



# BSB SHUNYI SCHOOL FEE POLICY 2025-26

## 北京英国学校学费付款、退款和退学政策 2025-26

### Application Fee

#### 申请费

- A non-refundable and non-transferable application fee must be submitted at the time of application or on the day of assessment. One application fee per child is required.

申请时或评估日必须支付不可退还不可转让的申请费。每位学生需支付申请费。

### Security Deposit

#### 保证金

- The school requires a security deposit to confirm the placement of any child(ren).

学校要求缴纳保证金，以确认孩子的名额。

- One deposit per child is required.

每名孩子需缴纳一笔保证金。

### Tuition Fees

#### 学费

- The tuition fee charged varies according to the student's year group as shown in the tuition fee chart.

学生各年级不同学费也不同，具体以学费表为准。

- Tuition fee: for students who enrol after the term has started, they will be invoiced from the 1st of the calendar month if they join in the first half of the calendar month, or from the mid-point of the calendar month if they join in the second half of the calendar month.

学费：对于学期开始后入学的学生，如果他们在日历月的前半月入学，将从日历月的 1 号开始开具账单，如果他们在日历月的后半月入学，将从日历月的中点开始开具账单。

- Fees for Year 10 and above include entrance fees for examinations in accordance with the school's curriculum.

10年级和以上学生的费用包含根据学校课程安排的考试报名费。



## Optional Bus Fees

### 校车费（可选）

- The cost of optional bus services varies depending on the distance covered.  
可选择校车服务。校车服务费用不一，具体视距离而定。
- If a family changes bus routes during the academic year, bus fees will be adjusted accordingly.  
如果家庭在学期中变更校车路线，校车费用将被相应调整。
- Full fees will be charged regardless of how many days a student uses the bus in a given week. The only exception is for a student who only takes a single trip per day, where 60% of the bus fee will be invoiced.  
无论学生一周几天搭乘校车，均收取全额费用。但每天只单程搭乘的学生除外，此种情况收取60%的校车费。
- Bus fee: for students who enrol after the term has started, they will be invoiced from the 1st of the calendar month if they join in the first half of the calendar month, or from the mid-point of the calendar month if they join in the second half of the calendar month.

校车费：对于学期开始后入学的学生，如果他们在日历月的前半月入学，将从日历月的1号开始开具账单，如果他们在日历月的后半月入学，将从日历月的中旬开始开具账单。

## EAL (English as an Additional Language)

### EAL（英语作为额外语言）

- A one-time fee will be applied to all students, who require additional English language support from our specialised EAL team.

需要我们专业EAL团队提供额外英语语言支持的所有学生，需另外缴纳一笔一次性费用。

## Uniform Fees

### 校服费

- All students are required to wear the school uniform at school.  
所有学生均需穿校服上学。
- All uniform items can be purchased from the on campus or online School Uniform Shop.  
校服可在学校的校服店或网上校服商店购买。

## School Reports

### 学校成绩报告单

- One copy of the student's school report, teacher's reference letter and/or school recommendation form will be provided, only once all accounts have been settled when a student leaves the school.



学校将在学生离开学校前所有账目已结清的情况下，提供一份学生的成绩报告单、老师推荐信和/或学校推荐表。

- Additional charges will apply for each extra copy of school reports.  
额外提供学校成绩报告单需另外收费。

## Discount

### 折扣

- Where a family has more than two children attending the school, a discount may apply to the tuition fee for the third child and for any subsequent children.  
如一家有两个以上的孩子在校就读，则第三个孩子及后面孩子的学费可申请打折。
- A discount will apply to the tuition fee of all families who pay annual fees up-front in accordance with stipulated timelines. To obtain the Early Bird discount the full year fees must be paid in full by the earliest due date stated on the invoice. The Early Bird discount is no longer valid if a student is withdrawn during the academic year.

