

School Fees Payment Information

ISB will issue an invoice for all school fees per student for the 2019/2020 school year. The invoice includes the Capital Fee, Tuition Fee and Bus Fee (if applicable). The invoice is issued in **RMB** only; USD payment is acceptable via bank transfer based on the middle rate (<http://www.boc.cn/sourcedb/whpj/enindex.html>) published by the Bank of China at the time of payment.

- A non-refundable **Deposit** of **RMB30,000** is required to ensure the student's enrollment for the 2019/2020 school year, and it will be applied to the Tuition Fee. The deposit is required on or before **April 1, 2019**; and for students admitted after this date, the deposit is due 7 working days upon receipt of invoice.
- The full school fees balance is due on **June 1, 2019**. For enrollment after June 1, 2019, full balance payment is due 20 calendar days from the invoice date.
- Based on need, an installment payment plan may be arranged upon receipt of tuition deposit with a written request to the Business Office. All installment payment plans must be approved by The Head of School or the Chief Financial Officer and must be concluded on or before **November 1, 2019**. A written request for an installment plan should be submitted **before June 1, 2019**.
- **Late payment** surcharge of 2% per month, compounded monthly, will be assessed on overdue school fees.
- **Fapiao** will be issued in the **original payer's name** documenting the amount paid. For fapiao issuance request, please send email to tuition@isb.bj.edu.cn.

School Fees Refund

Requests for refunds of School Fees will be evaluated according to school policy. Refunds are subject to the school having met all other financial and contractual liabilities.

- The **Tuition Deposit** is **not refundable**.
- The **Tuition Fee** will be partially refunded if an official written notice of non-enrollment, **Withdraw Request Form**, is received by the Admissions Office through **ISB's Dragon's Gate** on or before **August 1, 2019**.
- The second semester **Tuition Fee** will be refunded if an official written notice of non-enrollment, **Withdraw Request Form**, is received by the Admissions Office through **ISB's Dragon's Gate** on or before **November 1, 2019**, and the student is no longer enrolled in the second semester.
- The **Tuition Fee will not be refunded** for withdrawal notification received after **November 1, 2019**.
- The **Capital Fee** is only refundable when an official written notice of non-enrollment, **Withdraw Request Form**, is received by the Admissions Office through **ISB's Dragon's Gate** on or before **July 1, 2019**.
- The **Bus Fee** is an annual fee refundable by semester. Full refund of the Bus Fee will be provided if the Busing Office receives a written notice of cancelling transportation service on or before **August 1, 2019**.
- The second semester **Bus Fee** will be refunded if a written notice of cancelling transportation service is received by the Busing Office on or before **November 1, 2019**.
- The **Bus Fee will not be refunded** for cancelling transportation service notification received after **November 1, 2019**.
- The **original Fapiao** must be returned to the school when refund is requested. No refund can be made without returning the original Fapiao. The approved refund will only be made to the **original payer**.

Payment Details

- Cash Payment: International School of Beijing **cannot** accept cash payment.
- Check Payment: International School of Beijing **only** accepts check payment in **RMB**. **RMB** check should be made payable to “北京顺义国际学校”.
- Bank Transfer: International School of Beijing accepts bank transfer payment in either **RMB** or in **USD**. Paying by bank transfer in USD is acceptable in accordance to the regulations set forth by the State Administration of Foreign Exchange (SAFE). The applicable exchange rate used is based on the middle rate (<http://www.boc.cn/sourcedb/whpj/enindex.html>) published by the Bank of China at the time of payment. Remittance instruction must include **invoice number and/or the name of student**. To ensure proper credit, a copy of the bank transfer remittance slip must be scanned and sent to the Business Office email account at tuition@isb.bj.edu.cn. **All bank transfer fees are the responsibility of the payer.**

Fapiao will be issued in the **original payer's name** documenting the amount paid. Fapiao can be collected at the Business Office, or sent by mail if an address is provided.

Transfer to RMB Bank Account Information: (Must be Written in Chinese Language)

帐户名称 (RMB Account Name) : 北京顺义国际学校
帐户地址 (Account Address) : 中国北京市 顺义区安华街 10 号
邮政编码 101318
帐户号码 (RMB Account No) : 11001071700056056959
银行名称 (Bank Name) : 中国建设银行北京安华支行
银行地址 (Bank Address) : 中国北京市 朝阳区安定路 35 号
邮政编码 100029

Transfer to USD Bank Account Information:

USD Account Name: International School of Beijing
Account Address: No. 10 An Hua Street, Shunyi District
Beijing 101318
The People's Republic of China
USD Account No: 11014240100226000170
Bank Name: China Construction Bank Beijing An Hua Branch
Bank Address: No. 35 Anding Road, Chaoyang District
Beijing 100029
The People's Republic of China
Swift Code: PCBCCNBJBJX

USD Transfer Intermediary Bank Information:

Fund transfer from a bank located in a foreign country must include our intermediary bank information in your remittance instruction.

Intermediary Bank: Bank of America, New York
Swift Code: BOFAUS3N