

## Withdrawals, Cancellations and Refunds Policies and Procedures

### Withdrawals

Withdrawal of a student from YCIS Hong Kong is only confirmed upon receipt of a completed and signed Withdrawal Notice Form at least one full calendar month <sup>[1]</sup> in advance of the desired withdrawal date to the School Office. If a written notice of withdrawal is submitted to the school during a public holiday, it will be deemed received by the school on the first day of school following the public holiday. Any refund of school fees will only be considered after the receipt of such written notice of withdrawal.

#### Temporary leave

The parent/guardian (the “Parent”) must notify the school in advance, in writing and with reason for the leave and a scheduled date of return to resume enrolment. There will not be any refund of the tuition fees for a student on leave. If the student does not resume enrolment as scheduled nor notify the school for further arrangement, he/she will be considered withdrawn.

### Cancellations and Refunds

#### 1. Application Fee

An application fee is an administrative fee that must be paid to initiate the application review and admissions process for Primary and Secondary. The application fee is non-refundable and non-transferable. The application fee is applicable to the specified academic year. If there is no vacancy, successful applicants will be placed in the waiting list. The school will cancel the waiting list at the end of the academic year. The Parent will need to reapply for the applicant and pay for the application fee while the applicant will need to undergo the admissions procedures again.

#### 2. Registration and Reservation Fee for New School Year

Section	Registration Fee	Reservation Fee
ECE	Non-refundable	Non-refundable
PRI	Non-refundable	Non-refundable
SEC	Non-refundable	Non-refundable

Registration fee is non-refundable.

To reserve a seat for the following school year, Parent must pay the reservation fee. Reservation fee must be paid once the Parent accepts and confirms the school place. Once the reservation fee is transferred, it is non-refundable. The reservation fee is deductible from the first instalment of the tuition fee. The reservation

fee is non-refundable and non-transferable even if the student does not report to school. To reserve a seat from Early Childhood Education Section to Primary Section, from Primary Section to Secondary Section, the reservation fee must be settled along with the debenture.

### 3. Tuition Fees

Tuition fees are due on the first working day of each month. Tuition fees are due on the first working day of each month and can be paid by autopay or direct bank-in to the designated bank account. The tuition fees of Early Childhood Education Section are divided into eleven (11) instalments, from the month of August to June of the following year; while Primary and Secondary Sections are divided into ten (10) instalments, from the month of September to June of the following year. Every calendar month is equal to one instalment.

All fees should be paid on a timely manner. If there is any outstanding payments incurred after the payment due date, the school has the right to exclude the concerned student from school. Once excluded, students will not be permitted to reserve a seat unless all outstanding fees have been fully paid.

A completed Withdrawal Notice Form must be submitted to the School Office with at least one full calendar month<sup>[1]</sup> in advance of the desired withdrawal date. In the absence of such notice, the monthly tuition fees shall remain payable until expiry of the sufficient notice given by the Parent or the expiry of the school term, whichever is earlier.

### 4. School Lunch Fees

#### (a) Early Childhood Education Section

No payment contributes to school lunch as it is already included in the monthly tuition fee. Refund is not applicable to students attending Early Childhood Education Section.

#### (b) Primary Section

School lunch fee is calculated in a per term basis. The Parent must give one (1) full calendar month<sup>[1]</sup> written notice in advance of the desired termination date to the School Office if he/she wishes to cancel school lunch service. In the absence of such notice, the school lunch fee shall remain payable until expiry of the sufficient notice given by the Parent or the expiry of the school term, whichever is earlier.

*Note: After refund amount is approved and confirmed, the Parent must sign and return the Refund Application Form.*

#### (c) Secondary Section

No payment contributes to school lunch. Refund is not applicable to students attending Secondary Section.

### 5. School Bus Fees

#### (a) Early Childhood Education Section

School bus fee is paid on a monthly basis. If the Parent wishes to terminate the school bus service, he/she must give a written notice in advance of one (1) full calendar month<sup>[1]</sup> of the desired termination date. Refund is not applicable to students attending Early Childhood Education Section.

*Note: Bus fee paid for a particular month is only valid for the bus service of that month and cannot carry over to the subsequent month.*

(b) **Primary and Secondary Sections**

School bus fee is paid on a monthly basis. If the Parent wishes to terminate the school bus service, he/she must give a written notice in advance of ten (10) working days to the bus company.

*Note: School bus refund procedure shall be handled directly between the Parent and the bus company.*

**6. Debenture**

The debenture is non-interest bearing and refundable. Provided that the Departure Notice Form and Debenture Redemption Form are duly signed and submitted, the balance of the debenture amount will be returned to the registered holder no later than two months (whichever is the latter) after the last school day of the student, in accordance with the terms of the debenture. If there is any outstanding fees or costs incurred at the school at the time the student leaves, the school has the right to deduct the amount from the debenture.

