



Application Form



**THE BRITISH SCHOOL
OF NANJING**
A NORD ANGLIA EDUCATION SCHOOL

For Office Use Only

Date Received

Start Date

Admissions Information

Parents seeking admission for their children are invited to make an appointment with our Admissions Officer, in order to pay an initial visit to view the school. At that time, parents can discuss at length the future educational needs of their children and how we can best meet those needs. We recognise that it is often not possible, but it is helpful if children can accompany their parents on this first visit. Our Admissions Policy and the details of our Admissions Procedures offer useful guidance for this initial visit to the school.

We reserve the right to exercise discretion on age entry criteria. Children joining us from another school must provide the most recent reports from their current school, and parents are requested to ensure that any special educational requirements have been fully discussed before a place has been offered. We must reserve the right not to admit children when we believe that we cannot meet their behavioural or educational needs.

ADMISSIONS POLICY

The British School of Nanjing is an independent co-educational day school for children aged 2 to 18 years. In keeping with our ethos as a multicultural, inclusive and caring community, we are proud to welcome students of all nationalities, races and creeds. As an inclusive school, we seek always to promote equal opportunity, applying our regulations on admissions fairly and without prejudice.

The British education system operates on the premise that students thrive best in their correct class age groups. Differentiated teaching caters for differences in needs and abilities; the most able children are challenged, while children needing support or more time are cared for and encouraged to fulfil their potential.

We believe that it is important for children to be with peers at a similar stage in social maturity and experience tells us that changes made early on may have negative consequences later. For these reasons, we adhere to the policy of keeping children within their correct age band.

If parents feel that their child would benefit from being placed out of age, the school will assess the child, talk to the child's parents and, where possible, to former teachers to make the best decision. In general it is much more advantageous for a child to be older rather than younger in a class.

If a student in Y10 or upwards and working in a second language does not have a level of English high enough to follow successfully

the IGCSE programme at our school, provided there is evidence of academic ability and the student has a reasonable basic level of English, the school will consider options which would allow the student time to focus on English skills and then join the appropriate programme.

CLASS ORGANISATION

In managing the composition of classes within a year group, our policy is to achieve as close a balance as possible, considering the following factors: language experience, nationality, ability and gender.

If it is felt it will be beneficial to the year group as a whole, existing class groups may be re-organised at the start of the academic year to ensure an appropriate balance. The children are given many opportunities to work and socialise with all of their peers across the year group, and this is especially encouraged by the House system.

In all issues of child placement the Principal's decision is final.

ENGLISH ENTRY REQUIREMENTS

The English level required is dependent on the age of the child and the course to which entry is sought. Please consult with the Admissions Officer for further details.

SEN REGULATIONS

Our school has a Special Educational Needs (SEN) Policy based on provision available. The acceptance of students with learning needs will only be confirmed by the appropriate Head of School after discussion with parents. Upon application, it is important that parents share all of the information regarding their child's learning needs, including any professional assessments. Failure to do so might risk the loss of the place once the child has joined our school if we discover that we are not equipped to best assist and support the child's development.

Please note that the Individual Learning Support fee may be higher than those stated. The final cost will be determined on an individual basis after analysis by our Special Needs department.

STAGE 1 - INITIAL VISIT

We recognise that your first visit to The British School of Nanjing may well be just one step in your introduction to a new life in Nanjing. It is often the case that parents have only a few days to find a school for their children, to choose a home and to begin the induction process in an unfamiliar place of work. With this in mind, we aim to make the choice and the transition as smooth as possible.

It is helpful if your child is able to accompany you on your initial visit, but we recognise that this is not always possible. However, it is certainly the case that the more information we have, the easier it is for us to prepare for your child's first day at school. For this reason, we request that you bring with you a copy of your child's latest school reports, preferably translated into English, and any other relevant details such as examination results.

During your visit, we will explain to you:

- the formal admissions procedure
- the details of our British Education
- all payments due, stating refund and notice requirements
- whether or not there is a waiting list at your child's level (we generally place children in the correct chronological year group according to the British system).

