



## MILCHEL PTE LTD

A home for international students

### MILCHEL BOARDING SERVICE INFORMATION

#### REGISTRATION FEE (non-refundable)

A non-refundable amount is payable at the start of the boarding service at Milchel Pte. Ltd.

Long Term Boarder (stay for 6 months and above) – **S\$200** per time

Short Term Boarder (stay for 5 months and below) – **S\$50** per time

#### BOARDING FEE STRUCTURE

Room Type	Boarding Fee per month	Location
Single (1)	<b>S\$1,850.00</b> per Milchelian	333 only
Double (2)	<b>S\$1,700.00</b> per Milchelian	529 & 333
Triple (3)	<b>S\$1,500.00</b> per Milchelian	529 & 333
Quad (4)	<b>S\$1,500.00</b> per Milchelian	529 & 333

##### PHYSICAL CARE

- 3 meals daily
- Housekeeping
- Laundry and ironing
- Central Security System
- Air-conditioned bedroom
- Blanket & pillow can be provided
- Study table, wardrobe and bed set for each student
- Safety Box (one per room)

##### CHARACTER CARE

- Social and life skills training
- Team work & communication skills training
- Leadership training
- Moral Values Development
- Charitable giving
- Guidance talks & workshops

##### ACADEMIC CARE

- Results monitoring
- Target setting
- Guardianship for school
- Liaising between the school and parent
- Academic pathway guidance

*Please note that sponsorship and guardianship for the student will be terminated once the student end their boarding agreement with MILCHEL Pte. Ltd.*

The *initial* boarding fee shall be paid from the first day of boarding up to the last day of that particular month. Thus it will be calculated according to the following formula :

<b>Room Type</b>	<b>Formula</b>
Single (1)	No. of days x S\$67.00
Double (2)	No. of days x S\$62.00
Triple (3) / Quad (4)	No. of days x S\$57.00

If the amount calculated by per rate is more than a month boarding fee, the lesser amount will be charged. The *subsequent* rental shall be paid on the 1<sup>st</sup> day of each month.

If the last day in Milchel is not on the last day of the month, the boarding fee for that particular month will be calculated using the formula above.

### **DEPOSIT (refundable)**

#### **For Long Term Boarders – Stay for 6 months and above**

The amount for boarding deposit will be **equivalent to two month of the agreed boarding fee** payable upon reservation.

<b>Room Type</b>	<b>Deposit</b>
Single (1)	S\$3,700
Double (2)	S\$3,400
Triple (3) / Quad (4)	S\$3,000

Terms & conditions :

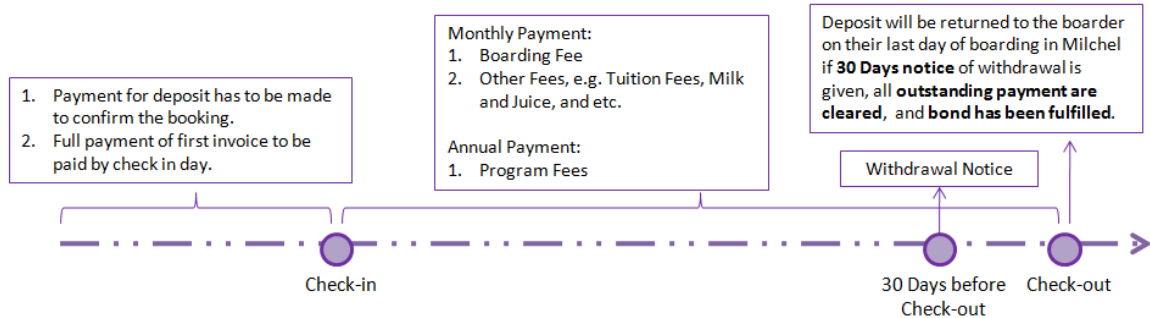
1. All long term boarders must have a deposit with Milchel Pte. Ltd. throughout their stay with us.
2. We have a right to double the deposit held in the event that the payment made are not regular and prompt.
3. For boarders who would like to **upgrade** their room type to lesser boarder per room, the boarder will have to **top up** their deposit according to the deposit required of the room type.
4. For boarders who would like to **downgrade** their room type to more boarder per room, the deposit **will remain** but the full deposited amount will be refundable with sufficient notice given.

