



School Fees and Policies – Academic Year 2019-2020 Kindergarten 3 to Year 13

(All fees quoted below are in RMB currency)

Application Fee (for new students; non-refundable): 2,000

Deposit

Year Level	Deposit Amount
K3 to Year 13	15,000

The Deposit is a one-time, refundable, non-interest bearing security deposit required to be paid to the School, and shall be held by the School for the duration of the student's enrolment. The School has a first right to settle any outstanding fees or amounts owing to the School, either during the student's attendance at the School, or after the student's withdrawal, using the Deposit.

The Deposit, after deductions for any amounts owing to the School and in accordance with the School's withdrawal and refund policies, will be returned to parents within 45 days after all withdrawal procedures have been completed.

Payment of the Deposit will not, in and of itself, guarantee a School placement; all other admission and School requirements must be met.

Tuition Fees

Year Level	Semester 1 (Aug, 2019 – Dec, 2019)	Semester 2 (Jan, 2020 – Jun, 2020)	Annual
Kindergarten – K3 to K4	72,000	108,000	180,000
Primary –Year 1 to Year 4	91,200	136,800	228,000
Primary –Year 5 to Year 6	94,000	141,000	235,000
Secondary –Year 7 to Year 9	102,000	153,000	255,000
Secondary –Year 10 to Year 11	110,000	165,000	275,000
Secondary –Year 12 to Year 13	110,800	166,200	277,000

Semester 1 or Annual Tuition Fees must be paid no later than June 15, 2019.

Semester 2 Tuition Fees must be paid no later than November 15, 2019.

For mid-year applications, the tuition fees will be calculated on a monthly pro-rata basis, calculated based on a 10-month period and inclusive of the month in which the student plans to start attending School.

Early Payment Incentives

1. Early Bird

Parents/guardians may enjoy a five percent (5%) discount on annual Tuition Fees only (excluding other fees), if the full annual 2019-2020 School Year Tuition Fee payment is received by our bank no later than **April 15, 2019** (The date of receipt is determined by our bank acknowledgement.)

2. Annual Payment

Parents/guardians may enjoy a three percent (3%) discount on annual Tuition Fees only (excluding other fees), if the full annual 2019-2020 School Year Tuition Fee payment is received by our bank between April 16, 2019 and **June 15, 2019** (The date of receipt is determined by our bank acknowledgement.)

Sibling Discount

Parents/guardians who have two or more children enrolled at YCIS Chongqing are able to enjoy sibling discount on Tuition Fees only (excluding other fees). Higher sibling discount will apply to the child of the lowest year level.

Sibling	Discount Rate
First Child	N/A
Second Child	15%
Third child or More	25%



Transportation Service (Transportation Service is *OPTIONAL*. The detailed list of routes can be obtained upon request.)

Routes	Semester 1	Semester 2	Annual
< 15KM	4,000	6,000	10,000
≥ 15KM	8,000	12,000	20,000

For students who require occasional transportation service, parents are asked to send their request to the School Office at least one day in advance with a payment of 150 per day.

School Lunch Fees

The School co-ordinates with an outside catering service company to provide lunches for students who do not wish to bring a packed lunch to school. Charges will be processed under a separate payment method between parent/guardian and the catering company.

School Uniform

Payment of tuition fees will entitle students to one set of uniforms each year.

Settlement of Payments

Any payments received by the School will be applied firstly towards the Deposit, if not yet settled. Any outstanding payments must be settled according to the School fees and deadlines above.

Late Payment Charge

A late payment charge of two percent (2%) per month, compounded monthly, will be charged on all School fees that are overdue. The School also reserves the right to give the places of students with overdue payment to new waiting applicants, meaning late payments put a child's seat at risk.

Method of Payment

1. **Online Payment Gateway**

YICIS Chongqing now has an Online Payment Gateway. The link for the Gateway as well as the instructions for online payment will be sent to parents by email along with the School Fee invoice.