Our Admissions team will answer your more detailed questions on such matters as school uniform, transport, school routines, extracurricular activities and lunch arrangements.

We will expect to answer your queries on these or other matters and clear guidance is given in the documentation. You may also have the opportunity to meet with the Principal or the appropriate Head of School. It may also be helpful for you to meet other senior or specialist teachers, though this may not always be possible on your initial visit. The Admissions Officer will be able to guide you through the process and advise you on class placement and choice of academic subjects. However, it must be clearly understood that such advice does not constitute part of the formal offer. Only senior academic staff can confirm such details after receipt of the formal application and following initial assessments.

STAGE 2 - APPLICATION

Should you decide to apply formally for admission to The British School of Nanjing on behalf of your child, we will require:

- a completed Application Form
- a copy of your child's passport and visa
- copies of your child's latest school reports
- An non-refundable application fee of RMB 2,500. Please note that we will not be able to progress your application further until the application fee is paid.

If at this stage you have a need to discuss the particulars of your application with the Principal or the appropriate Head of School, we will be pleased to make an appointment for you. We will acknowledge your application as soon as we receive it and progress it as quickly as possible. If there is a waiting list, we will then contact you when a place becomes available. If you would like more information during the waiting period please contact our Admissions Officer.

STAGE 3 - ADMISSION TO THE SCHOOL

Our school is a non-selective school; however, all applicants will be tested for their ability in English to make sure the student will be able to follow the curriculum and will happily settle in. For students that can access but need additional support, a strong English as Additional Language programme is offered at an additional fee. Students with Special Education Needs are admitted to the school, but these are decided on a case by case basis so long as the school can provide for the specific needs of the individual student without detriment to the provision of effective education for others.

Eligibility for admissions to the Post 16 A-Levels is determined on case by case basis in discussion with Head of Secondary and Principal. Broadly speaking BSN will expect students to be able to evidence standards commensurate with the demands of our curriculum.

Parents will be notified in writing of their status of application. A formal offer of a place will be made in writing for your child (ren) should a place be available or alternatively when a place becomes available if there is a waiting list at your child's year level.

DEPOSIT AND ENROLMENT FEE

If a school place is offered, parents will have 10 working days from this acceptance notification to complete the application process and confirm the attendance dates. Please note that in case there is a waiting list in place, the school place may be offered to the other children if the admissions process is not fully completed within these 10 working days.

When a school place is offered, we will require a refundable 6000 RMB School Deposit and a non-refundable 10,000 RMB Enrolment Fee. If you would like more information about these two fees, please contact our Admissions Office.

The payment of these two fees constitutes your acceptance of the offered school place.

Year Guide

Age on 31st August (Years)	Key Stage	Year in the UK	Formal Tests	USA and Japan	France	Spain	Germany
EARLY YEARS FOUNDATION STAGE							
1	Early Years Foundation Stage (EYFS)	Pre-School 1		Pre- School			
2		Pre-School 2 or Pre-Nursery					
3		Nursery					
4		Reception					
PRIMARY SCHOOL							
5	Key Stage One (KS1)	Year 1		Kindergarten	Annee 3	3° Infantil	Kindergarten
6		Year 2		Grade 1	CP	1° Primaria	Grundschule 1
7	Key Stage Two (KS2)	Year 3		Grade 2	CE1	2° Primaria	Grundschule 2
8		Year 4		Grade 3	CE2	3° Primaria	Grundschule 3
9		Year 5		Grade 4	CM1	4° Primaria	Grundschule 4
10		Year 6		Grade 5	CM2	5° Primaria	Grade 5
SECONDARY SCHOOL							
11	Key Stage Three (KS3)	Year 7		Grade 6	6eme	6° Primaria	Grade 6
12		Year 8		Grade 7	5eme	1° Eso	Grade 7
13		Year 9		Grade 8	4eme	2° Eso	Grade 8
14	Key Stage Four (KS4)	Year 10	IGCSE Early Entry	Grade 9	3eme	3° Eso	Grade 9
15		Year 11	IGCSE: International General Certificate of Secondary Education	Grade 10	2nde	4° Eso	Grade 10
SIXTH FORM COLLEGE							
16	Key Stage Five (KS5)	Year 12	A-Level	Grade 11	1ere	1° Bachillerato	Grade 11
17		Year 13		Grade 12	Terminale	2° Bachillerato	Grade 12