提前按照规定的时间年支付学费的所有家庭，均可享受学费折扣。如想获得早鸟折扣，必须在账单注明的最早应缴日期之前缴清全年学费。一旦学生在学年中途退学，早鸟折扣即不再有效。

## E-Fapiao (Tax Receipt)

### 电子发票（税务发票）

- Once the new academic year starts, the school cannot issue an E-Fapiao (tax receipt) for previous academic years.  
一旦新学年开始，学校将不能再开具上一学年的电子发票（税务发票）。
- E-Fapiao (Tax receipts) will be issued by email after the school receives payment.  
学校收到付款后将通过邮件开具电子发票（税务发票）。

## Fee Payment Schedule

### 费用付款时间

- Tuition and all other fees must be **paid by the due date as stated on the invoice**. Students will not be allowed to attend classes if fees are not paid before classes commence.
- 学费和所有其他费用均必须在**账单注明的付款日期**之前支付。如开课之前尚未缴清费用，则学生不得上课。



## Fee Payment Method

### 付款方式

- **By Electronic/Bank Transfer:** All payments must include the invoice number and/or the name of the student. To ensure proper credit to the student's account. A copy of the bank transfer remittance slip must be scanned and sent to the Finance Office email account - bsbfee@britishschool.org.cn.

**电汇/银行转账:** 所有付款均必须备注账单编号和/或学生姓名。为确保学生学费入账正确, 必须扫描一份银行转账凭单并发送给财务部, 财务办公室电子邮箱: bsbfee@britishschool.org.cn。

- **By Credit Card:** Credit Card payments can only be made in person at the BSB Finance Office. BSB will apply a surcharge for each transaction amounting to 1% for domestic cards and 3% for foreign issued cards.

**信用卡:** 如通过信用卡支付, 只能由本人到北京英国学校的财务办公室支付并对每笔信用卡交易收取手续费, 国内信用卡为1%, 国外信用卡为3%。

- **By Cash:** Cash payments can be made using Chinese currency (CNY) only. For security reasons, we do not recommend cash payments greater than CNY 20,000.

**现金:** 现金支付只能使用人民币 (CNY) 支付。出于安全原因, 如金额超过人民币20,000元, 我们不建议用现金支付。

- **By Cheque:** Please issue cheques payable to '**The British School of Beijing**'. Travelers' cheques are not accepted.

**支票:** 支票收款人应填写'**北京英国学校**'。不接受旅行支票。

- **By WeChat:** WeChat payments are accepted and will include a surcharge of 0.3% for each transaction.

**微信:** 接受微信支付, 但每笔交易需额外收取**0.3%**的费用。

## Fee Payment Notice

### 付款通知

- School fee invoices are issued in CNY (Chinese Yuan). If remittance is made in a foreign currency, all bank charges and exchange losses shall be borne by the remitter, ensuring the school fee is paid in full.

学费账单以人民币 (元) 开具。如以外币汇款, 则所有银行费用和汇兑损失均应由汇款人承担, 以保证学校足额收到学费。

- Exchange rate website for reference: <http://www.boc.cn/sourcedb/whpj/enindex.html>. Foreign payment is acceptable via telex transfer **based on the middle rate, as published by the Bank of China at the time of Payment**. Please note there might be exchanged gain/loss depending on the actual CNY amount arriving to school account due to exchange rate fluctuation.

汇率网站供参考: <http://www.boc.cn/sourcedb/whpj/enindex.html>。接受通过电汇方式用外币付款, 外币采用**付款时中国银行发布的中间汇率折算**。请注意, 由于汇率每日波动, 因此根据学校的实际到账人民币金额, 可能发生汇兑收益/损失。



- For the Payments transferred in other currencies they will be converted to CNY automatically. Compared with the invoice, if the difference is within CNY 200, it will be deemed as exchange gain or loss. For differences over CNY 200, we will collect the balance or process a refund accordingly.

以其他货币转账付款的，将自动兑换为人民币。与账单金额相比，差额在人民币200元以内的，将视为汇兑收益或损失。差额超过人民币200元的，我们将进行多退少补。

## Late payment of fees

### 逾期费用

- Payments not received by the due date will be considered overdue and the school may charge a monthly **1.5%** late payment penalty.

未在付款日期之前收到的付款，将被视为逾期，学校可按每个月**1.5%**收取滞纳金。家长或监护人有责任确保在学生开学之前缴清费用。如未准时缴清费用，学校有权拒绝学生入学和/或扣留学生的成绩报告单。

- It is always the parent or guardian's responsibility to ensure that fees are paid before a student starts school.

