



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 enrolment 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** enrolment fee is required for all students upon their enrolment 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 enrol 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 acknowledgement 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): _____