IGCSE: International General Certificate of Secondary Education

Exam Boards: CIE and EDEXCEL

Child 1: Personal Information

Please complete in BLOCK CAPITALS

Applications can be accepted by the Admissions Office with a copy of the following documents

- Child's passport, visa and a recent passport size photo
- Official school report from last 2 years
- Supporting documents for any special learning needs (if applicable)
- Parent's passport and one recent passport size photo for each parent /guardian who's responsible to pick up the child
- Work permit/Residency permit (upon availability)

Requested year level

Expected start date

If your child will enter Pre-Nursery

Part-time

Full-time

Name(s)

Preferred name

Surname

Gender

Date of birth

Current year level

Nationality

Home language

Other languages spoken

Current home address in English

Home phone number

Emergency contact name and numbers (other than parent)

Are there other children (siblings) linked to this application?

Child 1: Academic Information

This information should be as full and accurate as possible. Please append any further information which you think may be helpful.

Previous Schools (starting from most recent)

1.	From	To
----	------	----

Contact name, phone number, address and email

2.	From	To
----	------	----

Contact name, phone number, address and email

Please tick the level of English proficiency which best describes your child			
Beginner	Gaining confidence	Confident	Fluent
Number of years tuition (if applicable)			

How would you best describe your child in the following areas (please tick)?			
Independence and organisational skills			
Excellent	Good	Satisfactory	Needs support
Personal relationships and social interactions			
Excellent	Good	Satisfactory	Needs support
General Academic standards			
Excellent	Good	Satisfactory	Needs support

Child 1: Academic Information

In what activities has your child shown special interest or talent?

Does your child have any areas of exceptional ability?

Does your child have Special Education Needs (SEN)?	Yes	No
Does your child have any physical disabilities?	Yes	No
Has your child's application been rejected by another school?	Yes	No

* If yes, please provide details of reason and date.

* If yes, please provide most recent medical/psychological reports.

Please provide any other information in relation to circumstances or needs which may affect schooling, such as physical, social, emotional or family circumstances, e.g. allergies, dyslexia, health issues, learning difficulties, disrupted schooling etc...

Child 1: Medical Record & Authorisation

PRESENT HEALTH

Does your child need/have:

Regular medical attention	Yes	No	Regular medication	Yes	No
Eyesight problems	Yes	No	Hearing problems	Yes	No
Asthma/respiratory problems	Yes	No	Skin problems	Yes	No
Epilepsy	Yes	No	Hay fever	Yes	No

If yes to any of the above questions please provide details:

Known Allergies - Please provide details if your child has any allergy:

Does your child have any special dietary requirements?

AUTHORISATION

I/We understand that whilst the School will make all reasonable efforts to contact me/us in case of medical emergency, this is not always possible. Therefore, I/we authorise the School to seek medical advice and treatment for our child if the School believes there to be an emergency and I/we hereby undertake to pay all costs incurred by the School.

I/We also hereby authorise/do not authorise the School to give our child minor medications (e.g. paracetamol tablets) if deemed necessary by the school.

Parent signature

Date

Child 2: Personal Information

Please complete in BLOCK CAPITALS

Applications can be accepted by the Admissions Office with a copy of the following documents

- Child's passport, visa and a recent passport size photo
- Official school report from last 2 years
- Supporting documents for any special learning needs (if applicable)
- Parent's passport and one recent passport size photo for each parent /guardian who's responsible to pick up the child
- Work permit/Residency permit (upon availability)

Requested year level

Expected start date

If your child will enter Pre-Nursery

Part-time

Full-time

Name(s)

Preferred name

Surname

Gender

Date of birth

Current year level

Nationality

Home language

Other languages spoken

Current home address in English

Home phone number

Emergency contact name and numbers (other than parent)

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This information should be as full and accurate as possible. Please append any further information which you think may be helpful.