家长或监护人始终有责任确保在学生开始上学之前支付费用

- If fees are not paid on time, the school has the right to refuse attendance of the student in question and/or to withhold student reports.

如果未按时支付费用，学校有权拒绝相关学生的出勤和/或扣留学生报告

## Withdrawal

### 退学

- Withdrawal of a student from BSB by a parent or guardian (after starting school) is only confirmed once written notice with a desired last school day has been submitted to the Admissions Office via email to [admissions@britishschool.org.cn](mailto:admissions@britishschool.org.cn).

- 如家长或监护人（开学后）需让学生从北京英国学校退学，只有按要求向招生办公室发送书面通知，才予以确认。该通知需载明预期最后一天上学日，并通过电子邮件发至[admissions@britishschool.org.cn](mailto:admissions@britishschool.org.cn)提交给招生办公室。

- If leaving notice is submitted to the school during a public holiday, it will be deemed as received by the school on the first day of school following the public holiday.

退学通知在公共假期提交的，将被视为学校于公共假期结束后第一个上学日收到。

- Any refunds of school fees and/or the deposit will only be considered after the leaving confirmation letter is released by the Admissions Office and the completion of all withdrawal procedures.

只有招生办发出退学确认函，并完成了退学手续，才考虑退还学校费用和/或押金。

- The Finance Office will contact parents via email to complete refund procedures accordingly upon receiving the formal leaving confirmation email. The following items are required to complete the refund process:

收到正式的退学确认函后，财务办公室将通过电子邮件联系家长完成相应的退款手续。要完成退款手续必须：



1. Ensure school property such as library books, iPad, Laptop/charger etc. is fully returned.  
确保图书馆书籍、iPad、笔记本/充电器等学校物品全部归还。
2. Ensure there are no outstanding fees to be paid.  
保证无欠费。
3. The original E-Fapiao (tax receipt) needs to be reversed to claim for bus and tuition refund.  
交回电子发票（税务发票）原件以申请退还校车费和学费。
4. Confirm bank information.  
确认银行信息。

- Students who do not notify the school of withdrawal within dates, according to the refund policy below, will be considered as re-enrolled for the following terms and tuition fees are expected to be paid.

未在下面退款政策规定的期限内通知学校退学的学生，将被视为再次注册下学期并需缴纳学费。

- For new students, there will be a cancellation charge of CNY 16,000 if the student does not attend the school after an enrolment place has been reserved. Unused school fees will be fully refunded if parents pay in advance.

保留名额后未入校就读的新生，需支付人民币16,000元的取消费。如家长提前缴费，未使用的学费将全额退还。

## Refund

### 退款

- Tuition Fees

#### 学费

In the event that a parent/guardian decides to terminate a student's enrolment at the school, refund calculations will be made according to the Refund Information Chart & Policy below. The refund is dependent on the notice date given in the leaving confirmation letter as summarised below.

如家长/监护人决定终止学生在学校的学习，将按照下面的退款信息表和政策计算退款。退款取决于退学确认函所载的通知日期（如下表所载），并考虑有无欠费。

Refund Information Chart:  
退款信息表。

Written Notice		Tuition fee Refund Schedule		
		Term 1	Term 2	Term 3
A	Before 30 April	100% refund	100% refund	100% refund
B	1 May - 31 August	50% unused tuition fee refund	100% refund	100% refund
C	1 September - 31 October	No refund	100% refund	100% refund
D	1 November - 31 January	No refund	No refund	100% refund
E	From 1 February	No refund	No refund	No refund
F	Before 30 April (next academic year)	100% refund (next academic year)	100% refund (next academic year)	100% refund (next academic year)



书面通知		学费退款表		
		第1 学期	第2 学期	第3 学期
A	4 月 30 日之前	100%退款	100%退款	100%退款
B	5 月 1 日——8 月 31 日	退还未用学费的 50%	100%退款	100%退款
C	9 月 1 日——10 月 31 日	不退款	100%退款	100%退款
D	11 月 1 日——1 月 31 日	不退款	不退款	100%退款
E	2 月 1 日起	不退款	不退款	不退款
F	4 月 30 日之前（下一学年）	100%退款（下一学年）	100%退款（下一学年）	100%退款（下一学年）

- Bus fee

校车费

Once a term commences, there are no refunds for that term, regardless of whether a student leaves the school, has a temporary absence or no longer requires the bus service.

