



2023-2024

## SCHOOL FEE PAYMENTS, WITHDRAWAL AND REFUND POLICY

### 1. Application Fee

A non-refundable and non-transferable Application Fee of RMB 2,500 must be submitted at the time of the application.

### 2. Enrolment Deposit

- 2.1 The school requires an Enrolment Deposit of RMB 20,000 per child to confirm the child's placement in school.
- 2.2 The Enrolment Deposit is fully refundable only when the student leaves the school, *without any interest on demand*, if all the accounts have been settled in full, all school property is returned without damage and the required **written notice submitted two months in advance** of the child's last day of school (excluding holidays). The school reserves the right to deduct from the enrolment deposit any amounts that are owed by the student to the school.
- 2.3 The Enrolment Deposit is **not refundable** if the student does not attend the school after an enrolment place has been offered or when no written notice two months in advance of the child's last day of school (excluding holidays) has been submitted to Admissions office at [admissions@bsg.org.cn](mailto:admissions@bsg.org.cn).

### 3. Tuition Fee

- 3.1 Tuition Fee varies according to year levels as shown in each year's tuition fee chart.
- 3.2 Tuition Fee 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.
- 3.3 Tuition fee also includes:
  - a) Regular Residential Trip Programme (extra charge applies for special activities and overseas trips)
  - b) Regular After School Activities (ASAs)
  - c) Books and Stationery cost
  - d) Personal iPad for Years 6-9 and MacBook for Years 10-13
  - e) Internal & External Examination Fees (if applicable, retaking will incur cost)
  - f) University Application Support for Years 12 & 13.
- 3.4 Once the student joins the school, all due fees are charged until the student leaves the school. There are no refunds or fee suspensions for periods of absence from the school.

#### **4. EAL Fee (English as Additional Language)**

- 4.1 If a student upon school entry has been accepted with the condition to receive EAL support, an EAL Fee will be charged by term until the student successfully exits the program.
- 4.2 The EAL fee will be invoiced on a pro-rata basis (referred to two weeks cycle) for new students who join school after the commencement of the academic term.

#### **5. Optional Bus Service**

- 5.1 The optional bus service cost varies on the distance covered from and to school.
- 5.2 Bus fee 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.
- 5.3 If the family changes the bus route during the school year, the bus fee will be adjusted accordingly.

#### **6. Uniform fees**

All students are required to wear uniform at school. The uniform items can be purchased through the school's uniform shop, offline and online.

#### **7. School Lunch**

All students will enjoy on school days a free hot buffet lunch at school. If a student is temporary absent or leaves the school, there will be no refunds for the missing meals.

#### **8. Discounts**

- 8.1 Where a family has more than two children attending school, a sibling discount will apply to the tuition fee for the third and any subsequent children. Sibling's discount will stop from the term that sibling numbers attending school at the same time falls below three.
- 8.2 For tuitions paid annually by due date and before the start of the academic year, the school will offer a special annual fee discount. In case of an early withdrawal and when fees are paid annually, the refund will be calculated by discounting from the total fees paid the termly fee for every term attended, irrespective of whether the student has attended partially or fully any given term.

#### **9. Fee Payment Schedule**

- 9.1 Tuition and other charges must be paid by the due date as stated on the school's invoice.
- 9.2 Payments not received by the due date will be considered overdue and at the discretion of school, late payment of fees will be subject to a 5% surcharge.
- 9.3 If fees are not paid on time and in full, the school has the right to refuse attendance of the student at school and / or withhold student reports, transcripts and recommendation letters.

## 10. Fee Payment Method

- 10.1 **By Electronic/Bank Transfer.** All payments must include student name and student ID number. To ensure proper credit, a copy of the bank transfer remittance slip must be sent to the Finance Invoice email account at [invoice@bsg.org.cn](mailto:invoice@bsg.org.cn)
- 10.2 **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.
- 10.3 The invoice is issued in RMB only; USD payments are acceptable only via bank transfer based on the middle rate published by the Bank of China at the time of the payment.
- 10.4 All bank transfer fees are the responsibility of the payer.
- 10.5 If the fees are paid by an employer, it is always the parent or guardian's responsibility to ensure fees are paid before the student starts school.

## 11. Tax receipt (Fapiao)

- 11.1 Once the new academic year starts, the school cannot issue the tax receipt (fapiao) for previous academic year.
- 11.2 Tax receipts will be issued electronically by Finance office.
- 11.3 Lost tax receipts cannot be reissued but chopped copy could be offered.

## 12. Withdrawal notice & Refund terms

- 12.1 **Two months' notice of withdrawal in writing** of the child's last day of school (excluding holidays) must be given by a parent or guardian to Admissions office via email at [admissions@bsg.org.cn](mailto:admissions@bsg.org.cn). Parent/guardian must ensure that written acknowledgment is received from school following notice of withdrawal.
- 12.2 If the withdrawal notice is submitted during public holidays, it will be deemed as received by the school on the first day of school following the public holiday.
- 12.3 Should a student withdraw and leave in the middle of a term, there will be no refund for that term, including EAL and Bus Fee. All fees paid for the future terms will be refund in full.
- 12.4 Any refunds of the school fees and/or enrolment deposit will only be considered after the leaving confirmation letter has been released by Admissions and completion of the withdrawal procedures.
- 12.5 The below items are required to complete the refund process:
  - a) Ensure the return of school properties such as library or textbooks, iPad, laptop/charger etc.
  - b) Ensure there are no outstanding fees.
  - c) The original tax receipt (fapiao) must be returned to claim fee refund. In case of electronic fapiao, please contact school finance department directly at [invoice@bsg.org.cn](mailto:invoice@bsg.org.cn)
  - d) Confirm bank information.
- 12.6 Any refund or release of school records is dependent upon satisfactory completion of the withdrawal procedures, the return of the school property and the clearance of accounts with the school.

- 12.7 Refund will be reimbursed to the parent or company in the same way the original payment was made, except:
- a) 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.
  - b) Where the original payment was made by the parent him/herself from overseas, the refund will only be processed directly to the parent nominated Chinese bank account through bank transfer.
- 12.8 Refunds are payable **within 15 working days** after the student leaves the school and the leaving process has been finalised.
- 12.9 Should the student re-enrol in the future, the school will waive the Application Fee but a new Enrolment Deposit will apply, even in the cases where the enrolment deposit was not refund due to short leaving notice, less than 2 school months.

### 13. 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 parent or guardian's responsibility to ensure that they are informed and aware of the 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.

#### Signature:

**(Parent/ Guardian name):** \_\_\_\_\_ **Date: (dd/mm/yy)** \_\_\_\_\_

**1<sup>st</sup> Child name** \_\_\_\_\_ **2<sup>nd</sup> Child Name** \_\_\_\_\_  
 (Name print) (Name print)

**3<sup>rd</sup> Child Name** \_\_\_\_\_ **4<sup>th</sup> Child Name** \_\_\_\_\_  
 (Name print) (Name print)