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I/We also hereby authorise/do not authorise the School to give our child minor medications (e.g. paracetamol tablets) if deemed necessary by the school.

Parent signature

Date

Past School Records Release Form

Student's Family Name

First Name

I hereby give my permission to the school listed below to submit a Letter of Recommendation, if requested, or to release my child's school records to The British School of Nanjing and to provide information regarding my child's:

- Grades and report cards
- Standardised test results
- Attendance records
- Special education records (if any)
- Discipline records
- Individualised Education Plan (if any)
- Other relevant records

☐

I agree

☐

I do not agree

date/month/year

Details of Legal Guardian

PLEASE COMPLETE IN FULL

	Father	Mother	Legal guardian/other
Surname			
First name(s)			
Occupation			
Employer			
Mobile			
Work address			
Business telephone			
Email address			

Please tick email for initial school correspondence

Father	Mother	Both
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Is the person making the application the parent or legal guardian? Yes No

If no, why is the parent or legal guardian not making this application and what is the relationship?

The following persons are authorised to collect our child from School/School Bus:

Name	Relationship to pupil
Name	Relationship to pupil
Name	Relationship to pupil

Would you like your child's name and your contact details sent home to his/her class and class representative? Yes No

School Fees

SCHOOL FEES

Responsible for school fee	Company	Parents
Method of payment	Bank transfer	Cash
Duration of payment	Yearly	Termly

BILLING INFORMATION

Organisation for billing	
Accounts/Invoices for the attention of	
Contact name and telephone, number, email	
Address for billing	

SCHOOL BUS FEE

Do you require the school bus service	Yes	No
Responsible for school bus fee	Company	Parents
Method of payment	Bank transfer	Cash

Personal Information Collection Statement

All personal data collected from students and/or their parents/guardians in connection with their education at Nord Anglia Education school ("School") will be handled by our staff, kept confidential and used by Nord Anglia Education Limited and/or our affiliates ("we" or "us") for lawful and relevant purposes including but not limited to:

- (a) verification of a student's academic and other information;
- (b) school administration and operation;
- (c) the organisation, administration and operation of extra-curricular expeditions and activities, including but not limited to making arrangements with third parties for relevant insurance cover, medical assistance, supervision and execution of activities;
- (d) sending communications to parents and students including newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- (e) statistical and research purposes;
- (f) other school related purposes; and
- (g) alumni activities.

We may disclose some of the data to third parties such as agencies (including governmental bodies), service providers (including insurance providers, security/medical service providers and third party activity/expedition organisers) and contractors appointed by us (whether within or outside the jurisdiction in which the personal data was collected) to undertake some of our academic, pastoral, extra-curricular and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- (a) Such disclosure is expressly provided for under this Statement;
- (b) Permitted to do so by the applicant or his/her parent/guardian; and/or
- (c) Permitted or required by law.

Personal data may be stored in our or our affiliates' database systems (which may be located within or outside the jurisdiction in which the personal data was collected) and online portals and will form part of the applicant's official student records. It may also be stored in online student resources such as the global classroom.

Where such personal data is not required to be retained by law, such personal data may be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

If a Parent Teacher Association (PTA) is existing/established, we may provide such personal data to the relevant PTA for inclusion in the PTA directory and other PTA activities. If a student or his/her parents/guardians do not wish for such data to be included in the PTA directory, please inform us.

In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student's enrollment form where relevant.

Failure to provide the requested data may affect the Students' ability to participate in certain events, activities and expeditions arranged by the School.

Admissions Form

All practicable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable and reasonable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

Students or their parents/guardians may have the right to access or correct personal data held by the School under applicable law. Requests for access and correction should be addressed in writing to the Principal (addressed to the School). We may levy a charge for accessing the information.

If any of our communications constitute direct marketing we will separately seek your consent where required by law. In addition NAE will (1) honour any request we may receive from you to stop receiving such communications and (2) assisting in ensuring that you do not receive targeted advertising that is unlikely to be of interest to you.

