursery program at AIS will be waived for any child enrolled at the Infant Care program for at least six continuous months before 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 five days per week.

The Centre is open from 8:00 am to 6:00 pm. If Care is needed after 6:00 pm (due to a parent or guardian running late for evening collection), a charge of \$10 per 10 minutes will be applied.



Infant Care Holidays 2024

Infant Care will be closed on the following dates due to staff holidays. Dates are subject to change. Any changes will be communicated directly to parents.

Holiday

Monday, 18 December 2023 - Monday, 8 January 2024

Monday, 24 June 2024 - Monday, 8 July 2024

Monday, 16 December 2024 - Monday, 6 January 2025

Early Learning Village Extended Care and Holiday Care

Extended Care

Extended Care runs during the school term from 3:00 pm – 6:00 pm daily for Prenursery to Preschool 4. Families who wish to use the Extended Care program can sign up at the beginning of each term for whichever days they choose, in accordance with their child's school schedule. Fees will be pro-rated if starting midway through a term.

Extended Care daily fee (3:00 pm – 6:00 pm) \$ 75/ day

Holiday Care

Holiday care runs during the AIS school holidays all year except for 2 weeks in December/January and 2 weeks in the June/July holidays. Fees include a morning and afternoon snack, along with a hot lunch. This is for students in Prep, Year 1, and Year 2 only.

Holiday Care weekly fee (8:00 am – 6:00 pm) \$1000/ week

Payment Options

All charges are expressed in Singapore dollars. Payment may be made by credit cards, bank-to-bank transactions, or telegraphic transfers. 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 to assist in tracking the funds and correct identification upon receipt.

Telegraphic Transfer

Please include SGD\$30.00 for Bank charges for international 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

Bank & Branch Code:

7171 / 003

003-913400-2

(SGD \$ Current Account)

Address:

1 Lorong Chuan, Singapore 556818

Bank address:

DBS Bank Ltd

12 Marina Boulevard, DBS Asia Central @

Marina Bay Financial Central Tower 3, Singapore

018982. Swift code (for TT) DBSSSGSG.

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.

Paynow



PayNow is a funds transfer service. The participating banks in Singapore are Bank of China, Citibank Singapore Limited, DBS Bank/POSB, HSBC, Industrial and Commercial Bank of China Limited, Maybank, OCBC Bank, Standard Chartered Bank, and UOB.

Please open your bank app to scan the QR code.

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 Manager. An authorised representative from the company/employer will need to sign and stamp this form. Parents are responsible for informing their employer/company of all information regarding Tuition Fees, payment terms, and 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 1 January 2024 is 9%.

Application Fee

Applications are only considered once the Application Fee is paid. Further details are outlined on our website www.ais.com.sg/admissions/fee-structure. The Application Fee is non refundable and non-transferable.

Additional Information

Deferment of Acceptance

A place is secured once a student is accepted and the enrollment fees have been paid. A student may defer their school start date up to one year from the initial start date indicated in the acceptance letter if circumstances necessitate. Change in start date is subject to approval, availability and meeting any changes in grade-level entrance requirements. 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, Enrollment and Facility Fees will not be refunded. For additional information, see “Cancellation of Acceptance.”

Cancellation of Acceptance

If, for any reason, parents cancel their acceptance of a place before the student starts at the School, the Application, Enrollment 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”.

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 via our parent portal, Connect AIS. The withdrawal notice submission deadline is Semester 1, by 19 October, and Semester 2, by 13 April. Please note email notification is not accepted as written notice.

Student Contract

The Student Contract is an essential 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.

School Changes

Like any other school, AIS will likely undergo several changes during your child’s enrolment. For example, there may be changes in the staff, premises, facilities and their use, curriculum, class size and composition, Handbook, Terms and Conditions, code of conduct and length of the school year. Tuition fees will be regularly reviewed and adjusted annually.



Compulsory Trips and Activities

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.

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. Extracurricular school trips and sports trips are also not included in the Tuition Fee. All Prep - Year 10 students participate in the AIS Outdoor Education Program. Costs associated with these excursions and trips vary.

The Admissions Department can provide further details of recent camps, activities, and associated costs.

Canteen

The AIS canteen offers students hot meals, snacks and drinks 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 the student smart card, which can be topped up online or at top-up stations on campus.

Transportation

AIS offers a point-to-point bus service for regular school hours, subject to demand. A third-party transport partner, Johnson Transport, provides this service. The Transportation Fee is invoiced separately from Tuition fees. Should you require further information, please contact the Johnson Transportation Office at aisbus@jtt.com.sg or +65 6517 0255.

Uniform

All students must purchase the official AIS formal and sports uniform, as applicable. The AIS uniform should be purchased from our official provider, Lim Meng Ken.

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 can be collected from the AIS
Uniform Shop.





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