2. **Bank remittance**

Payment can be made by bank transfer payable to the School's USD or RMB bank account. For easy identification, **please forward a copy of your bank remittance advice with your child's passport name to our Accounts Office.** (See below)

Our bank account information:	USD Account Name:	YEW CHUNG INTERNATIONAL SCHOOL OF CHONGQING
	USD Account Number:	111636026947
	USD Bank & Branch Name:	Bank of China, Liangjiang Chongqing Branch
	RMB Account Name:	重慶耀中國際學校
	RMB Account Number:	114408185408
	RMB Bank & Branch Name:	中國銀行重慶市兩江分行
	Address:	B4 YuXin Square, 50 HuangShan Road, YuBei District, Chongqing
	SWIFT Code:	BKCHCNBJ59A

(Conversion from USD & other currencies to RMB is based on the market exchange rate at the time of actual payment.)

3. **Pay in person**

RMB cash payment can be accepted. However, large cash payment is NOT recommended.

Note: Personal cheques cannot be accepted.

Debit/Credit cards, electronic card payment will incur extra transaction fee. Please contact Accounts Office for detail rates.

Please contact the Accounts Office within the same month of the payment if a Fapiao is requested.

Please contact Accounts Office at

Tel: (008623) 8879 1610

Email: accounts.yciscq@cq.ycef.com



Withdrawal

Withdrawal of a student from YCIS Chongqing is only confirmed upon receipt of a completed, signed Departure Notice Form or signed and dated letter, in advance of the desired withdrawal date. Departure 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 refunds of School fees will only be considered after the receipt of such notice of withdrawal.

Refund

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. Deposit:

While the School reserves the right to deduct from the 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 Deposit is returned to the proper party, the official receipt issued by the School when the Deposit was first paid, must be returned to the School before the Deposit can be refunded.

If an internal transfer is approved and the Deposit is required, the Deposit may be transferred from one Yew Chung International School to another. Adjustment of the Deposit amount may be required, subject to your child (ren)'s School of entry's Fee Policy.

3. 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 decides 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, 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 chart below summarizes how much of the Deposit and Tuition Fees already paid shall be returned to the parent/guardian.

Fee Type	Applicable Semester	Actual Withdrawal Date	Refund Condition
Deposit	The Deposit will not be returned to new students who subsequently decide not to attend the School as scheduled.		
	Semester 1	Before semester commences (Before <u>August 19, 2019</u>)	100% refund if withdrawal notice is received by the School on or before <u>April 15, 2019</u> , after settlement of any outstanding school fees. No refund if withdrawal notice is received by the School after <u>April 15, 2019</u> .
		After semester commences (On or After <u>August 19, 2019</u>)	100% refund after settlement of any outstanding School fees.
	Semester 2	Before semester commences (Before <u>January 7, 2020</u>)	100% refund if withdrawal notice is received by the School on or before <u>November 15, 2019</u> , after settlement of any outstanding school fees. No refund if withdrawal notice is received by the School after <u>November 15, 2019</u> .
		After semester commences (On or After <u>January 7, 2020</u>)	100% refund after settlement of any outstanding school fees.
	Tuition Fees	Semester 1	Before semester commences (Before <u>August 19, 2019</u>)
On or before <u>September 30, 2019</u>			50% refund
Starting <u>October 1, 2019</u>			No refund
Semester 2		Before semester commences (Before <u>January 7, 2020</u>)	100% refund
		On or before <u>February 29, 2020</u>	50% refund
		Starting <u>March 1, 2020</u>	No refund



Temporary Leave: For temporary leave, the parent/guardian must notify the School in advance, in writing and with reasons for the leave and a scheduled date of return to resume enrolment. There will not be any refund of all School fees for a student on 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 continues to pay the required tuition and other fees, such a student will be considered withdrawn. If he or she returns later on, a non-refundable Application Fee must be paid again.

4. Transportation Service:

The written notification must be received at least one month in advance if the student no longer requires transportation service. The transportation service 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 transportation service fees will be refunded. The transportation service fee is charged on monthly basis.

5. School Lunch Fees:

Any request for refunds with respect to School Lunch Fees should be made directly to the food service provider responsible for operating the School's cafeteria.

Any refund or release of School records is dependent upon the satisfactory completion of withdrawal procedures, the return of all School property, and the clearance of accounts with the School Office.

Should you require further assistance, please contact the School at:

Campus Address: No.2 Huxia Street, Yuanyang Town Yubei District, Chongqing 401122

Office hours: 8 a.m.–4.30 p.m., Monday – Friday.

Tel: (008623) 8879 1000

Email: enquiry@cq.ycef.com Website: www.ycis-cq.com

In case of inconsistencies between the English and Chinese versions of this document, the English version shall prevail.

Updated 5 March 2019