## For Short Term Boarders – Stay for 5 months and below

Room Type	Deposit
All types	S\$ 500

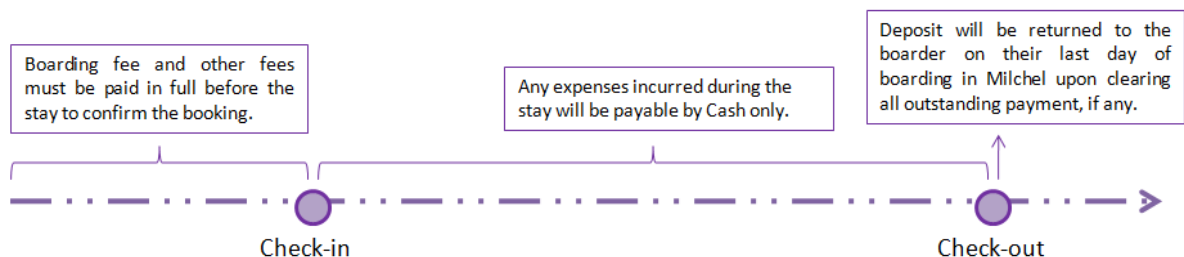
## PAYMENT POLICY

### Long Term Boarders -Stay for 6 months and above



1. Boarding space will be held for two weeks after issuance of invoice for collection of deposit or till the check-in day, whichever is earlier, after which the space will be released if payment has not been made.
2. Payment for deposit has to be made to confirm the booking.
3. Full payment of first invoice to be paid by check in day.
4. Please note that the deposit shall not be used to off-set any payment owed to Milchel Pte. Ltd.
5. We reserve the right to charge a 3% interest on any amount unpaid 10 days after the date of issue unless otherwise agreed. Milchel Pte. Ltd. reserve the right to terminate any boarding agreement with the boarder if the payment owed to us is not being paid for up to two months or more. The boarder will be asked to leave with all payments cleared to date.

### Short Term Boarders - Stay for 5 months and below



1. Boarding fee and other fees must be paid in full before the stay to confirm the booking.
2. Boarding space will be held for two weeks after issuance of invoice or till the check-in day, whichever is earlier, after which the space will be released if payment has not been made.
3. The boarding space is free for other booking out of the confirmed period of stay.
4. Any expenses incurred during the stay will be payable by cash only.
5. Please note that the deposit shall not be used to off-set any payment owed to Milchel Pte. Ltd.

## **WITHDRAWAL and REFUND**

### **Long Term Boarders -Stay for 6 months and above**

1. There will be no refund of deposit if booking is cancelled.
2. Deposit will be returned to the boarder on their last day of boarding in Milchel if sufficient notice / at least 30 Days notice of withdrawal is given. Boarder will have to fill the withdrawal form which can be obtained from the office and submit to the management.
3. The deposit for long term boarders will be refunded at the end of their stay upon clearing all outstanding payment.
4. If no notice or less than 30 days notice given, the deposit will be forfeited.

### **Short Term Boarders - Stay for 5 months and below**

1. There will be no refund for short term stay payment except the deposit.
2. Deposit will be returned to the boarder on their last day of boarding in Milchel upon clearing all outstanding payment, if any.
3. There will be no refund of boarding fee for later date check-in if notice is given less than 14 days prior to check-in date and there will also be no refund for any period of stay unconsumed.

### **With Bond**

For boarding agreement with bond period, the deposited amount will be forfeited if the boarder terminates the boarding agreement within the bond period.

### **Return Boarder**

For boarders who had terminated their boarding agreement with us and would like to stay with us again under the below stated conditions will have to pay the boarding fee for the period between the termination date and the re-instatement date unless otherwise supported with reasonable documents for waiver.

