

School Fee Payment Information

ISB will issue school fee invoice per student for the 2023/2024 school year. The invoice includes the Tuition, and Bus Fee (if applicable), and Tuition Fee/Bus Fee Credit for the previous online learning period (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 receipt.

- A **non-refundable deposit of RMB30,000** is required to ensure the student's enrollment for the 2023/2024 school year, and it will be applied to the total Tuition Fee. The deposit is required on or before **April 1, 2023**. For students admitted after this date, the deposit is due 7 working days upon receipt of invoice.
- The full school fee balance is due on **June 1, 2023**. For enrollment after June 1, 2023, full balance payment is due 20 calendar days from the invoice date.
- On a need-basis, an installment payment plan may be arranged upon receipt of tuition deposit with a written request sent to the Business Office before **June 1, 2023**. Installment payment plans must be approved by the Head of School or the Chief Financial Officer. All installments must be concluded on or before **November 1, 2023**.
- **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. To submit your request or questions, please email tuition@isb.bj.edu.cn.

School Fees Refund Policy

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 less the non-refundable deposit 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 **August 1, 2023**.
- The Tuition Fee for the second semester 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, 2023**, given that the student is no longer enrolled in the second semester.
- The **Tuition Fee will not be refunded** for withdrawal notification received after **November 1, 2023**.
- The **Bus Fee** is an annual fee refundable by semester. The refund of the Bus Fee will be provided if the Bus Office receives a written notice of cancelling transportation service before **the first day of school semester**.
- The **Bus Fee will not be refunded** for cancelling transportation service notification received after the semester begins.
- 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 Instructions

Tuition and fees can only be made via **check** or **bank transfer**. **No cash payment will be accepted.**

- **Check Payment:** Check should be made payable to “北京顺义国际学校”. International School of Beijing **only** accepts check payment in **RMB**.
- **Bank Transfer:** International School of Beijing accepts bank transfer in **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 the middle rate published by the Bank of China at the time of receipt (<http://www.boc.cn/sourcedb/whpj/enindex.html>). **All bank transfer fees are the responsibility of the payer.**

Important: For all transfers, please include the **student number and/or the name of student** in the remittance note to ensure payment is credited to the proper account.

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.

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

帐户名称 (Account Name) : 北京顺义国际学校
帐户号码 (RMB Account No) : 11001071700056056959
帐户地址 (Account Address) : 中国北京市 顺义区安华街 10 号
邮政编码 101318
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

USD Bank Account Information:

Account Name: International School of Beijing
Account No: 11014240100226000170
Account Address: No.10 An Hua Street, Shunyi District
Beijing 101318
The People's Republic of China
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

March 2023