



Withdrawal and Refund Policies and Procedures

Withdrawals

Withdrawal of a student from YCIS Chongqing is only confirmed upon receipt of a completed, signed Withdrawal Notice Form or signed letter, in advance of the desired withdrawal date. Withdrawal Notice Form is available at 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 notice of withdrawal.

Refunds

1. Application Fee: An Application Fee is an administrative fee that must be paid to initiate the application review and admission process. The Application Fee is non-refundable.
2. Placement Deposit, Tuition Fees:

The school makes advance commitments related to staffing, purchasing and other resources, based on confirmed enrolment, all of which have financial implications. Accordingly, should a parent/guardian decide to terminate a student's study at the school, it is necessary for the school to be compensated for the early termination of the education services contract between the school and the parent/guardian, as commitments would have already been made by the school and there would be an indirect financial impact of implementing changes in scheduling and other arrangements. Depending on the time of year when the student withdraws, as well as when the written notice of withdrawal is submitted to the school, the amount of compensation for early termination required by the school may vary.

The table below summarises how much of the Tuition Fees and the Placement Deposit already paid shall be returned to the parent/guardian, after accounting for the early termination compensation by the parent/guardian.

Fee Type	Applicable Semester	Actual Withdrawal Date	Refund Condition
Placement Deposit	Semester 1	Before Semester commences	100% refund if written notice of withdrawal is received by the school on or before April 15, after settlement of any outstanding school fees. No refund after April 15.
		After Semester commences	100% refund after settlement of any outstanding school fees.
	Semester 2	Before Semester commences	100% refund if written notice of withdrawal is received by the school on or before November 15, after settlement of any outstanding school fees. No refund after November 15.
		After Semester commences	100% refund after settlement of any outstanding school fees.
Semester Tuition Fees	Semester 1	Before Semester commences	100% refund
		On or before September 30	50% refund
		Starting October 1	No refund
	Semester 2	Before Semester commences	100% refund
		On or before February 28	50% refund
		Starting March 1	No refund

Note: The Placement Deposit will not be returned to new students who subsequently decide not to attend the school as scheduled.

While the school reserves the right to deduct from the Placement Deposit any amounts that are owed by the student or the parent/guardian to the school, this right does not diminish in any way the school's absolute right to otherwise require payment and collection of such amounts through other means, when such amounts are due.

In order to ensure that the Placement Deposit is returned to the proper party, the official receipt issued by the school when the Placement Deposit was first paid must be returned to the School before the Placement Deposit can be refunded.

If an internal transfer is approved and the Placement Deposit is required, the Placement Deposit may be transferred from one Yew Chung International School to another. Adjustment of the Placement Deposit amount may be required, subject to the placed year level of your child(ren) in the school of entry.

Please contact the Accounts Office within 30 days of payment if you do not received the fapiao or the fapiao is issued incorrect. For any refund on school fees, the original fapiao must be returned to the school. Failure to do so will result in additional tax charges per government requirement.

Temporary Leave

For temporary leave, the parent/guardian must notify the school in advance, in writing, with reasons for the leave and a scheduled date of return to resume enrolment. There will not be any refund of the Placement Deposit or Tuition Fees and School Bus Fees for a student on temporary leave. In the event that a student does not resume enrolment on the scheduled date nor notify the school to extend the duration of leave and continue to pay the required fees, such a student will be considered withdrawn, no refund will be considered. If he or she returns later on, a normal new enrolment procedure will be applied.

3. School Bus Fees: The school must receive written notification that the student no longer requires bus services. The School Bus Fees for the month in which the written notification is received as well as the fees for the following full calendar month will not be refunded. The remaining School Bus Fees will be refunded. All School Bus Fees is charged on monthly basis.
4. School Lunch Fees: If a student has paid their semester's School Lunch Fees, but does not require lunch on a given day, notice must be given to the School Office by 9:00 a.m. on the day the student does not require lunch. Refund of School Lunch Fees will be calculated and refunded at the end of the semester based on School Office's record.

Any refund or release of school records is dependent upon the satisfactory accounts clearance from the School Office and all school property being returned.

Campus: No. 2 Huxia Street Yuanyang Town New Northern Zone Chongqing 401122
Office Hours: 8 a.m. – 4:30 p.m., Monday to Friday
Tel: (8623) 6746 6801 Fax: (8623) 6763 8483
Email: enquiry@cq.ycef.com Website: www.yics-cq.com

In case of inconsistencies between this English version of Withdrawal and Refund Policies and Procedures and the Chinese version of same, the English version shall prevail.

Updated March 17, 2011