- stayed with Milchel for a period of 2 months or more regardless of status as a short-term (ST) or long-term (LT) boarder
- terminated their boarding agreement with us not exceeding a period of 4 months

### **LEVEL UP PROGRAM - Case by case (non-refundable)**

Although we provide academic results target setting & basic supervision for our students, in special cases where our counselors are required to provide close supervision weekly or bi-weekly an addition fee is chargeable. A few of the instances could be as follow:

- students who have been diagnosed with learning difficulty and require weekly counseling and monitoring
- students who have discipline issues in school whom require counseling and close monitoring
- students with behavioral issue that need counseling

A **monthly** fee of **\$200, \$300 or \$400** is chargeable to for boarders under this program. In these cases, a monthly report on the child progress will be generated for the parents' information.

Students will be taken off the special care program once they have learned good habits and are no longer causing harm to themselves or problems in school and so forth.

### **SPONSORSHIP FEE - Optional (non-refundable)**

Sponsorship for students' pass application for government schools can be provided for boarders staying with Milchel. The sponsorship fee is a one-time, non-refundable payment of **\$1,000 per agreement**. This amount is payable before the processing of the application. This sponsorship will be ceased when the boarder terminates his/her boarding agreement with Milchel Pte. Ltd.

### **PROGRAMS FEE**

Programs fee consist of our English Reading Program (ERP) and Activities in Milchel. This fee is compulsory for pre-tertiary boarders and the amount is \$1,200/year.

For boarders that join us after January of the year, the below will be payable :

- English Reading Program (non-refundable)
  - Pro-rated for newly joined long term boarder at \$35/month, to be charged if stay for the 1st calendar month is more than 7 days
  - Short term boarders at \$15/week and part there of (Optional)
  - Applicable to pre-tertiary level boarders

- Activity Fee (non-refundable)
  - Pro-rated for newly joined long term boarder at \$70/month. To be charged if stay for the 1st calendar month is more than 7 days
  - Short term boarders will be advised on the activity fee base on the type of activity fee (Optional)
  - Additional charges for special activities will be advised
  
- Sports clubs (Optional)
  - MUFC (Milchel United Football club)
  - MBBC (Milchel Basketball Club)
  - MBC (Milchel Badminton Club)
  - MDC (Milchel Dance Club)

*Members' fees vary depending on expenses of the club as well as number of members. Members' fees are only applicable during month where there is sports session. Do check with us for more information.*
  
- Ad-Hoc activities (Optional)
 

*Amount will vary with activities. To be advised.*

## **T R A N S P O R T   S E R V I C E S**

### **Airport transfer**

We provide complimentary airport transfer for our long term boarder if they are travelling without accompany of adult. Transport will be provided between 09:00 to 18:00. If departure or arrival time falls out of the period, boarders will have to make their own transport arrangement (or otherwise arranged), a small fees might be applicable.

We do provide airport pick up service for short term boarder if schedule permits at a fee of \$60 per trip.

### **Milchel Wheel School Trip Service**

Transport to some schools is provided at a nominal fee. Do approach us for more details.

## **OUR FACILITIES**

- Wifi
- Library books / E-Library
- Fire alarm system & escape stairways
- Security camera in common access areas
- Pin-Code / Access Card security door
- Table tennis table
- Air-conditioned recreation room

## **WARMTH SERVICES**

Warmth services are additional services we provide to our boarders just like what we will do for our family members. But we seek your understanding if we cannot provide the added service immediately due to unforeseen circumstances. Appreciation shown to our staff is the best way to say thank you to us.

- Mobile or internet line subscription
- Pre-paid Singtel mobile top-up service
- Doctor/Dental visitation to seek medical treatment
- Festive Celebration Treats
- Educational Consultation
- Order for Fresh Milk, Juices and Yoghurt
- Pocket Money System
- Many more....

Expenses will be billed to invoice accordingly.

## **PAYMENT MODE**

Boarding fee payment can be made in the following ways :

- Cash in Singapore dollars
- Cheque made payable to MILCHEL PTE. LTD. in Singapore dollars
- Telegraphic transfer to MILCHEL PTE. LTD. account
- Direct fund transfer to MILCHEL PTE. LTD. account


Please note that all the charges incurred by the bank will be bear by the sender.

Receipt or endorsement will be given for all payment.

We are not a GST registered company.

## **CHECK US OUT**

 [www.milchel.com](http://www.milchel.com)

 Milchel Pte Ltd

 @milchelpteltd

## **CONTACT US**

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**Please note that all prices quoted here might be subjected to change at the discretion of the management without notice.**