The school reserves the right to withhold any refund or documentation if sufficient notice of withdrawal or cancellation is not given or any outstanding payment or liability is due to the school.

**Note**

<sup>[1]</sup> One full calendar month refers to the first day of each month to the end of the month. For example, if the student submits the written notice on September 17, the end of the notification period will be October 31.

*The interpretation of all of the above resides with the school.*

## 退學、取消及退款 政策及程序

### 退學

如申請退學，學生須至少提前一個曆月<sup>[1]</sup>，將填妥並已簽署的退學通知表格交至學校辦公室，方能確認退學申請手續。如果退學通知表格在公眾假期期間交回學校，收到日期將定為假期後第一個上課日。學校只會在收到退學通知表格後，才會辦理相關的退款手續。

### 暫時休學

家長/監護人（以下稱為「家長」）必須提前以書面形式通知學校，並說明暫時休學原因和預定復學的日期。學生在休學期間所繳付的學費將不予退款。如果學生未按預定時間回校上課，而未有通知學校進行進一步安排，將被視為退學。

### 取消及退款

#### 1. 報名費

家長必須先繳付報名費，以開始入學申請程序。報名費不設退還及不可轉讓。報名費只適用於指定的學年。如果該學年沒有學位空缺，通過入學申請的申請者將被列入等候名單。學校將在學年結束時取消等候名單。家長需要重新為申請者申請並支付報名費，而申請者則需要再次進行入學申請程序。

#### 2. 註冊費及新學年留位費

學部	註冊費	留位費
幼兒教育部	不設退還	不設退還
小學部	不設退還	不設退還
中學部	不設退還	不設退還

註冊費將不設退還。

家長須繳付留位費，以預留下一學年學位，並須在接受並確認學位後繳付留位費。留位費一經轉賬，將不可退還。留位費將用作繳付下學年的部分第一期學費之用。即使學生最後放棄學位，已繳付的留位費將不設退還及不可轉讓。家長須同時繳付留位費及債券以作留位。

#### 3. 學費

學費於每月第一個工作天到期，家長可以自動轉帳或銀行轉帳方式繳付。幼兒教育部的學費分11期繳交（由每年八月至下年六月），而小學及中學部的學費則分10期繳交（由每年九月至下年六月）每一曆月為一期。

所有費用需按時繳交。如逾期未繳費，學校有權開除有關學生。學校亦不會為有關學生留位，直至繳付所有欠款。

如申請退學，學生須至少提前一個曆月<sup>[1]</sup>，將填妥並已簽署的退學通知表格交至學校辦公室。如

學校未有收到有關通知，家長須繼續繳交學費，直至收到該退學通知，或直至學期完結（以較早者為準）。

#### 4. 午餐費

(a) 幼兒教育部

每月學費已包括午餐費用，因此不會額外收費，午餐費用退款並不適用於幼兒教育部。

(b) 小學部

午餐費用按學期計算。如果家長希望取消學校午餐服務，則必須在所需終止日期前至少一個曆月<sup>[1]</sup>，以書面形式通知學校辦公室。如學校未有收到有關通知，家長須繼續繳交午餐費，直至收到該退學通知，或直至學期完結（以較早者為準）。

*注意：退款金額經批准並確認後，家長必須交回退款申請表。*

(c) 中學部

學校沒有預訂午餐安排，因此午餐費用退款並不適用於中學部。

#### 5. 校車費

(a) 幼兒教育部

校車費按月繳付。如果家長希望終止校車服務，則必須在所需終止日期前至少一個曆月<sup>[1]</sup>，以書面形式通知學校辦公室。退款不適用於幼兒教育部的學生。

*注意：校車費僅適用於該月的校車服務，不能結轉至下個月。*

(b) 小學及中學部

校車費按月繳付。如果家長希望終止校車服務，則必須在所需終止日期前至少十個工作天，以書面形式通知校車公司。

*注意：校車退款程序應由家長和校車公司直接辦理。*

#### 6. 債券

債券是不附計利息及可退還的。根據債權證的條款，債權證金額將於學生離校日或債權證持有人繳交退學通知書及「債權證贖回表格」後起計兩個月內（以較遲者為準），全數退還予債權證持有人。如有欠款或債項未繳付校方，本校有權將該欠款或債項從債權證金額扣除後，才把餘額退回。

若學校未有收到退學或取消通知，或有家長有任何未付款項或責任，學校將保留扣除任何退款或文件的權利。

#### 備註

<sup>[1]</sup> 一個曆月是指每個月的第一天到最後一天。如果學生在9月17日提交書面通知，則通知期的結束日期將為10月31日。

本中文譯本僅供參考。

中英文版內容如有歧義，概以英文版為準。

以上所有詮譯均以學校為依歸。