Where you do not consent to direct marketing, or where we do not wish to target specific ads to you, we will sometimes meet these requirements by sharing your email address with our advertising service providers, to ensure that such communications are not issued to you. Your email address will be irreversibly encrypted by them and will not be used for any other purpose. We rely on legitimate interests (managing the advertising of our services) for this purpose.

The terms of NAE's privacy policy can be found at www.nordangliaeducation.com.

Contract

In consideration of The British School of Nanjing (hereafter referred to as the School) accepting _____
(hereafter referred to as the Pupil) as a pupil at the School, I / we being the Parent(s) / Guardian(s) of the Pupil do hereby
jointly agree to undertake with the School as follows:

1. The Pupil will regularly attend the School and strictly conform to the Rules and Regulations of the School.
2. That I/we will conform to the aforementioned Rules and Regulations in so far as the same affect me/us and are notified to me/us.
3. That I/we have read and understood the terms and conditions listed in the Schedule of Fees for the current academic year attached herewith (as amended from time to time by notification from the School). The failure on my/our part to comply with any of the payment conditions of that schedule may result in the Pupil being prevented from attending School classes.
4. Any change of my/our address should be immediately notified to the School. In case of such notification failure, any correspondence from the School shall be deemed to be delivered after five working days from its dispatch.
5. That I/We will give two months notice in writing (excluding holidays) before the child's last school day. In default of my /our giving notice as required, I/We shall pay in full on demand the two months fees in lieu of notice.
6. The School may at its absolute discretion require the removal of a Pupil without notice if he or she has been guilty of serious misconduct. In this event, no claim shall arise for the refund (or reduction) of any portion of any School fees already paid (or payable) to the School.
7. That I/we authorise the School to take photographs of the Pupil for the School's use.
8. That I/we have disclosed all relevant medical data about the Pupil in the Medical Record and Authorisation Form submitted herewith and will keep the School informed of any changes to the information provided therein.
9. That I/we agree to allow the Pupil to participate in all of the School's activities. If any of these activities involves excursion outside of the School, prior notification by the School will be sufficient
10. That any changes to the Pupil's particulars shall be advised in writing as soon as possible to the School.
11. That if any matter requires the approval of or notification to us, it will be sufficient for the School to notify or obtain approval from one of us.
12. That the School will use its best endeavours to ensure that only those authorised persons listed herein are able to collect the Pupil from School.
13. I/we agree that the Pupil attends the School at his/her own risk. The pupil will have his or her own medical insurance as the school will only be liable for injuries or illness where the incidents are deemed (by the school insurers) to be the responsibility of the school. The School will not be responsible for any loss or damage to the Pupil's personal belongings.

I/WE HAVE READ AND FULLY UNDERSTAND THIS COLLECTIVE CONTRACT AND AGREE TO BE BOUND BY IT AND BY ANY
SUBSEQUENT AMENDMENTS AS NOTIFIED FROM TIME TO TIME BY THE SCHOOL.

Parent signature

Date

School Fee Payment, Refund and Withdrawal Policy **2019-2020**

Application Fee

- *A non-refundable non-transferable* application fee must be submitted at the time of application.

Security Deposit

- The School requires a security deposit to confirm the placement of any child/ren.
- *One Deposit per child is required.*
- The deposit is fully refundable when the student leaves the school, *without any interest on demand*, if all accounts have been settled in full, all school property returned without damage and required written notice submitted *two months in advance* of the child's last day of school (holidays excluded).
- The deposit is not refundable if the student does not attend the school after an enrollment place has been offered or the remaining tuition is not enough to cover the two months' notice period.

Enrolment Fee

- *A one-time non-refundable* enrollment fee is required for all students upon their enrollment confirmation.