学期开始后，无论学生是否离开学校、暂时缺勤或不再需要校车服务，该学期均不予退款。

## TERMS AND CONDITIONS

### 条款和条件

- Once a student joins the school, the full fees are charged until the student leaves the school. There are no refunds for periods of absence from school.

学生入学后即收取全部学费，直至学生离开学校。缺课期间不予退费。

- The deposit is fully refundable when a student leaves the school, without any interest on demand, if all accounts have been settled, and all school property is returned without damage. The school reserves the right to deduct from the deposit any amounts that are owed by the student or the parent/guardian to the school.

如学生离开学校时，所有账目已结清，所有学校物品已归还且无损坏，将全额退还保证金（不计任何利息）。学校有权从保证金中扣除学生或家长/监护人欠学校的任何金额。

- If withdrawal notice is not given by the deadline as shown in the Refund Information Chart, the tuition fees will only be refunded in accordance with the Refund Information Chart upon completion of the withdrawal process. If withdrawal notice is served but the student still attends the school for the term in which he/she is supposed to have left the school, tuition fees will be charged on a two-week rolling basis and the refund amount will be reduced accordingly.

如未在退款信息表中所载的截止日期之前发出退学通知，则退学手续完成后，将只按照退款信息表退还学费。如发出退学通知后学生在本应离校的学期仍在上学，则将按照两周周期收取学费，并扣除相应的退款。

- Refunds will be reimbursed to the parent or company in the same way the original payment was made, except:

退款将按照原来的付款方式，付给家长或公司，但以下情形除外：

- Where the original payment was made by a company cheque, the refund will only be processed directly to the drawer who issued the cheque through bank transfer.  
如原来通过公司支票付款，则只通过银行转账将退款直接付给支票开具人。
- Where the original payment was made by cash, the refund will only be processed directly to the parent or company's nominated Chinese bank account through bank transfer.  
如原来通过现金付款，则只通过银行转账将退款直接付至家长或公司指定的中国银行账户。



- Where the original payment was made by the parent from overseas, the refund will only be processed directly to the parent's nominated Chinese bank account through bank transfer.
  - 如原来由家长自己从境外付款，则只通过银行转账将退款直接付至家长指定的中国银行账户。
- Any refund or release of school records is dependent upon satisfactory completion of the withdrawal procedures, the return of all school property, and the clearance of accounts with the school.

只有圆满完成退学手续，归还所有学校物品，并与学校结清所有款项，才予以退款或发放学校记录。

- We are fully committed to ensuring the health and safety of our students and have necessary health & safety measures in place. Occasionally, in a school environment, accidents will happen when children are engaging in either work or play activities. Whilst we do all we can to guard against this, it can happen. The school has liability insurance which may support in very particular cases, but it is parents' responsibility to ensure that children are covered by a current accident and medical insurance policy. Individual insurance must cover all medical expenses arising from accidents that occur within the school premises, whilst participating in school activities, including school visits or whilst in transit to or from the school. The school cannot be responsible for such expenses, and we urge you to make sure that you are protected with your own insurance policy.

我们完全致力于确保学生的健康和​​安全，并采取了必要的健康和​​安全措施。有时，在学校环境中，当孩子们从事工作或娱乐活动时，会发生​​事故。虽然我们尽一切努力防止这种情况发生，但它还是可能发生的。学校有责任保险，在非常特殊的情况下可能会提供支持，但家长有责任​​确保孩子得到当前的意外和​​医疗保险的保障。个人保险必须涵盖在学校场所内、参加学校活动（包括学校参观或往返学校）时发生的​​事故所引起的所有​​医疗费用。学校不负责此类费用，我们敦促您​​确保自己的​​保险单为您提供​​保护。

## Disclaimer

### 免责声明

- The school reserves the right to amend its policies and fee structure whenever it is considered necessary and appropriate. The school makes these policies available to parents through the school website. It is the parent or guardian's responsibility to ensure that they are informed and aware of all school policies.

学校有权在其认为必要和适当之时，修改学校的政策和费用结构。学校通过学校的网站，向学生家长提供学校的政策。家长或监护人有责任​​确保自己了解和知悉学校的基本政策。