

## ISB School Fee Policy

### **Non-Refundable Tuition Prepayment Fee:**

A non-refundable Tuition Prepayment Fee of RMB30,000 will be applied to all students in order to secure a space for the upcoming school year. The non-refundable Tuition Prepayment is applied towards payment of Annual Tuition Fee. The due dates are set out as below:

For	Due date
Re-enrolling Students	On or before April 1 <sup>st</sup>
Newly Enrolled Students	7 calendar days from Invoice Date

### **Annual Tuition Fees, Installments and Late Charge:**

- Tuition fees are used to support school operations and facilities. The due dates are set out as below:

For	Due date
Re-enrolling Students	On or before June 1 <sup>st</sup>
Newly Enrolled Students	20 calendar days from Invoice Date

- An installment plan may be arranged on need basis and is subject to the School Management's approval. Application for installment plan need to be received by ISB Business Office before **June 1** via email at [tuition@isb.cn](mailto:tuition@isb.cn). Installment application will only be considered upon the receipt of the Non-refundable Tuition Prepayment Fee. All installments must be concluded by **November 1**.
- Late payment surcharge of 2% per month, compounded monthly, will be assessed on overdue school fees.

### **Transportation Fee:**

The School provides bus services to and from school. The Transportation Fee applies to students who register for the bus services. Transportation Fee is included in the student Invoice and is due at the same time as the Tuition Fees.

### **Prorated School Fees For Late Entry**

School will prorate school fees (including tuition fee and bus fee) for late entry for newly enrolled students. The minimum payment is for one quarter. School fees will be prorated on the following basis for late entry. All the Quarter dates refer to the school year calendar.

Enter date	% of School Fees
From First Day to Last Day of Quarter 1	100% of fees
From First Day to Last Day of Quarter 2	75% of fees
From First Day to Last Day of Quarter 3	50% of fees
From First Day to Last Day of Quarter 4	25% of fees

## ISB School Fee 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. Please note that the Tuition Prepayment Fee is **NOT** refundable.

### **Tuition Fees:**

- The Tuition Fee paid for the full academic year less the Non-refundable Tuition Prepayment Fee will be refunded if a Withdraw Request Form is received by the Admissions Office through ISB's Dragon's Gate on or before **July 1, 2024**.
- The Tuition Fee for the second semester paid will be refunded if a Withdraw Request Form is received by the Admissions Office through ISB's Dragon's Gate on or before **November 1, 2024**, given that the student is no longer enrolled in the second semester.
- The Tuition Fee will NOT be refunded for any withdrawal notification received after **November 1, 2024**.

### **Transportation Fee:**

- The Transportation Fee will be refundable if the Bus Service Cancellation Notification is received by Bus Office before certain dates as detailed below:

<b>Date</b>	<b>Transportation Fees Refundable</b>
Within 7 calendar days after the 1 <sup>st</sup> semester begins	100% of annual transportation fees
Within one month after the 1 <sup>st</sup> semester begins	75% of annual transportation fees
Within 7 calendar days after the 2 <sup>nd</sup> semester begins	50% of annual transportation fees
Within one month after the 2 <sup>nd</sup> semester begins	25% of annual transportation fees

- For any Bus Service Cancellation Notification received beyond one month after school begins, the school bus fee of related semester is **NOT** refundable.

### **Important Note:**

- *The **original Fapiao** must be returned to the Business Office when any refund is requested, otherwise no refund can be processed.*
- *The refund will only be made to **the account of the original payment**.*

## **Bank Account Information**

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

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### **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

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### **Foreign Currency Exchange Rate and Bank Charge:**

The invoice is issued in RMB only. Any payment in USD will be converted into RMB based on 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.

### **Requesting Fapiao:**

Fapiao will be issued in the original payer's name documenting the amount paid. To submit your request or questions, please email [tuition@isb.cn](mailto:tuition@isb.cn).

The original Fapiao must be returned to the Business Office when any refund is requested, otherwise no refund can be processed. The refund will only be made to the account of the original payment.