Tuition Fee

- The tuition fee varies according to year level as shown in each school year's tuition fee chart.
- Tuition fees will be invoiced on a pro-rata basis (referred to two weeks cycle) for new students who enroll after the commencement of the academic term.
- Once a student joins the school, full fees are charged until the student leaves the school. There are no refunds for periods of absence from the school.
- *Two months's notice of withdrawal in writing* of the child's last day of school (holidays excluded) must be given or two months fees will be paid in lieu of the notice. Parents must ensure that written acknowledgment is received from the school following notice of withdrawal.

Optional Bus Fee

- The optional bus service cost varies depending on the distance covered.
- Bus fees will be invoiced on a pro-rata basis (referred to two weeks cycle) for new students who start using the bus service after the commencement of the academic term.
- If the family changes the bus route during the school year, the bus fees will be adjusted accordingly.
- Once a term commences, there are no refunds for that term whether a student is leaving school on temporary absence, or no longer requires the bus service.

EAL Fee

- An EAL (English as Additional Language) fee will be applied to students who require additional English support.

External Examination Fees

- Fees for external examinations, IGCSEs and A-Levels will be charged separately as per fee rates of the examination board.

Uniform Fees

- All students are required to wear uniform to school.
- All uniform items can be purchased through the school's uniform shop.

School Reports

- One copy of the student's school report, public exam certificate, teacher's reference letter and/ or school's recommendation form will be given only if all the accounts have been settled before the student leaves the school.
- Additional charge will be applied for each extra copy of school reports.

Fee Refund and Withdrawal Policy Additions

- The original tax receipt (fapiao) must be returned to the school when refund is requested. ***No Refund can be made without returning the original tax receipt (fapiao).***
- Refund will be reimbursed to the payer (parent or the company) ***in the same way the payment was made***, except:
 - Where the original payment was made by a company cheque, the refund will be processed directly to the drawer who issued the cheque through bank transfer;
 - Where the original payment was made by cash, the refund will only be processed directly to the payer's nominated Chinese bank account through bank transfer;
 - Where the original payment was made from overseas, the refund will only be processed directly to payer's nominated Chinese bank account through bank transfer;
 - Refunds are payable ***within 15 working days*** after the student leaves the school.

Discount

- Where a family has more than two children attending school, a discount may apply to the tuition fee for the third child and for any subsequent children.

Tax Receipt (Fapiao)

- Once the new academic year starts, *the school cannot issue the tax receipt (fapiao) for previous academic years.*
- Tax receipts can be collected at the Finance Office or sent by mail if an address is provided.
- Lost tax receipts cannot be reissued, but a chopped copy could be offered.

Fee Payment Schedule

- Tuition and all other fees must be paid by the due date as stated on the school's invoice. Students will not be allowed to attend classes if fees are not paid before classes commence.

Fee Payment Method

- **By Electronic/Bank Transfer:** All payments must include the invoice number and/or the name of the student. To ensure proper credit, a copy of the bank transfer remittance slip must be scanned and sent to the Finance office email account at finance.officer@bsn.org.cn
- **By Cash:** Cash payments can only be made using Chinese currency (RMB). For security reasons, we do not recommend cash payment higher than RMB 20,000.
- **By Cheque:** Please issue cheques payable to “南京英国学校”. Traveler cheques are not accepted.

Fee Payment Notice

- *The invoice is issued in RMB only;* USD payment is acceptable only via bank transfer based on the middle rate published by the Bank of China at the time of the payment.
- All bank transfer fees are the responsibility of the payer.
- If the fees are paid by an employer, either by cheque or bank transfer, it is always the parent or guardian's responsibility to ensure that the fees are paid before the student starts school.

Late Payment of Fees

- Payments not received by any due date will be considered overdue and the school may charge a 1.5 %monthly late payment penalty. If fees are not paid on time, the school has the right to refuse attendance of the student at school and /or withhold student reports/transcripts.

Disclaimer

- The School reserves the right to amend its policies and fee structure whenever 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 basic school policies.

I hereby confirm my acceptance of the school place (s) offered for my child (ren) and will arrange payment of all the fees within school guidelines. I have read and understood the payment terms laid out above and accept these terms and conditions.

Signed

(Parent/Guardian) :

Date :

Parent/Guardian

(Name please print):
